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Section 1 - Welcome

1.1 Purpose of this Handbook

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

Sjolie Sunless reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, in its sole discretion. If any discrepancy between this handbook and current company policy arise, conform to current company policy. Every effort will be made to keep you informed of the company's policies. However, we cannot guarantee that notice of revisions is provided. Feel free to ask questions about any of the information in this handbook.

This handbook supersedes and replaces any, and all, personnel policies and manuals previously distributed, made available, or applicable to employees of Sjolie, Inc.

1.2 At-Will Employment

Employment at this company is at-will. An at-will employment relationship can be terminated at any time, with or without reason or notice by either the employer or the employee. This at-will employment relationship exists regardless of any statements by office personnel to the contrary. Only **Michael H. Sjolie** is authorized to modify the at-will nature of the employment relationship, and the modification must be in writing.

Section 2 – Workplace Commitments

2.1 Equal Opportunity Employment

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

Whenever possible, the company makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact the appropriate management personnel.

2.2 Non-Harassment / Non-Discrimination Policy

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

Discrimination includes but is not limited to: making any employment decision or employment-related action based on race, color, religion, creed, age, sex, disability, national origin, marital or veteran status, or any other status protected by applicable law.

Harassment is defined as unwelcome verbal or non-verbal conduct. Harassment is based upon a person's protected characteristic, that denigrates or shows hostility or aversion toward the person because of nature, and which affects the person's employment opportunities or benefits. This has the purpose or effect of unreasonably interfering with the person's work performance or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of spoken, written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

Sexual harassment is an act of unwelcome sexual advances, requests for sexual favors and other verbal, the visual or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such manner has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include: unwelcome or unsolicited sexual advances, displaying sexually suggestive material, unwelcome sexual flirtations, advances or propositions, suggestive comments, verbal abuse of a sexual nature, sexually oriented jokes, crude or vulgar language or gestures, graphics or oral commentaries about an individual's body, display or distribution of obscene materials, physical contact such as patting, pinching or brushing against someone's body, or physical assault of a sexual nature.

Reporting:

Any company employee who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of management and the CEO of Sjolie, Inc. The powers that be will promptly investigate all allegations of discrimination and harassment, and act as appropriate based on the outcome of the investigation. An investigation and its results are treated as confidential to the extent feasible, and the company will take appropriate action based on the outcome of the investigation.

No employee will be disciplined for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation under these policies. If an employee feels he/she is being retaliated against, the employee should file a complaint using the procedures set forth above.

2.3 Drug-Free / Alcohol-Free Environment

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

Anyone violating this policy may be subject to disciplinary action, up to and including termination.

2.4 Open Door Policy

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

Section 3 – Policies and Procedures

3.1 Professional Conduct

Sjolie Sunless expects its employees to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs and workflow throughout their employment. General cooperation between coworkers and supervisors is expected and very much encouraged. Individuals who act in an unprofessional manner, fail to cooperate with management, have disrespectful actions will be subject to disciplinary action or job termination.

3.2 Dress Code

An employee's appearance and hygiene are a reflection on the company's character, influence, and reach. Employees are expected to dress appropriately for their work responsibilities and position in a manner that is reflective of the company's goals and direction.

Warehouse, Industrial, and Manufacturing employees are required to adhere to uniform standards at any time. Warehouse, Industrial, and Manufacturing employees are required to wear close-toed shoes at all times. Clothing should be neat and presentable in the case of visitor interaction. Clothing should refrain from inappropriate graphics or phrases. All clothing must project professionalism.

Office and Support Staff are required to dress business casual. Employees should look sharp and professional at all times. Shorts/mini-skirts, work-out attire, strapless tops, low cut/backless tops, revealing or obnoxious clothing is not allowed.

Failure to adhere to dress code standards will be subject to disciplinary action or job termination.

3.3 Payday

Sjolie Sunless will distribute Paychecks on the 5th and the 20th of every month. If the pay date lands on holiday or weekend, paychecks will be provided on the closest following business day.

The paycheck will reflect work performed for the current period. Paychecks include salary or wages earned less any mandatory or elected deductions. Mandatory deductions include federal

or state withholding tax and other withholdings. Elected deductions are deductions authorized by the employee, and may include, for example, contributions to benefit plans.

Employees may contact the appropriate management personnel to obtain the necessary authorization forms for requesting additional deductions from their paychecks.

Notify a supervisor if the paycheck appears to be inaccurate or if it has been misplaced.

Sjolie Inc. reserves the right to charge a replacement fee for any lost paychecks. Advances on paychecks are **not** permitted. Information regarding final paychecks can be found under the termination section of this handbook.

3.4 Bonus Pay

All bonuses awarded to the employee shall be included in the upcoming pay period check but is not guaranteed. The employer has up to 15 days after the bonus period to accommodate and pay each employee. All bonus pay is calculated based on the time spent working, any employee that working 40 hours on average during the bonus period will receive 100% of their bonus. All employees that have a vacation or leave days during the bonus period will calculate the percentage worked based on the 40-hour work week to figure the bonus owed.

3.5 Company Property

Company property, such as equipment, vehicles, telephones, computers, and software, is not for private use. These devices are to be used strictly for company business and are not permitted off grounds unless authorized. Upon termination, employees are required to surrender any company property they possess.

Company computers, internet, and emails are a privileged resource and must be used only to complete essential job-related functions. Employees are not permitted to download any "pirated" software, files or programs and must receive permission from a supervisor before installing any new software on a company computer. Data or applications stored on company computers may not be copied for personal use.

Phones are provided for business use. Sjolie Sunless requests employees not receive personal calls while on duty. If urgent, please keep personal calls to a minimum and conversations brief. Personal long-distance calls are not permitted.

Employees should have no expectation of privacy in their use of company computers or other electronic equipment.

Violations of these policies could result in disciplinary action or job termination.

3.6 Privacy

Employees and employers share a relationship based on trust and mutual respect. However, the company retains the right to access all company property including computers, desks, file cabinets, storage facilities, and files and folders, electronic or otherwise, at any time. Employees should not entertain any expectations of privacy when on company grounds or while using company property.

All documents, files, voice-mails and electronic information, including e-mails and other communications, created, received or maintained on or through company property are the property of the company, not the employee. Therefore, employees should have no expectation of privacy over those files or documents.

3.7 Personnel Files

The company maintains a personnel file on each employee. These files are kept confidential to the extent possible.

It is essential personnel files accurately reflect each employee's personal information. Employees are expected to inform the company of any change in name, address, home phone number, home address, marital status, number of dependents or emergency contact information.

Section 4 - Employment Classification

4.1 Employment Standards

This company assigns positions, determines wages and compensates employees for overtime by state and local laws and the Fair Labor Standards Act.

4.2 Exempt Employees

Exempt employees are those excluded from the overtime pay requirements of the Fair Labor Standards Act. Exempt employees are paid a salary and are expected to work beyond their regular work hours whenever necessary to accomplish the work of the company. Exempt employees are not eligible to receive overtime compensation. Employees should consult with an administrator if they have questions regarding their classification as an exempt employee.

4.3 Non-Exempt Employees

Non-exempt employees are those eligible for overtime pay of 1.5 times the regular hourly rate of pay for all hours worked over 40 per work week. **All overtime requires approval in advance and under no circumstances is an employee to accrue hours termed as overtime unless explicitly authorized by a manager.** Employees should consult with an administrator if they have questions regarding their classification as a non-exempt employee.

4.4 Part Time, Full Time, or Temporary Status

Part-time or full-time status depends on the number of hours per week an employee works. Regular employees who work fewer than 40 hours receive part-time classification. Part-time employees are not eligible for employee benefits as described in this handbook. Regular employees who work at least 40 receive the full-time designation.

Sjolie Sunless may hire employees for specific projects or periods of time. Temporary employees may work either part-time or full-time but generally, are scheduled to terminate by a particular date. Temporary employees who remain on duty past the expected termination remain classified as temporary. Only Michael H. Sjolie may change an employee's interim status. Temporary employees are not eligible for employment benefits.

Section 5 – Attendance Policies

5.1 General Attendance

The company maintains regular working hours of 8:00 am – 5:00 pm Monday through Friday. Hours may vary depending on work location and job responsibilities. Supervisors will provide employees with their work schedule. Should an employee have any questions regarding his/her work schedule, the employee should contact their supervisor.

The company does not tolerate absenteeism without excuse. Employees who will be late to or absent from work should notify a supervisor in advance, or as soon as practicable, in the event of an emergency. Chronic absenteeism may result in disciplinary action or employment termination. A benchmark for chronic absenteeism is averaging more than 1.5 days of missed work per calendar month of employment.

Employees who need to leave early, for illness or otherwise, should inform a supervisor before departure with as much notice as is practical and possible. Unauthorized departures may result in disciplinary action or job termination.

5.2 Tardiness

Employees are expected to arrive on time and ready for work. A 7-minute policy has been implemented for emergencies. An employee who enters 7 minutes after their scheduled arrival time is considered tardy. An employee who arrives within the 7-minute policy is granted leniency. Abuse of this policy will result in disciplinary action or job termination. The company recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited and may be subject to disciplinary action or job termination.

5.3 Breaks & Lunch

All full-time, nonexempt employees are permitted a 15-minute rest break for each four-hour work period. Breaks are not allowed at the beginning or end of the workday to offset arrival and departure times. At the supervisor's discretion, both rest breaks may be combined with the lunch period, not to exceed 60 minutes. Employees who voluntarily work through their break periods will not be paid additional compensation beyond their paid hour of work.

Based on your working hours, meal periods are thirty minutes to one hour and require approval by a supervisor.

Section 6 – Leave Policies

6.1 Vacations

The federal law applying to wage payments, the Fair Labor Standards Act, does not require paid vacation leave. While several states have laws that require employers to pay their employees any vacation time they have accrued, those laws do not require employers to give their employees any vacation time at all or therein monetarily compensated leave or vacation.

Sjolie Sunless provides a tiered vacation system for its eligible employees. Forward all requests for time off, vacation or otherwise, to your manager per the Time-Off Request instruction. Your manager will approve or deny the application based on company resources, projected workflow, and logistical cohesion between departments. The company is flexible in supporting time-off when doing so would not interfere with company operations.

No vacation time is provided within the first six months of employment. When an employee has amassed more than six months with the company, five (5) days of paid vacation is allotted. All vacation time is within the calendar year and does not roll over to the following year.

Employment	Vacation
0 -6 months	No vacation allotted
7+ months	5 days of paid vacation per calendar year.

- During the month of May, we allow two (2) days total to be used for vacation time, we would appreciate no vacation time used during this month as it is our biggest month of the year.
- Twenty (20) days within one (1) calendar year to be allotted for vacation time.

6.2 Sick Leave

Situations may arise where an employee needs to take time off to address medical or other health concerns. The company requests that employees provide notification to their supervisor as soon as practicable when taking time off. Paid sick leave can be requested and use up to 3 days or 24 hours of accrued paid sick leave per year. Employees may consult Michael H. Sjolie or the appropriate management personnel regarding the amount of (paid) sick leave provided each year. Sick days may not be carried over into the next year. Any additional sick leave is allowed but without pay. Sick leave is available after six months' probation period is complete.

6.3 Family & Medical Act of Leave

The company offers to leave consistent with the requirements of the federal Family and Medical Leave Act (FMLA). Under the FMLA, an employee may be eligible for an unpaid family and medical leave of absence under certain circumstances, if the employee works within a seventy-five (75) mile radius of fifty (50) or more company employees.

Under the federal FMLA, a person who has worked as an employee of this company for at least 1,250 hours for twelve months is eligible for FMLA leave. Up to twelve weeks of unpaid leave per year is available for the following reasons:

- The birth of a child and to care for the newborn child
- Placement of a child into adoptive or foster care with the employee
- Care for a spouse, son, daughter or parent who has a serious health condition
- Care for the employee's serious health condition.

If the need for leave is foreseeable, employees should notify a supervisor 30 days before taking FMLA leave. If the demand for FMLA leave arises unexpectedly, employees should notify a supervisor as soon as practicable, giving as much notice to the company as possible.

Employees may be required to provide: medical certifications supporting the need for leave if the leave is due to a serious health condition of the employee or employee's family member; periodic recertification of the serious health condition; and periodic reports during the leave regarding the employee's status and intent to return to work. Employees must return to work immediately after the serious health condition ceases, and employees who have taken leave because of their serious health condition must submit a fitness-for-duty certification before being allowed to return to work.

Leave may be taken on an intermittent or reduced schedule to care for an illness; yet, may not be taken intermittently for the care of a newborn or newly adopted child. When taking leave intermittently, the company may transfer the employee to another position with equivalent pay and benefits, which is better suited to periods of absence.

Subject to certain conditions, the employee or the company may choose to use accrued paid leave (such as sick leave or vacation leave) concurrent with FMLA leave.

The company will maintain group health insurance coverage for an employee on family and medical leave on the same terms as if the employee had continued work. If applicable, arrangements will be made for the employee to pay their share of health insurance premiums while on leave. The company may recover dividends paid to maintain health coverage for an employee who fails to return to work from family and medical leave.

If an employee would like the company to maintain other paid benefits during the period of leave, premiums and charges which are partially or wholly funded by the employee must continue to be paid by the employee during the leave time.

Family and medical leave will not result in the loss of any employment benefit accrued before the date on which the leave commenced. However, an employee on family and medical leave does not continue to collect benefits (e.g., sick leave or vacation leave) during the period of family and medical leave. Questions regarding benefits should direct to Michael H. Sjolie.

Upon returning from FMLA leave, an employee will be restored to his/her original job or an equivalent job with equivalent benefits, pay, seniority, and other employment terms and conditions as provided by the Family and Medical Leave Act.

6.4 Holidays

The company observes the following holidays:

- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Thanksgiving Day
- Christmas Eve (Dec 24th)
- Christmas Day (Dec 25th)
- New Years Eve (Dec 31) ***Open 8am to 12:30pm***
- New Years Day (Jan 1)

Holidays are observed on an unpaid basis for all eligible employees; A good benchmark for company-wide closings is if both FedEx and USPS are closed; at that point, there is a strong chance we will also be closed. You should consider using your paid vacation allotted (Given after new hire probation period) to be used around holidays and time you wish to spend with your family.

6.5 Jury Duty Time Off

The company understands that occasionally employees are called to serve on a jury. Employees who are selected for jury duty must provide a copy of their jury summons to a supervisor. Time taken for jury duty is granted on a paid basis. Employees released from jury duty with three hours remaining in the workday are expected to return to work. All hours must be documented for time of arrival and exit of jury duty each day, and only those hours accrued while in the capacity of jury duty are paid to the employee by the company and will not constitute a complete workday set of hours unless the employee returns to the office to finish the day.

The supervisor will verify the notification by contacting the office issuing the summons or subpoena and make scheduling adjustments to accommodate the employee's obligation. The supervisor will also provide court documentation to payroll for processing. Employees appearing in their own case as a plaintiff or defendant or for a non-subpoenaed court appearance will not receive paid time off. Vacation or unpaid time should be used for such instances.

6.6 Voting Time Off

The California Elections Code section 14001 requires employers to post a notice to employees advising them of provisions for taking paid leave for voting in statewide elections.

Employees are eligible for paid time off to vote only if they do not have sufficient time outside of working hours to vote. The law intends to provide an opportunity to vote for workers who would not be able to do so because of their jobs.

- Polls are open from 7:00 a.m. to 8:00 p.m.
- Employees can be given as much time as they need to vote, but only a maximum of two hours is paid.
- Employers may require employees to give notice in advance that they will need additional time off for voting.
- Employers may require time off to be taken only at the beginning or end of the employee's shift.

6.6 Military Duty

Employees called to active military duty, military reserve or National Guard service may be eligible to receive time off under the Uniformed Services Employment and Reemployment Rights Act of 1994. To receive time off, employees must provide notice and a copy of their report orders to an immediate supervisor. Military leave is granted on an unpaid basis. Upon return with an honorable discharge, an employee may be entitled to reinstatement and any applicable job benefits they would have received if present, to the extent provided by law.

6.7 Leave of Absence

Regular full-time employees may request an unpaid leave of absence after the exhaustion of paid leave. A request for a leave of absence must be submitted in writing in advance to the employee's immediate supervisor.

Leave of absences that are granted are unpaid and will not be considered until an employee has exhausted all appropriate accrued leave balances. Continuation of employee benefits during a leave of absence will be addressed on an individual basis, as required by law.

Section 7 – Work Performance

7.1 Expectations

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

7.2 Reviews

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

All performance reviews are on merit, achievement and other factors may include but are not limited to:

- Quality of work
- Attitude
- Knowledge of work
- Job skills
- Attendance and punctuality
- Teamwork and cooperation
- Compliance with company policy
- Past performance reviews
- Improvement
- Acceptance of responsibility and constructive feedback

Employees should note that a performance review does not guarantee a pay increase or promotion, nor should it be used as an outwardly negative reflection of work performance. Written performance evaluations may be made at any time to advise employees of unacceptable performance or as opportunities to re. Evaluations or any subsequent change in employment status, position or pay does not alter the employees at will-relationship with the company.

Forward any questions about performance expectation or evaluation to the supervisor conducting the assessment.

7.3 Insubordination

Supervisors and employees should interact with mutual respect and common courtesy. Employees are expected to take instruction from supervisors or other persons of authority. Failure to comply with guidelines or unreasonably delaying compliance is considered insubordination. Acts of defiance are subject to disciplinary action, up to and including termination.

If an employee disagrees with a supervisor, the employee should first try to mediate the situation by explaining their position. If possible, a compromise might be met, and accusations of insubordination avoided.

Section 8 – Discipline Policy

8.1 Grounds for Disciplinary Action

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

The following actions are unacceptable and considered grounds for disciplinary action. This list is not comprehensive instead it is meant merely as an example of the types of conduct that this company does not tolerate.

These actions include, but are not limited to:

- Engaging in acts of discrimination or harassment in the workplace;
- Possessing, distributing or being under the influence of illicit controlled substances;
- Being under the influence of a controlled substance or alcohol at work, on company premises, or while engaged in company business;
- Unauthorized use of company property, equipment, devices or assets;
- Damage, destruction or theft of company property, equipment, tools or assets;
- Removing company property without prior authorization or disseminating company information without permission
- Falsification, misrepresentation or omission of information, documents or records;
- Lying;
- Insubordination or refusal to comply with directives;
- Failing to perform job responsibilities adequately;
- Excessive or unexcused absenteeism or tardiness;
- Disclosing confidential or proprietary company information without permission;
- Illegal or violent activity;
- Falsifying injury reports or reasons for leave;
- Possessing unauthorized weapons on premises;
- Disregard for safety and security procedures;
- Use company resources and time to work on personal matters or individual projects that do not benefit the company.
- Disparaging or disrespecting supervisors and co-workers; and
- Any other action or conduct that is inconsistent with company policies, procedures, standards or expectations.

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action. The company reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

8.2 Procedures

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

8.3 Termination

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

Upon termination, an employee is required:

- To continue to work until the last scheduled day of employment;
- To turn in all reports and paperwork expected to be completed by the employee when due and no later than the last day of work;
- To return all files, documents, equipment, keys, access cards, software or other property belonging to the company that are in the employee's possession, custody or control, and turn in all passwords to his/her supervisor;
- To participate in an exit interview with his/her supervisor.

Section 9 – Health and Safety

9.1 Workplace Safety

The company takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees. Ultimately, it is the responsibility of each employee to help prevent accidents. To ensure the continuation of a safe workplace, all employees should review and understand all provisions of the company's workplace safety policy. Employees should use all safety and protective equipment provided to them and maintain work areas in a safe and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or situation should report it to a supervisor or Michael Sjolie immediately. Employees are prohibited from making threats against anyone about his/her work or engaging in violent activities while in the employ of the company. Any questions regarding safety and safe practices should be directed to Michael Sjolie.

In the event of an accident, employees must notify a supervisor immediately. Report every injury, regardless of how minor, to a supervisor immediately. Physical discomfort caused by repetitive tasks must also be reported. For more information about on the job injuries, refer to the worker's compensation section of this handbook.

Employees should recognize any potential fire hazards and be aware of fire escape routes and fire drills. Do not block fire exits, tamper with fire extinguishers or otherwise create fire hazards.

9.2 Workplace Security

Employees must be alert and aware of any potential dangers to themselves or their coworkers. Take every precaution to ensure that your surroundings are safe and secure. Guard personal belongings and company property. Visitors should always be escorted. Report any suspicious activity to a supervisor immediately. We have security Cameras that monitor the office during and after hours. With this being said, please secure all personal belongings during and after work as the company is not responsible for any misplaced or lost personal items.

9.3 Emergency Procedures

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

Section 10 - Termination

10.1 Voluntary Termination

The company recognizes that personal situations may arise which require a voluntary termination of employment. Should this occur, the company requests that the employee provide two weeks of notice in writing. This request does not alter an employee's at-will relationship with the company.

All rights and privileges of employment with the company terminate upon the date of separation. As further discussed in Section 8.3, terminating employees are required to return all company property assigned to them. Failure to do so may result in the withholding of their final paycheck.

10.2 Final Paycheck

Employees who terminate employment with the company will be given their final paycheck within 14 days of last employment date. Should the employee be unable to retrieve their paycheck personally, it will be mailed to the address on file.

10.3 Exit Interview

The company may request an exit interview upon notice of termination. The purpose of the exit interview is to complete necessary forms, collect company property and discuss employment experiences with the company.

Section 11 – Non-Compete Provision

11.1 Noncompetition Clause

The Employee specifically agrees that for a period of 16 months after the Employee is no longer employed by Sjolie Sunless, the Employee will not engage, directly or indirectly, either as proprietor, stockholder, partner, officer, employee or otherwise, in the same or similar activities as were performed for the Sjolie Sunless in any business within a State where the Company has offices which distributes or sells products or provides services similar to those distributed, sold, or provided by the Company at any time during the 24 months preceding the Employee's termination of employment.

For a period of 16 months after the Employee is no longer employed by the Company, the Employee will not, directly or indirectly, either as proprietor, stockholder, partner, officer, employee or otherwise, distribute, sell, offer to sell, or solicit any orders for the purchase or distribution of any products or services which are similar to those distributed, sold or provided by the Company during the 24 months preceding the Employee's termination of employment with the Company, to or from any person, firm or entity which was a customer of the Company during the 24 months preceding such termination of employment.

11.2 Non-Solicitation Clause

Employee agrees that for 12 months after Employee is no longer employed by the Company, Employee will not directly or indirectly solicit, agree to perform or perform services of any type that the Company can render ("Services") for any person or entity who paid or engaged the Company for Services, or who received the benefit of the Company's Services, or with whom Employee had any substantial dealing while employed by the Company.

However, this restriction concerning Services applies only to those Services rendered by Employee or an office or unit of the Company in which Employee worked or over which Employee had supervisory authority. This restriction also applies to assist any employer or another third party.

11.3 Confidentiality Agreement

It is understood and agreed to that the below-identified discloser of confidential information may provide specific information that is and must be kept confidential. To ensure the protection of such information, and to preserve any confidentiality necessary under patent and trade secret laws, it is agreed that

The Confidential Information disclosed can be described as and includes:

1. Invention description(s), technical and business information relating to proprietary ideas and inventions, ideas, patentable ideas, trade secrets, drawings and/or illustrations, patent searches, existing and/or contemplated products and services, research and development, production, costs, profit and margin information, finances and financial projections, customers, clients, marketing, and current or future business plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure

2. The Recipient agrees not to disclose the confidential information obtained from the discloser to anyone unless required to do so by law.

3. This Agreement states the entire agreement between the parties concerning the disclosure of Confidential Information. Any addition or modification to this Agreement must be made in writing and signed by the parties.

4. If any of the provisions of this Agreement are found to be unenforceable, the remainder is enforced as thoroughly as possible, and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Agreement-as-a-whole.

WHEREFORE, the parties acknowledge that they have read and understand this Agreement and voluntarily accept the duties and obligations set forth herein.

Acknowledgment of Receipt for Employee Handbook
(Employee Copy – Keep with handbook)

I acknowledge that I have received a copy of the Employee Handbook. I understand that I am responsible for reading the information contained in the Handbook.

I understand that the handbook is intended to provide me with a general overview of the company's policies and procedures. I acknowledge that nothing in this handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my job for any period-of-time.

I understand and accept that my employment with the company is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the handbook or any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and Michael H. Sjolie.

I acknowledge that the company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this handbook or elsewhere, in whole or in part, with or without notice at any time, at the company's sole discretion.

(Signature of Employee)

(Printed name of Employee)

(Date)

(Signature of Manager)

(Printed name of Manager)

(Date)

Acknowledgment of Receipt for Employee Handbook
(Employer Copy – Detach and retain for records)

I acknowledge that I have received a copy of the Employee Handbook. I understand that I am responsible for reading the information contained in the Handbook.

I understand that the handbook is intended to provide me with a general overview of the company's policies and procedures. I acknowledge that nothing in this handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my job for any period-of-time.

I understand and accept that my employment with the company is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the handbook or any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and Michael H. Sjolie.

I acknowledge that the company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures of the company, whether outlined in this handbook or elsewhere, in whole or in part, with or without notice at any time, at the company's sole discretion.

(Signature of Employee)

(Date)

(Signature of Manager)

(Date)