



ABC Inc.

Employee Handbook



Put together for you by



WORKEST
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Welcome to ABC, Inc

Hello!

We are beyond excited to have you join the NCMA team, and look forward to the work we produce together.

This is your employee handbook, aka your guide — from A to Z — to all things NCMA. It contains our policies, details regarding your employment, and outlines some of the idiosyncrasies that define our work culture. Refer to this handbook on your first day and as an ongoing reference.

NCMA is a company that creates paper cups, plates, and cutlery while bringing carbon-negative manufacturing practices to consumer markets. We hope to supply plates and cutlery that are gratifying to use for the diner...and the earth.

You are required to familiarize yourself with this material, and you will be asked to provide your signature receipt indicating that you have read and understood the contents.

Get ready to become part of an amazing team and thanks again for joining NCMA!

Sincerely,

The NCMA Team

Zenefits makes it easy to send offer letters, welcome letters, and employee handbooks. [Discover more.](#)

Our Mission

At the root of it,
this is what we're trying to do:

Streamline your entire onboarding experience with Zenefits. **Discover more.**

To make the most carbon-negative consumer product goods possible.

We envision a world where “consumption” not only means producing valuable goods for people to use, but also the process by which our waste and byproduct materials are actively “consumed” for the good of society and the planet.

Why do we care?

We believe the world can be a better place...that we can have our cake and eat it from carbon-negative plates, too!

How are we different?

Existing methods for creating disposable paper products use carbon-intensive processes to clean, create, and distribute products to end users. At NCMA we are delivering a new method that vertically integrates raw material from source to end consumer, eliminating operational inefficiencies and closing the loop between waste products and new materials.

Origin Story

From where we came,
to where we are.

NCMA got its start when Joe Fakey realized that his dedicated recycling habit wasn't really helping the environment all that much. Articles like this one: [U.S. Products Labeled Recyclable Really Aren't, Greenpeace Report Says](#) left Joe (now our CEO) disillusioned by consumer manufacturers, and distrustful of marketing...

He knew there had to be a better way, so he decided to find it...

Joe peered into his recycling bin and began to pick out mildly-used paper products. He boiled them down on his stovetop and created a solution that he then pressed into flattened objects that were perfect for serving cake. He called the flattened discs "homemade plates." A new industry was born.

NCMA now serves 30 countries and millions of people with our carbon-negative paper products.

We employ 450 people in three countries — and lucky for us — we now employ you, too.

We're beyond excited for the future. We hope you are, too.

Our Leaders

A few of the people who help us dominate.

Consult your org chart easily through Zenefits' mobile app. Find contact info, department info, and leadership in seconds. **See for yourself.**

Today, our leadership team consists of diverse and nonconventional executives whose experience spans art, theater, skateboarding, and mom blogging backgrounds. Together, we bring a host of leadership experience and consumer wisdom to the table and we hope that NCMA never fails to create and deliver products that consumers not only use — but adore.

With pride, we introduce you to:

Joe Fakey

Chief Executive Officer

Samantha Sam

Chief Human Resources

Skater Boy

Chief Financial Officer

Thespian Gal

Chief Insights Officer

Davida Dollar

Chief Financial Officer

Core Values

At the very heart of it....

Build an engaging employee experience from the ground up. Discover how reliable pay, benefits, and PTO management improves your employees' experience. **Get started.**

We hired **you** for a reason. We think you're **smart**. We **believe in** you. Below are the core values that set the foundation for our company's success. If you keep these core values in mind and put them into practice, we believe you will make great decisions that help propel this company further.

Always Be Consuming

ABC! Whether you are reading the latest trends, imbibing wisdom from your peers, or using NCMA products to eat with...we encourage positive consumption and hope to turn "consume" into a positive word.

Sweat the Small Stuff

In this business, details matter. Moving from carbon positive, to carbon neutral, to carbon negative often requires a micro-adjustment to decision-making that pays off with a macro-level impact. We appreciate employees who care about the details, and would rather slow down for quality than speed up for a deadline.

Be Bold

Fortune favors it, and we want to be on fortune's good side. So go ahead, take the risk. Be bold. Do the scary thing. We **embolden** the **bold**.

Our Logo

The one image that says it all.



The significance of our logo is:

- It's bold
- It's detail oriented
- It's different, like us.
- -----[add significance point]-----

General Office Information

How we do things at ABC, Inc.

San Antonio

1234 Fifth Street

San Antonio, CA 00000

Phone: 888-888-8888

Email: manager@abc-sa.com

San Francisco

1234 Fifth Street

San Francisco, CA 00000

Phone: 888-888-8888

Email: manager@abc-sf.com

San Luis Obispo

1234 Fifth Street

San Luis Obispo, CA 00000

Phone: 888-888-8888

Email: manager@abc-slb.com

Pay & Benefits

Details on your full compensation package,
and who's eligible for what.

Streamline payroll, benefits, and time off into one easy app to make HR easy again. Zenefits automatically updates payroll reflecting any changes in users' benefits choices, or PTO. **Try it free.**

Here at NCMA we offer competitive perks and salary and benefits packages to ensure your health, well-being, comfort, and productivity. To understand which benefits apply to you, please first understand your employment status.

Equal Opportunity Employer

NCMA is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, color, religion, creed, sex, age, national origin, ancestry, disability, veteran status, or any other status or condition protected by applicable federal, state or local law, except where a bonafide occupational qualification applies.

Employment Status

We offer various types of employment statuses here at Alphabet City and, while everyone is part of the family, different employment classifications grant different levels of access to various benefits. All employees, regardless of employment status, are subject to our company rules and procedures.

- **Full-time employees:** Employment in an established position requiring 40 hours or more of work per week. Full-time employees are eligible for full participation in benefit programs.

- **Part-time employees:** Employment in an established position requiring less than 40 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Participation in benefits programs for part-time employees is limited to:
 - Participation in the PTO plan based on accumulated hours of work.
 - Participation in paid company-observed official holidays.
 - Eligibility for workers' compensation benefits.
- **Temporary employees:** Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Participation in benefits programs for temporary employees is limited to eligibility for workers' compensation.
- **Interns:** Internships at NCMA are an unpaid position that work with a direct supervisor daily for a predetermined amount of time. All internships must be connected to coursework credit at an accredited college or university.

Additionally, all employees are defined as either:

- **Exempt:** Those employees who are employed in an executive, administrative, or professional capacity, or other legally exempted categories of employees, and who are not covered by the federal wage and hours laws; or
- **Non-Exempt:** Those employees who are not employed in an executive, administrative, or professional capacity, or other legally exempted categories of employees, and who are covered by the federal minimum wage and overtime laws.

Have a complicated workforce? No problem. Manage diverse employee types all from the Zenefits dashboard, including dynamic roles. **Try it free.**

Payday

Paydays are semi-monthly and wages are paid out on the 1st and 15th of the month for all employees. We encourage direct deposits (as it's best for the environment!).

Health benefits

Get excited here. We offer fully paid medical, dental and vision benefits, plus short- and long-term disability coverage. You'll also get a \$100 stipend towards a health gym membership of your choice or for the purchase of qualifying fitness equipment.

401(k) Plan

Full time employees of NCMA have the opportunity to contribute to a 401(k) plan, but NCMA does not match contributions.

Free Lunch Friday

We cater an in-office lunch every Friday for all employees, partners, and/or candidates to enjoy. Please inform HR of any dietary restrictions.

PTO Policy

We recognize the importance of taking time off, which may be necessitated by a number of reasons, including taking a vacation to refresh or recharge your batteries, taking care of an ill parent, tending to your civic duties, attending your child's school play, or addressing other personal or medical matters. Employees should be aware that the programs described below may be amended, modified, or canceled from time to time, at the sole discretion of the company and as permitted by federal, state, and/or local law.

Regular Full-Time Non-Exempt Employees

Employees designated as Regular Full-Time Non-Exempt status will be eligible for a vacation accrual policy. These employees will be eligible to accrue Paid Time Off ("PTO") in accordance with this schedule:

- **Less than 3 years of service**
 - Annual Accrual: 15 days / 120 hours
 - Biweekly Accrual: 4.62 hours
 - Maximum Accrual: 200 hours
- **Greater than 3 years of service**
 - Annual Accrual: 20 days / 160 hours
 - Biweekly Accrual: 6.15 hours
 - Maximum Accrual: 200 hours

How Much PTO Do You Have?

Employees should consult their pay stubs for their most accurate, updated PTO balance. If the PTO balance reflected on an employee's pay stub does not match the PTO balance reflected on the employee's [Zenefits dashboard](#), the balance listed on the paystub will govern.

Scheduling Paid Time Off

Scheduling vacation is a joint effort between you and management and should be discussed in consideration of personal and business requirements. Employees must submit a vacation request for their manager's approval at least two (2) weeks in advance of the proposed vacation, if possible. To schedule vacation time, employees should submit a request through the Time Off app in their [Zenefits dashboard](#)

Advances on Paid Time Off

If an employee has not accrued enough PTO or has already exhausted their PTO, the time off request may be denied. However, under limited circumstances, at the discretion and approval of management, the employee may be allowed to take an advance on PTO up to 24 hours.

PTO Balance Cap and Carryover Cap

Non-exempt employees may accrue PTO up to a maximum of 200 hours, per the chart above, at which point further accrual stops until accrued PTO is used. 200 PTO hours is the maximum number of hours that can be carried over year to year.

Payout of Paid Time Off

PTO may be paid out only under these two circumstances:

- **Employment Status Change:** A non-exempt employee that moves to exempt status will no longer be eligible for the Paid Time Off vacation policy. The employee will be paid for any accrued, unused PTO on the paycheck following the status change.
- **Termination:** A non-exempt employee whose employment terminates will be paid for all accrued, unused PTO.

Tired of managing PTO requests? With Zenefits, employees and managers can request and approve time off in a matter of seconds. Payroll then automatically reflects those requests. Dang. **Try it free.**

Workers' Comp

If you are injured on the job report the incident immediately to a manager. On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided to you at no cost.

Overtime

Full time, exempt, employees are not offered overtime benefits. But hourly, nonexempt workers may receive overtime pay in accordance with California state laws which aver: all nonexempt employees (including domestic workers) receive overtime pay at a rate of 1.5 times their regular rate of pay for all hours worked in excess of 8 per day and 40 hours per week.

Holidays

We like our days off just as much as the next company. NCMA recognizes the following federal holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Day

Regular full-time employees will be eligible for paid holidays. NCMA may require an employee to work on a company-observed holiday. Non-exempt employees who are required to work on a holiday will be paid for any time worked in addition to the holiday pay.

You're also encouraged to take a half-day off on your birthday.

What To Expect From Day One

The grind, yes — but the glory too.

Businesses running Zenefits are able to have new employees almost completely done with onboarding tasks before their start date. **Try it free.**

Dress Code

Our dress code is “business appropriate.” This means you should come to work clean and wearing clean clothes that don’t distract your coworkers. If you aren’t sure whether your outfit will fly, ask yourself: would I wear this outfit to brunch with my in-laws? If not, maybe change. We’re not trying to minimize self-expression. We’re trying to be a respectable, classy place of work.

Time

If you are a full-time employee, you are expected to work from 9am until 5pm, unless otherwise specified in your offer letter and employment contract.

If you are a part-time employee, you may track your hours with the NCMA Time & Attendance App on your phone. You will work with your manager to set a regular work schedule.

You are expected to be in the office, at your dedicated workspace, for your required hours. But don’t think we take ourselves toooooo seriously.

Office Equipment

Certain equipment is assigned to staff depending on the needs of the job, such as a calculator, personal computer, printer and access to our central computers and servers. This equipment is the property of NCMA and cannot be removed from the office without prior approval from your supervisor. We expect you will treat this equipment with care and report any malfunctions immediately to staff members equipped to diagnose the problem and take corrective action.

Personal Records

It's important that NCMA maintains accurate personnel records at all times. You are responsible for notifying your immediate supervisor or the People Ops Team of any change in name, home address, telephone number, immigration status, or any other pertinent information. By promptly notifying NCMA of such changes, you will avoid compromise of your benefit eligibility, the return of W-2 forms, or similar inconveniences.

Work/Life Balance

Work/life balance matters in the Alphabet City. Apart from our health perks, we encourage peer-organized events, such as lunchtime yoga and meditation, book clubs or even walks in the park. Completing your work objectives will be priority number one, but we understand that health is the number one wealth. And sometimes it takes a walk or jog to get the gears back in motion.

Be responsible. Take care of yourself so you can show up to work, ready to be productive.

Performance Reviews

You can expect to take part in semi-annual review processes from both your peers and managers. These review cycles are completed within your NCMA application, and track your progress towards personal goals, business goals and professional advancement. Compensation reviews occur once per year and are based, in part, on your performance reviews.

Conflict Resolution

Conflicts will occur in the workplace. Disagreements among workers are fine, and we encourage creative riffing when it results in collaborative solutions. That said, if disagreements get out of hand, uncomfortable, or are left unresolved in a natural course of events, please follow these steps.

1. Work It Out Directly.

Connect with the person you are having a conflict with and talk with them directly.

2. Talk to Your Manager.

Engage your direct manager and provide details on the problem.

3. Connect with The People Ops Team.

If you can not resolve the conflict using steps 1 & 2, connect with someone from your people team who will initiate a more substantial investigation into the problem.

In every case, be sure to carefully document the problem, the steps taken to resolve the problem (including dates of engagement, emails, etc). This will help protect you and create a log detailing the conflict and the attempts at resolution that have already occurred.

Disputes & Dispute Resolution

In a perfect world, employers and employees get along in every scenario. However, we know things can become disharmonious and disagreements can persist. Although we seek to provide a workplace in which all employees feel that they are an important part of the Company and where employees feel fairly treated, there may be times when you have a dispute with a supervisor or the Company which can best be resolved through a formal procedure for dispute resolution.

1. Seek a Mediator and Arbitrator.

All employees of NCMA agree to first seek to mediate any dispute with the Company with a mediator from the American Arbitration Association or similar organization trained and experienced in employment disputes. If mediation is not successful, both the Company and the employee agree to submit their dispute to arbitration. The arbitrator will be chosen from a panel presented by the American Arbitration Association or another such organization that is acceptable to both parties. The cost of the arbitrator will be split between the Company and the employee. Each party will be

responsible for its own attorney and other related fees. Both the Company and the employee acknowledge that by agreeing to arbitration, each gives up its right to litigate their employment dispute in court or to submit it to a jury. The decision of the arbitrator is final and binding.

2. Seek a Court to Enforce Arbitration.

However, either party may seek to have a court of competent jurisdiction enforce an arbitration award. In addition, the Company retains the right to seek injunctive or other relief in the case of misappropriation of trade secrets or other confidential information, or any other action by an employee which might reasonably be expected to lead to irreparable harm to the Company.

All disputes between any employee and the Company are to be resolved in accordance with the following procedure. Please note, however, that the Company reserves the right to modify this procedure at any time and nothing in this procedure should be construed to constitute a contract between you and the Company or to constitute any part of a contract between you and the Company.

Any dispute between you and the Company may be resolved using this grievance procedure, with the exception of oral reprimands which are not recorded in your personnel file.

A grievance is a complaint by an employee concerning any matter related to the employee's employment with the Company. All grievances must be in writing. Using the form provided by the Company, you must state clearly and concisely all the known facts related to your grievance, including "who, what, where, when and the why." Clearly explain why you disagree with the

act or omission that forms the basis for the grievance. Also explain what remedy you are requesting. You must sign and date the grievance.

Performance & Progress

At NCMA we take career progression seriously, and sincerely hope your employment here turns into some of the most valuable years of your career. Inasmuch, we make strategic hires, look for top talent, and never settle in our investment in our people. We also invest in infrastructure to assist with tracking career growth and accomplishments:

Performance

You will work with your manager to identify appropriate Key Performance Indicators (KPIs) for your position. Managers will review your work monthly based on these KPIs and adjust workload and expectations accordingly. In the case of missing goals consistently, a behavioral action plan will be implemented to promote your success at NCMA.

Progress

We believe in a 1.01³⁶⁵ growth philosophy here at Alphabet City. What this means is that we believe in incremental growth that fosters heightened achievements over time. Doing the work you were hired for is step 1, step 2 is doing more.

Manage performance management in a clean dashboard that grows with your workforce. Documents, goal setting, and progress is tracked, saved, and stored inside Zenefits. [Learn more.](#)

The Employee Lifecycle

What can you expect during your time with NCMA?

What are the milestones we hold each other accountable to?

Where are you in your progression?

Manage the entire employee lifecycle in a compliant way, from hiring to terminations, with Zenefits. **See how we've got your back.**

Leaves of Absence

Should an employee experience a life event that requires that they request a period of time off, NCMA will work with the employee to determine eligibility.

There are four key concepts in a leave of absence:

- Reason for a leave of absence
- Duration of a leave of absence
- Pay during a leave of absence
- Benefits during a leave of absence.

Depending on the reason for the leave of absence, different laws, policies, or programs will apply. The information below is a high-level summary of the different types of leave available to employees. If you have additional questions about any leave of absence, please speak with a member of the People Team.

- Medical Leave

- Family Care Leave
- Pregnancy-Related Medical Leave
- Parental Leave: Baby Birth/Adoption/Foster Child Bonding
- Military Caregiver Leave • Military Spousal Leave • Military Service Leave
- Jury/Witness Duty Leave
- Bereavement Leave
- School Activities Leave
- Rehab Leave
- Organ and Bone Marrow Donation Leave
- SAFE Leave
- Personal Accommodation Leave
- Other Reasons Allowed Under Applicable Federal or State Law

Leave Process And Eligibility

Requests for leave should be submitted in writing to the People Team at least thirty (30) days before the leave begins, except in cases where the need for leave is unforeseeable. If an employee fails to submit a request in advance of a foreseeable leave as required, the leave may be postponed. If the leave is unforeseeable, employees should still give as much notice as possible.

Wage Replacement

Employees on an approved leave of absence for certain types of leave may be eligible to receive income replacement from NCMA. as a “top-up.” NCMA coordinates with Short Term Disability Insurance and California SDI and PFL. An employee could potentially receive up to 100% of his or her normal gross weekly wages for a specified time period. Each week of wage replacement is based on a seven (7) calendar day period beginning on the first day of the leave.

Return From Leave

Before you return from leave, please have your health care provider complete the Fitness For Duty form. Your doctor needs to provide confirmation that you can return to work and indicate whether any accommodations are necessary. Please be sure to provide the People Team with the completed form either before you return from leave or on the day that you are back in the office. If an employee fails to return to work on the first scheduled workday following a leave of absence without making other prior arrangements, the employee will be considered to have voluntarily resigned.

Jury Duty

NCMA encourages employees to fulfill their civic duties. To that end, employees will be allowed leave to serve on a jury, if summoned. We request that you give us a copy of your summons notice as soon as you receive it, so that we may keep it on file. If you are called during a particularly busy period, we may ask you to request a postponement. NCMA will provide additional documentation in this regard, if necessary, to obtain such postponement.

Jury duty can last from a portion of a single day to several months or more. During this time you will be considered on a leave of absence and will be entitled to continue to participate in insurance and other benefits as if you were working. While serving on jury duty, you are expected to call in to your supervisor periodically to keep him or her apprised of your status.

NCMA will pay employees who serve as jurors the state jury fee or the employee's daily wage (whichever is lower) each day for the first five (5) days of jury duty service.

Long-Term and Short-Term Disability

As part of your benefits package, you are entitled to short-term and long-term disability.

- **Short-Term Disability coverage:** can help supplement part of your base pay if injury or illness prevents you from working for more than a few days and up to a 52 weeks.
- **Long-Term Disability coverage:** can help supplement part of your base pay if injury or illness prevents you from working for more than one year.

Family and Medical Leave Act (FMLA)

NCMA offers 2 months of paid maternity and paternity leave. And, in accordance with the Family Medical Leave Act, eligible employees may take unpaid, job-protected leave for specified family and medical reasons with

continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Eligible employees are entitled to:

- 12 workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care, and to care for the newly-placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

**NOTE: On October 4, 2019, the 60-day public comment period on proposed revisions to the Wage and Hour Division's (WHD) optional-use Family and Medical Leave Act (FMLA) forms closed. The Department is reviewing the submitted comments.*

Medical Certification

If the employee is requesting leave because of his/her own or a family member's serious health condition, the employee must provide appropriate medical certification. The employee may obtain a medical certification form from People Ops. Failure to provide required medical certification in a timely manner may result in denial of leave until it's provided. NCMA, at its expense, may require an examination by a second health care provider designated by NCMA if it doubts the medical certification the employee initially provides. If the second health care provider's opinion conflicts with the original medical certification, NCMA, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. NCMA may require subsequent medical recertification on a reasonable basis.

Internal Policies And Rules

Everyone's got 'em. Here's ours:

Creating an employee handbook and obtaining digital signature read/receipts from your staff can help keep you out of litigative trouble. Publish your handbook, make updates, and keep track of signatures easily inside Zenefits. **Get started with a free 14-day trial.**

Anti-Harassment and –Discrimination

We are committed to providing a work environment that provides our entire workforce with equality, respect, dignity, and safety. In keeping with this commitment, NCMA has a "zero tolerance policy" with regard to employee harassment. Federal law defines harassment as unwelcome conduct that is based on age, religion, race, creed, color, national origin, military status, sex (including pregnancy, sexual orientation, and gender identity), disability, predisposing genetic characteristics, familial status, marital status, domestic violence victim status, or any other characteristics protected under state, federal, or local laws. In keeping with federal definition, NCMA has adopted the Department of Labor's philosophy of harassment policies in that the goal of this policy is to "eliminate harassment before it becomes severe and pervasive enough to violate the law."

Harassment becomes unlawful when:

1. enduring the offensive conduct becomes a condition of continued employment; or
2. the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Alphabet City's policy applies to all aspects of your employment. Harassment of any other person, including, without limitation, fellow employees, contractors, visitors, clients or customers, whether at work or outside of work, is grounds for immediate termination. NCMA will make every reasonable effort to ensure that its entire community is familiar with this policy and that all employees are aware that every complaint received will be promptly, thoroughly and impartially investigated and resolved appropriately. NCMA's zero tolerance policy extends to any retaliation against anyone who complains of harassment or who participates in an investigation.

NOTE: [Learn more](#) about your civil liberties and legal protections.

Anti-Sexual Harassment Policy

Sexual harassment is a form of workplace discrimination and will not be tolerated. In keeping with NCMA's commitment to maintaining a safe workplace, free from any forms of workplace discrimination, all employees are required to work in a manner that prevents sexual harassment in the workplace. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment. Employees are urged to report sexual harassment by filing a complaint internally with NCMA's People Ops. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Please note our sexual harassment policy extends to all employees, regardless of employment status (paid or unpaid), including contractors, interns, partners, vendors, or business associates, or any other person who represents our company or brand.

1. Sexual Harassment Will Not Be Tolerated.

Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).

2. Retaliation Prohibition

No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. NCMA will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Reports of sexual harassment may be made verbally or in writing.

Any employee of NCMA who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees working in the workplace who believe they have been subject to such retaliation should inform a manager immediately or inform the People Ops Team. All employees who believe they have been a target of such retaliation may also seek relief in other available forums. Harassers may be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

3. Mandatory Misconduct Investigation

NCMA will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. NCMA will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

4. Committed to Creating a Culture of Change

Preventing sexual harassment is everyone's responsibility. All employees are required to report any harassment or behaviors that violate this policy. NCMA will provide all employees a complaint form for reporting harassment and filing complaints. Managers and supervisors are similarly required to report any complaint that they observe, or become aware of, to the People Ops Team promptly. Failure to do so may result in immediate termination.

What is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made, either explicitly or implicitly, a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

Examples of sexually harassing work environments include, but are not limited to:

Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- The use of job-related threats or rewards to solicit sexual favours

Verbal conduct

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks

- Sending sexually explicit messages (by phone or by email)

Non-verbal conduct

- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling
- Leering

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business, at employer-sponsored events or parties, or over teleconferencing. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

5. Other Legal Protections Under Law

Sexual harassment is not only prohibited by NCMA but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at NCMA, employees may also choose to pursue legal remedies with the appropriate governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

Other Forms of Unlawful Harassment

Unlawful harassment includes verbal, physical or visual conduct, including ethnic or racial jokes and remarks, used to criticize, stereotype, ridicule, insult or show hostility towards another because of his or her race, religion, color, national origin, age, marital status, disability, veteran status or other protected category. Conduct deemed unlawful harassment serves as grounds for disciplinary action, up to and including immediate discharge. Retaliation prohibition policies pertain to any form of harassment or discrimination.

Anti-Violence

We have a zero-tolerance policy for violence in the workplace, as we're committed to providing a safe and secure workplace for all employees. Violence is defined as threats, threatening behavior, verbal or physical threats or violence, intimidation, coercion, or any other harmful behavior that leaves someone feeling violated, victimized, or scared. Long story, short: be a decent human.

Employees and managers are required to report any violations or any potentially dangerous behavior and violators will be subject to appropriate disciplinary action, up to and including immediate termination.

Reports can be made anonymously and NCMA will investigate reported incidents in as confidential and appropriate manner as possible.

Penalties for Violation any Anti–Harassment, Anti–Violence, Anti–Discrimination Policy

If it is determined that any inappropriate conduct or policy violation has occurred, NCMA will act promptly to eliminate the offending conduct, and take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment, and may include other forms of disciplinary action (such as, for example, suspension), as NCMA deems appropriate under the circumstances and in accordance with applicable law.

Romantic Relationships in the Workplace

While we don't object to romances between employees, we must ensure the workplace is still a professional setting for everybody. We expect our employees to treat each other with respect and avoid hindering other people's work. If you want to express your romantic interest in a colleague, don't do anything that may embarrass or expose them and always respect their time and choices.

HR won't get involved in your private life and will always exercise discretion. You don't need to tell us if you go on a few dates with a colleague or become involved for [less than two months], as long as there's no disruption in the workplace or your own work. However, if your relationship lasts longer than

[two months], please inform HR. We want to be aware of these relationships so we can better handle any gossip that arises or navigate potential conflicts of interest.

Also, make sure to:

- Keep your personal issues and discussions out of the workplace.
- Be productive and focused as always. If you find that your work is affected by dating a colleague, seek counseling from your manager, HR or specialized employee (e.g. company psychologist).

Acceptable behavior:

- Passing by your partner's office to talk to them for a short time
- Discussing your joint vacation plans during breaks
- Coming to and leaving from work together

Unacceptable behavior:

- Actions that hinders our operations
- Actions that embarrasses your colleagues
- Actions or behaviors that distract colleagues from their duties

After You Stop Dating a Colleague

If your relationship ends, maintain professionalism and ensure you won't disrupt our workplace. You mustn't badmouth your former partner, sabotage their work or reveal any intimate details. All these actions break our code of conduct about respect in the workplace and if you break them,

you will face disciplinary action. If your former partner behaves this way, report them to HR and we will investigate as soon as possible.

If you're experiencing emotional or psychological issues, ask HR about our employee assistance program.

Dating Managers

To avoid accusations of favoritism and abuse of authority, we strictly prohibit supervisors from dating their team members or those who report to their team members (directly or indirectly). If a manager violates this policy, they'll face disciplinary action up to and including termination.

- Managers who are from the level of [senior director] and above are also forbidden from dating anyone who is below the same level, even if they're in another department.
- Managers who are below the level of [senior director] may have a relationship with colleagues from other teams or departments, as long as that person is at the same level or within two levels below them. For example, a [department head] can date a [senior manager] from another department but they can't date an intern who's more than two levels below them in rank.

Employees will not face demotion, victimization or loss of benefits.

Managers may receive a reprimand depending on the circumstances. We may terminate those who repeatedly disregard this restriction.

Couples Who Are Married or in a Domestic Partnership

The following guidelines address employees who are already married, have a domestic partner or other long-term relationship.

If you're the hiring manager for your team, you're not allowed to consider your spouse or partner for hiring. Doing so might raise questions of favoritism in the hiring process. You are allowed to refer your partner to other teams or departments where you don't have any managerial authority.

If we find out that you hired your partner for your team, you will receive a reprimand and you'll have two choices:

- One of you should transfer to another team or department. If you choose this option, HR will try to ensure that the transfer won't negatively affect your salary or benefits.
- One of you should quit. This option will be the only solution if a transfer isn't possible (such as in cases where there's no position relevant to your own in another department). HR won't have a say in who will eventually quit, so make this decision between yourselves.

NCMA's Commitment Towards Tolerance & Equality

Just like we expect employees to comply with our policy, we have responsibilities that we're committed to fulfill. We will:

- Enforce this policy equally to all employees including HR and senior management
- Treat everyone equally when taking disciplinary action without discriminating against protected characteristics

- Prohibit victimization, discrimination, and retaliation of any kind
- Examine each case separately and consider all aspects and perspectives before making decisions

Each of us must follow our equal employment opportunity policy at all times.

In the Case of Violation

Any employee who exhibits unacceptable behavior that negatively impacts the collective ability to work will face progressive discipline, and if necessary, termination of employment if the behavior doesn't improve.

Travel and General Expenses Policies

We are committed to ensuring you are paid for your work, and paid back for any out-of-pocket expenses that should be covered by the company.

Travel Policy

All travelers and managers bear responsibility for cost-effective business travel and for submitting their independent expenses for reimbursement. Reimbursable items must be approved, and submitted with accuracy and good faith. Managers must carefully review and approve all expense reports. Items not considered reimbursable should be brought to the attention of each employee prior to being submitted to accounting.

While these guidelines are intended to be comprehensive, it is impossible to anticipate every situation encountered by a traveler. The traveler is expected to apply these guidelines on a conservative basis, consistent with normal living standards and, where the policy is silent, to exercise good business judgment.

General Expenses Policy

It is NCMA's policy is to reimburse employees for all expenses necessary, reasonable and actually incurred when traveling on authorized company business.

Any expense must be properly documented and approved on an Expense Report that designates the purpose of the spend and must include real receipts or pictures of receipts. It is each employee's responsibility to adhere to policy when involved with expenditures on behalf of NCMA. Further, it is the responsibility of the manager to be familiar with the reason for the expenditures and to be satisfied that they have been reported in a manner consistent with the recognized policy.

Employees are expected to:

- Exercise good judgment with respect to expenses.
- Spend NCMA's money as carefully and judiciously as they would their own.
- Report all expenses and advances promptly and accurately with required documentation.

In the Case of Violation

Any violator of these Travel and General Expenses policies will be subject to disciplinary action up to and including termination of employment.

Smoke-free, Vape-free Policy

NCMA's "no smoking or vaping" policy is an extension of our commitment to providing a safe and healthy workplace and to promoting the health and well-being of our employees. As such, the following policy has been adopted and applies to all employees of NCMA.

There shall be no smoking or vaping inside of company premises. Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

This policy applies to:

- All areas of buildings occupied by company employees
- All company-sponsored offsite conferences and meetings
- All vehicles owned or leased by NCMA
- All visitors (customers and vendors) to company premises
- All employees, including contractors and consultants and/or their employees working on company premises, full time or part time employees, interns, partners, or business associates

Permissible Smoking and Vaping Locations

Employees and visitors may smoke at the designated smoking patio located at the northeast corner of every building.

In the Case of Violation

Any violator of this smoke-free, vape-free policy will be subject to disciplinary action up to and including termination of employment.

Substance Abuse

Alcohol and drug abuse is a potential health, safety and security problem. ABD Inc expects all employees to contribute to a healthy work environment that is free from the effects of alcohol, drugs or other intoxicating substances. Inasmuch, all employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution, or purchase of illicit drugs, alcohol, or other intoxicants, as well as the misuse of prescription drugs on company premises or at any time and any place during working hours.

While we cannot control your behavior off the clock, we certainly encourage you to behave responsibly and appropriately at all times. All employees are required to report to work in appropriate mental and physical condition, ready to perform the duties of their job.

Need Help? We're Here for You.

Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. You may inform your immediate supervisor,

designated manager, or the People Ops for assistance in seeking help to address substance abuse, who can also help you determine coverage available under NCMA's medical insurance plan.

In the Case of Violation

Any violator of this substance abuse policy will be subject to disciplinary action, up to and including termination of employment.

Background Check Policy

NCMA may request a background check for any employee or employee candidate in order to safeguard our values to maintain a positive, safe work environment. We reserve the right to investigate past employment references, background checks, drug testing, or any other appropriate measures during the hiring or transfer process, prior to a promotion, and/or in the case of alleged misconduct that requires investigative work. We expect you to provide accurate and truthful information, to the best of your ability, and to act in good faith in all matters.

In the Case of Violation

Any misrepresentations, falsifications, or material omissions of any information or data may result in the removal of a candidate from consideration or, for employees, disciplinary action up to and including termination of employment.

Did you know Zenefits partners with leading background check companies to make your onboarding process that much easier? **Discover our integration partners.**

Information Technology

Your data is your private information and we take its security seriously here.
Here's what we expect for workplace security.

Your privacy, compliance, and data are our top priority. Keep your employee data and documents safe with an HR system that's got your back. **Learn more.**

Your Privacy

Safeguarding your privacy is very important to us, and we have enacted several policies to maintain the security of your digital documents, personal identifiable information, and sensitive data. Our company makes deep investments into the privacy of our workers, like using [secure HR software](#) for the holding of employee documents.

To ensure your privacy and safety, NCMA retains the rights to utilize surveillance, including video surveillance. We may also need to search or inspect the contents of offices, lockers, storage areas, file cabinets, desks, boxes, workstations, or personal property. We reserve the right to do this at any time in the case of legitimate security concerns. We have also enabled several digital best-practices to keep hackers out and privacy in, including:

Two-Factor Authentication (2FA)

Two-Factor Authentication is an authentication method in which a computer user is granted access only after successfully presenting two or more pieces of evidence to an authentication mechanism, such as a phone and a computer, a 6-digit code and a password, etc. All NCMA-approved hardware uses 2FA, and all employees are required to keep that process intact on all devices used for work, including personal phones if used for work-related activities such as email.

Password Management

To further ensure the protection of your privacy and security, we use password management software that automatically requires new passwords to be generated after 60 days and is managed by IT. Whenever possible, please use Single-Sign-On systems, and when you must generate a new password for access to various software, use a unique 16+ character password that includes a combination of alpha-numeric and special characters. Never store your passwords on your computer or in a doc.

Company Computers

You will be issued a company computer. This computer is the property of NCMA and all use may be monitored by IT at any time. We strongly recommend that you do NOT use this computer for personal use, as personal use may be incriminating. All company computers must be protected with a password, and when you are not using the computer, it must be snapped shut. Here are some friendly reminders for acceptable and non-acceptable use on company computers:

Acceptable use:

- Any work related activity
- Any personal career growth activity
- Moderate use of personal email
- Respecting copyright laws
- Information gathering and communication

Non-acceptable use:

- Illegal sites or activity
- Any sites that would cause you to blush if someone discovered you were using
- Spying, hacking, or malicious digital behavior

In the Case of Violation

Any violation of our privacy policy will be subject to disciplinary action, up to and including termination of employment.

Sensitive Company Data

Our company's data should be considered private, and there will be a zero-tolerance policy for breaching or sharing sensitive company data. This is because our data is your data. Data regulations and online security measures are becoming tighter and more scrutinized. It is our objective to be on the right side of the law and ahead of any requirements to protect consumer, employee, and company data. To ensure this, please adhere to the following guidelines, which are subject to change:

- Do not share company passwords, usernames, or access credentials outside of the organization or to unauthorized employees.
- Any software purchase should undergo a security check
- Any APIs or integrations must undergo a security and IT check
- If you are ever unsure whether you can share information with another person, please ask your supervisor or manager

Failure to protect company privacy is a real concern and can land us in trouble in federal, state, and city courts, as well as jeopardize the success and future of our business.

Any violator of our company privacy policy will be subject to disciplinary action up to and including termination of employment.

Sensitive Customer and Prospect Data

Our clients and prospective clients' data should be considered private, and there is a zero-tolerance policy for breaching or sharing sensitive customer or prospect data regardless of whether the customer is current, past, or paying or not. This ensures the safety of our clients and encourages trust in our brand. To ensure trust, this please follow the following guidelines, which are subject to change:

- Do not share any client data including passwords, payment information, usernames, or access credentials outside of the organization or to unauthorized employees.
- Any APIs or integrations must undergo a security and IT check
- If you are ever unsure whether you can share information with another person, please ask your supervisor or manager
- Never share personally identifiable information (PII) with partners, customers, or unauthorized personnel.

California Consumer Privacy Act (CCPA) & General Data Protection Regulation (GDPR)

The California Consumer Privacy Act and General Data Protection Regulation (GDPR) are legal regulations enacted to protect consumer data and rights. NCMA recognizes these laws and requires all employees and business practices to be CCPA and GDPR compliant. To learn more please [refer to this](#).

In a nutshell, consumers have data protections and rights as well, including:

- The right to erasure (right to deletion)
- Right to be informed
- Right to object (right to opt-out)
- Right of access
- Right not be subject to discrimination for the exercise of rights
- Right to data portability

Wherever NCMA is gathering consumer data, we must comply on all levels with these regulations. If you have questions, please contact People Ops or your manager.

Failure to comply with the data privacy, consumer privacy, and general security is a real concern which can get us in trouble in federal, state, and city courts, as well as jeopardize the success and future of our business.

In the Case of Violation

Any violator of our company privacy policy will be subject to disciplinary action, up to and including termination of employment.

Let's Talk

How can you ask questions or improve
the internal processes at ABC, Inc?

Communicate with People Ops!

If you have any questions, comments, or concerns about anything in this Handbook, you can always talk to me. Together, we can create new policies, refine existing ones, or improve aspects of our company's culture at any time. Please, send me an email.

Yours,

First Last

First Last

HR Director

First_Last@abcinc.com

Acknowledgement Of Receipt

Acknowledgement Of Receipt

Obtain digital signatures for your employee handbook, and make updates easily, with Zenefits. **Get started with Zenefits today, have receipts tomorrow.**

I acknowledge that I have received a copy of the NCMA Employee Handbook (“Handbook”). I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as all other policies and procedures of the Company.

I also understand that the purpose of this Handbook is to inform me of NCMA’s policies and procedures, and that it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any Company employee, nor is it intended to create contractual obligations of any kind. I understand that NCMA has the right to change any provision of this Handbook at any time and that I will be bound by any such changes.

Signature

Date

Full Name (please print)

Please sign and date one copy of this acknowledgement and return it to the People Operations Department. Retain a second copy for your reference.