

Employee Handbook

MAY 2021

Hyde Park Burgers, LLC



Introduction

Welcome Aboard!

Starting a new job is exciting! This employee handbook has been developed to help you get acquainted and answer many of your initial questions. It is important that we all understand and agree on each other's responsibilities and our joint responsibilities to our guests.

As an employee of Hyde Park Burgers, LLC ("Hyde Park Burgers"), the importance of your contribution cannot be overstated. The work you do, how you present yourself, and the way you communicate all directly influence our Company's reputation. We believe in going above and beyond the call of duty to satisfy our guests' needs. When our guests receive the Hyde Park Burgers experience (the highest quality products served in a fun and energetic environment) they will return frequently and recommend us to others.

YOU ARE A REFLECTION OF OUR COMPANY.

This employee handbook explains our policies and benefits, as well as the specific opportunities and responsibilities that exist for you within our Company. To be responsive to the needs of our growing organization, changes or additions to this handbook will be made when necessary.

We will keep you informed when these changes are made, both verbally and in writing. We are glad you have joined us.

"Our teams are the backbone of our success. We look forward to watching you grow your career with us at Hyde Park" – Greg Vasey and Jody Goehring, Owners

Mission Statement

To provide our guests with the best possible experience; a fun and friendly environment serving the very best products Hyde Park Burgers has to offer. We strive to maintain profitability while attracting the very best talent (you!) and giving back to the communities we serve.

We know our biggest assets are our employees. For those of you who excel in our Company, we offer numerous opportunities including a fair and competitive wage package which rewards those who:

- *Display eagerness in helping to achieve our Company goals*
- *Understand the importance of each and every guest*
- *Willing to learn more about their job*
- *Perform their jobs to the best of their ability*

Hyde Park Burgers' vision is to fill all upper level and management positions by promoting from within. Welcome aboard!

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About the Handbook

This employee handbook is intended to provide you with information on Hyde Park Burgers, guidelines and operating procedures. While it is not possible to put everything into writing, we anticipate that the handbook will provide you with general information concerning employment.

We urge you to consult this handbook whenever you have a question regarding your employment. If you do not find the answer here, please contact your store manager. Of course, we welcome your comments and suggestions for improving all aspects of our operation!

The programs outlined in this book should be regarded as guidelines which, in a growing business like ours, will require changes from time to time. The Company retains the right to make decisions involving policies and procedures as needed in order to conduct its work in a manner that is beneficial to the employees, guests, and the Company. Due to ever-changing business conditions, any stated policies and procedures are subject to change at any time. Your store manager is the primary reference source for more detailed information.

When changes are made to the employee handbook, copies of those changes may not be distributed to every employee. However, all changes will be communicated to team members either via individual meetings, team meetings, or by posting the policy change in the store. Then the policy change will be put in the store handbook, which can be accessed by all employees. If an employee requests a copy of a policy change the manager will make one available to them.

Describing the Job

The Guests

Hyde Park Burgers reputation has been built on excellent service, quality work, and quality products. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that guests have towards our Company can be influenced by the actions of one employee. It is sometimes easy to take for granted, but when we do, we run the risk of losing that guest and his or her associates, friends, or family.

When guests come into our restaurant, they have the right to enjoy their meals without being bothered. For this reason, there is no solicitation of any type permitted in Hyde Park Burgers by any employee or guest. If you observe any disturbance of guests or employees, including distribution of literature, you should notify your manager immediately.

Hyde Park Burgers prides itself on serving the highest quality product in a timely fashion; however, it is understandable that occasionally mistakes are made. When a guest has a complaint, immediately seek a manager. All guest complaints are to be handled by a manager or crew leader. Regardless of how a mistake was made or who it was made by it is especially important that we respond immediately and correct the problem. Often, we can turn a customer's negative experience into an extremely positive experience with the way we handle the problem.

There will be times where we will make mistakes. It is how we handle those mistakes that we will be judged. Practice the Three "A's" of service when there is a guest situation.

- **Acknowledge**: to the guest that there is problem, and we want to correct it.
- **Apologize**: for the situation, sincerely, many guests will be happy with this. No excuses.
- **Act**: show a sign of appreciation to the guest for letting us resolve the situation.

COMMITMENT TO DIVERSITY

Equal Employment Opportunity

Hyde Park Burgers recognizes and embraces our responsibility under the American Disabilities Act to our employees, guests, and to the community. We are committed to the full utilization of all our employees. In keeping with this commitment, your employment, training, advancement and pay will always be on the basis of qualifications and performance without regard to race, color, sex, sexual orientation, religion, natural origin, age, physical or mental disability, marital status, pregnancy, political activity or veteran status or other characteristics protected by law.

Disability Accommodation

Hyde Park Burgers complies with all federal and state laws concerning the employment of persons with disabilities and is committed to acting in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). The Company does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Hyde Park Burgers will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the Company.

Religious Accommodation

Hyde Park Burgers will provide reasonable accommodation for employees to participate in their religious observances and practices when a need for such accommodation is identified and reasonable accommodation is possible that enables employees to exercise their religious beliefs.

A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances or practices and the employee's job requirements, without causing undue hardship to the Company. Employees who perceive a conflict between job requirements and religious belief, observance or practice should bring the conflict and their request for accommodation, in writing, to the attention of their supervisor or Human Resources as far in advance as possible.

Pregnancy Accommodation

Employees with needs related to pregnancy, childbirth or a medical condition related to pregnancy (including lactation) may request a reasonable accommodation to enable them to perform the functions of their job. The Company will provide a reasonable accommodation unless doing so would impose an undue hardship on the Company's business operations, consistent with applicable law.

Reasonable accommodations may include but are not limited to: more frequent or longer breaks; temporary modification in work schedules, seating or equipment; temporary relief from lifting requirements; temporary transfer to a less strenuous or less hazardous position; or provisions for lactation. For more information on provisions for lactation, see the Company's Lactation Accommodation policy.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their supervisor or a Human Resources representative.

Lactation Accommodation

The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's child.

Nursing mothers can elect to take time to express breast milk during their regularly scheduled meal and rest breaks. If the break time cannot run concurrently with the meal and/or rest breaks already provided to the employee, the break time will be unpaid for nonexempt employees. Where additional breaks are required, employees should work with their supervisor regarding scheduling.

The Company will make reasonable efforts to provide employees with the use of a private location, other than a toilet stall, in close proximity to the employee's work area for the employee to express milk.

Employees should provide reasonable notice to the Company that they intend to take breaks for expressing breast milk upon returning to work. Employees should discuss with their supervisor the location to express their breast milk and for storage of expressed milk and to make any other arrangements under this policy.

The Company reserves the right to not provide additional break time or a private location for expressing breast milk if doing so would substantially disrupt the Company's operations.

The Company will not demote, terminate or otherwise take adverse action against an employee who requests or makes use of the accommodations and break time described in this policy.

Sexual and Other Unlawful Harassment

Hyde Park Burgers is committed to providing a work environment that is free of illicit harassment. As a result, Hyde Park Burgers maintains a strict policy prohibiting sexual harassment and harassment against applicants and employees based on any legally-recognized basis, including, but not limited to: veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, gender identity, age (40 and over), pregnancy (including childbirth, lactation and related medical conditions), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics) or any other consideration protected by federal, state, or local law.

Hyde Park Burgers' anti-harassment policy applies to all persons involved in its operations, regardless of their position, and prohibits harassing conduct by any employee of Hyde Park Burgers including supervisors, managers and non-supervisory employees. This policy also protects employees from prohibited harassment by third parties, such as customers, vendors, clients, visitors, or temporary or seasonal workers. If such harassment occurs in the workplace by someone not employed by Hyde Park Burgers, the procedures in this policy should be followed. The workplace includes actual worksites, any setting in which work-related business is being conducted (whether during or after normal business hours), Hyde Park Burgers-sponsored events, or Hyde Park Burgers owned/controlled property.

Sexual Harassment Defined

Sexual harassment includes unwanted sexual advances, requests for sexual favors or visual, verbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or
- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.
- Sexual harassment also includes various forms of offensive behavior based on sex. The following is a non-exhaustive list of the types of conduct prohibited by this policy:
 - Unwanted sexual advances or propositions (including repeated and unwelcome requests for dates).
 - Offers of employment benefits in exchange for sexual favors.
 - Making or threatening reprisals after a negative response to sexual advances.
 - Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, posters, websites, emails, or text messages.
 - Verbal conduct: making or using sexually derogatory comments, innuendos, epithets, slurs, sexually explicit jokes or comments about an individual's body or dress, whistling, or making suggestive or insulting sounds.
 - Verbal and/or written abuse of a sexual nature, graphic verbal and/or written sexually degrading commentary about an individual's body or dress, sexually suggestive or obscene letters, notes, invitations, emails, text messages, tweets, or other social media postings.
 - Physical conduct: touching, assault or impeding or blocking normal movements.
 - Retaliation for making reports or threatening to report sexual harassment.

Other Types of Harassment

Harassment on the basis of any legally protected status is prohibited, including harassment based on veteran status, uniformed service member status, race, color, religion, sex, age (40 and over), pregnancy (including childbirth, lactation, and related medical conditions), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics) or any other consideration protected by federal, state, or local law. Prohibited harassment may include behavior similar to the illustrations above pertaining to sexual harassment. It also includes, but is not limited to:

- Verbal conduct including taunting, jokes, threats, epithets, derogatory comments, or slurs based on an individual's protected status.
- Visual and/or written conduct including derogatory posters, photographs, calendars, cartoons, drawings, websites, emails, text messages or gestures based on an individual's protected status; and
- Physical conduct including assault, unwanted touching or blocking normal movement because of an individual's protected status.

Complaint Procedure

Any applicant or employee who believes they have been subjected to prohibited harassment or retaliation by a co-worker, supervisor, manager, client, visitor, vendor, customer or temporary or seasonal worker of Hyde Park Burgers or who believes another individual has been subject to such conduct, should report it immediately. Applicants and employees are encouraged to report concerns, even if they relate to incidents in the past, involve individuals who are no longer affiliated with Hyde Park Burgers or concern conduct occurring outside of work if it impacts the individual at work.

Complaints can be made verbally, or in writing, to the highest-ranking on-site supervisor or manager and to Human Resources Representative. Employees are not required to report any prohibited conduct to a supervisor or manager who may be hostile, who has engaged in such conduct, who is a close associate of the person who has engaged in such conduct, or with whom the employee is uncomfortable discussing such matters. Complaints may be made anonymously by contacting Human Resources.

Employees are encouraged, but not required, to communicate to the offending person that the person's conduct is offensive and unwelcome. Any supervisor or manager who receives a complaint of harassment or retaliation must immediately report the allegation to Human Resources.

After a report is received, a thorough and objective investigation will be undertaken. Confidentiality will be maintained to the extent practicable and permitted by law. Investigations will be conducted as confidentially as possible and related information will only be shared with others on a need-to-know basis. The investigation will be completed, and a determination made and communicated to the employee as soon as practical.

If a complaint of prohibited harassment or discrimination is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken. If a complaint cannot be substantiated, Hyde Park Burgers may take appropriate action to reinforce its commitment to providing a work environment free from harassment.

The Equal Employment Opportunity Commission (EEOC) and equivalent state agencies will accept and investigate charges of unlawful discrimination or harassment at no charge to the complaining party. The nearest office of the EEOC and equivalent state agencies can be found in your local telephone directory or online at www.eeoc.gov.

Manager's Responsibility

All supervisors and managers are responsible for:

- Implementing this policy, which includes, but is not limited to, taking steps to prevent harassment and retaliation.
- Ensuring that all employees under their supervision have knowledge of and understand this policy.
- Promptly reporting any complaints to the designated Human Resources Representative so they may be investigated and resolved in timely manner.
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with this policy; and
- Conducting themselves, at all times, in a manner consistent with this policy.

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- Failure to meet these responsibilities may lead to disciplinary action, up to and including termination.

Protection against Retaliation

Retaliation is prohibited against any person by another employee or by Hyde Park Burgers for using this complaint procedure, reporting proscribed harassment, objecting to such conduct, or filing, testifying, assisting, or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

Individuals who believe they have been subjected to retaliation or believe that another individual has been subjected to retaliation, should report this concern to the highest-ranking on-site supervisor or manager or to any Human Resources Representative or appropriate Hyde Park Burgers representative or department. If a complaint cannot be substantiated, the Hyde Park Burgers may take appropriate action to reinforce its commitment to providing a work environment free from retaliation.

GENERAL EMPLOYMENT PRACTICES

Employment At-Will

Employment with Hyde Park Burgers is at-will unless state law provides otherwise. This means that employment may be terminated for any or no reason, with or without cause or notice at any time by the employee or by the Company. Nothing in this Handbook or any oral statement will limit the right to terminate the at-will employment relationship. This at-will employment policy is the sole and entire agreement between the employee and Hyde Park Burgers regarding the fact that employment with Hyde Park Burgers is at-will. No manager or supervisor has any

authority to enter into a contract of employment - express or implied - that changes the fact that employment with the Company is at-will.

New Employee Orientation

A copy of this Employee Handbook is considered part of your employee orientation. When your employment begins, you are required to read, understand, and sign the acknowledgement. The acknowledgement verifies that you understand and agree to abide by the basic principles our Company is based on. The acknowledgement also verifies that you have read (or will read) the Company policies in this handbook and have agreed to abide by them and be held responsible for compliance to them.

All new employees are hired on the basis of a 90-day introductory period. This gives each employee ample time to decide if they really enjoy working at our restaurants. It also gives management time to determine whether each employee is well suited for the unique demands of working at Hyde Park Burgers. You will receive training during the initial 90-day probation period and will be formally evaluated at the end of the 90 days. Your store manager will handle all other orientation topics such as your training, personnel, payroll, and benefit paperwork. This 90-day introductory period does not in any way modify or nullify your at-will employment and Hyde Park Burgers may terminate your employment at any time during the 90-day introductory period.

Employee Classifications

Employees of Hyde Park Burgers are classified as either exempt or nonexempt under federal and state wage and hour laws and are further classified for administrative purposes. The following designations are used throughout this Handbook.

Exempt Employees

Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and overtime pay requirements. Exempt employees are compensated on a salary basis. Employees will be informed whether their status is

exempt or nonexempt and should consult their supervisor or Human Resources with any questions or concerns regarding this status.

Non-exempt Employees

Non-exempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and overtime pay requirements. Non-exempt employees are eligible to receive overtime pay for hours worked in excess of 40 hours in a given week, or as otherwise required by applicable state law. Employees will be informed whether their status is exempt or nonexempt and should consult their supervisor or Human Resources with any questions or concerns regarding this status.

Full-Time Employees

Full-time employees are those who are normally scheduled to work and who do work a schedule of 30 hours per week. Full-time employees are generally eligible for the Company's employee benefits and are provided with benefits required by applicable law.

Part-Time Employees

Part-time employees are those who are normally scheduled to work and who do work fewer than 30 hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis. Part-time employees are eligible for some, but not all employee benefits described in this Handbook and are provided with benefits required by applicable law.

Temporary Employees

Temporary employees are those who are employed for short-term assignments. Temporary employees are generally hired to temporarily supplement the workforce or assist in the completion of a specific project. These temporary employment assignments are of limited duration. Temporary employees are not eligible for employee benefits, except as required by applicable law, and may be classified as exempt or non-exempt on the basis of job duties and compensation.

Employee Relations

Hyde Park Burgers values the performance, knowledge, experience, loyalty, and character of its employees. We are committed to providing the best possible climate for maximum development and achievement of goals for all employees.

Our practice has always been to treat each employee as an individual. We have also sought to develop a spirit of teamwork: individuals working together to attain a common goal.

Providing Equal Employment Opportunity is an integral part of our Company's values. Consistent with these principles and in support of Title VII of the Civil Rights Act, the American with Disabilities Act and all other federal, state, and local fair employment acts, Hyde Park Burgers prohibits discrimination or harassment based on race, color, religion, sex, sexual orientation, age, marital status, mental or physical handicap, veteran status or natural origin or any other personal characteristics covered by law.

If you feel you have been the victim of discrimination or harassment, the situation should be addressed in the following manner.

Step 1: Bring the situation to the attention of your manager. If you are uncomfortable discussing the situation with your immediate manager, then you should contact the senior leadership team or a Human Resources Representative:

Chris Picard/Vice President of Operations – chris@hydeparkventures.com

Phil Kraska/Director of Operations – phil@hydeparkventures.com

HR Representative - HR@hydeparkventures.com

Step 2: The complaint will be investigated as confidentially as possible. Adverse action will not be taken against anyone who reports or participates in the investigation of the situation.

Step 3: Violations of the policies in this handbook will not be permitted and will result in appropriate disciplinary action, up to and including termination.

It is important that everyone knows what the Company is trying to achieve and how we can all help to solve problems. You are encouraged to express your ideas. Likes and dislikes. Suggestions and constructive feedback should be shared with your manager.

We firmly believe that communicating with each other directly is the best chance of resolving any difficulties that may arise and will help develop mutually beneficial relationships.

Background Checks

Hyde Park Burgers reserves the right to utilize a third-party background check vendor to for pre-employment purposes. At the time of a job offer, Hyde Park Burgers may request candidates to complete a background check authorization in adherence with the established policy.

Employment Verification

All requests for information from external entities regarding your employment with Hyde Park Burgers must be sent to Human Resources at via email at HR@hydeparkventures.com. Your signature must be included giving us authorization to release the information requested. The Company will confirm your date of hire and position when inquiries are made. Requests for salary information or personal information by collection agencies or other third parties will only be provided if the employee has provided written authorization for the Company to do so.

Immigration Reform and Control Act

As a new employee, you are required to provide documentation, which verifies your identity and eligibility to work in the United States. Your manager will provide further clarification as to what documents are needed. Continued employment is based on the fact that you can provide and maintain acceptable documentation for legal work status.

Minors

If you are under the age of 18, a work permit is required to work at Hyde Park Burgers. You must be at least 16 years of age to work for Hyde Park Burgers.

Ages 16-17:

Under federal law, when **school is in session**, minors 16 and 17 years old enrolled in a day school, other than a part-time or continuation school, may not work for:

- More than four hours on any day preceding a school day (Monday - Thursday)
- More than eight hours on Friday, Saturday, Sunday or holiday
- More than 28 hours in any week
- More than six days in any week
- On an evening preceding a **school day** you may work after 10pm (up to midnight) only with the written consent of a parent and a Certificate of Satisfactory Academic Standing from your school.
- During the school year on an evening preceding a **non-school** day, minors
- 16 and 17 years old may work after 10pm (up to midnight) only with the written consent of a parent

When **school is not in session**, and during vacations (school must be closed for the entire calendar week):

- minors under 18 generally may not work more than eight hours a day, six days a week;
- 16- and 17-year-old employees may not work more than 48 hours a week.
- You may not work between the hours of 12pm and 6am.

The Company abides by all state regulations regarding Child Labor Laws. If the state regulation is more stringent, the Company will follow state guidelines.

WORKPLACE CONDUCT

Conduct

Although good conduct derives directly from common sense and sound judgment, it is helpful to list, as reminders, some examples of acts or behaviors that are not allowed on Company premises. Below is a non-exhaustive list of behaviors that are considered unacceptable. Engaging in these behaviors will subject you to the disciplinary process up to and including termination.

- Failure to adhere to Company safety policies outlined in the manual or a known policy. Failure to adhere to Company theft policies outlined in the manual or a known policy.
- Failure to adhere to Company Alcohol/Drug policies outlined in the manual or a known policy. Failure to adhere to Company meal or break policies outlined in the manual or a known policy.
- Failure to adhere to Company Personal Appearance/Hygiene policies outlined in the manual or a known policy.
- Excessive tardiness and absences from work as outlined in the manual or a known policy. Abusive or discourteous behavior toward any guest, employee or manager.
- Threatening or abusive language, profanity, offensive or malicious statement
- Arguing with guests.
- Disorderly conduct off duty while on the premises.
- Rowdiness, fighting or assault on Company property regardless of who provokes it.
- Distracting any employee who is on duty while you are on break or off duty loitering in the restaurant at any time.

Employees, their friends and acquaintances may not remain on the premises for more than 30 minutes before or after their shift. Only working employees (or vendors making deliveries) are allowed in the back room, kitchen or behind the front counter.

Employees may not use, or be in possession of, any dangerous or lethal weapon while on Company property.

Romantic, personal relationships between management and non-management staff is strictly prohibited.

Insubordination, refusal or failure to carry out any reasonable request of management is also grounds for termination.

On the Clock

Telephones

Telephones in the restaurant are provided for business purpose only. Making or receiving personal phone calls is not permitted. If an emergency phone call must be made, the store manager must give permission. These situations, although sometimes unavoidable, should be rare and kept to a minimum.

Employees with personal mobile phones are not to use those phones while at work and must turn the ringers off. Employees are not allowed to check messages, text, email, or access their mobile devices during work time or in work areas any time.

Personal calls may be made on mobile phones during an employee's break outside the restaurant away from customer view.

Smoking

Our Company is committed to providing a safe and healthy environment for employees and guests. Therefore, smoking is not permitted, except while on an approved break, in the designated area outside, behind the store. Employees should verify this area with their manager.

There is no smoking outside the front of the restaurant. There is no smoking between the hours of 11a.m. – 2p.m. (Lunch Rush) and 5p.m. – 8p.m. (Dinner Rush)

The use of smokeless chewing tobacco is prohibited. Employees MUST remove their aprons when on a smoke break.

Employees MUST wash their hands immediately upon returning to work from a smoke break.

Personal Belongings

Since secured storage is not available, we suggest that you do not bring personal belongings or items of value to work. Hyde Park Burgers will not be responsible for any items that are lost or stolen.

Parking

Guest parking is the number one priority. Employee parking is limited to the outskirts of the parking lot. All parking spaces near the store are designated for customers. See a manager for the designated employee parking spaces.

Personal Information

We need to keep current information on all employees, so you must advise us of any changes in your name, address, telephone number, person to be notified in case of emergency, marital status, or number of dependents (if you want to change your deductions). This information is held in confidence and disclosure by management, or an employee is strictly prohibited.

Theft

We define theft as taking for yourself or giving to someone else anything, which does not belong to you.

Some examples:

- Taking from someone's purse, coat, or from the cash register and tip jar.
- Taking food, except that to which you are entitled when you are on break/lunch.
- Taking unauthorized meals, breaks, or drinks.
- Taking any property or supplies that belong to the Company or another employee.
- Giving away food, supplies or property that does not belong to you to someone else, including guests.

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- This includes giving away gift certificates of any kind without a manager’s approval. Giving discounts to guests not authorized by management.
 - Improper use of cash registers and failure to follow proper cash handling procedures.
 - Falsification, misrepresentation, or alteration of Company documents and records. Some examples include:
 - Employee applications
 - Schedule
 - Checklists
 - Other work records

Note: Any theft by an employee will result in immediate termination; notification of guardian (If the employee is under 18) and the Company will have legal counsel analyze the case and possible criminal prosecution to the fullest extent of the law.

Uniforms

The way our team presents itself is reflective of our customer-first attitude and is critically important to how we, as a concept, are to be received by the community. The uniform sets the standards for everything else in the work environment. People put their uniform on before they arrive to work at that point, they are setting the tone of how the workday will go. It is up to us as the Company leaders to set that example.

The proper Crew uniform is, a red “Five Guys” logo T- shirt, provided by the Company (tucked in). Pants are not provided by the Company. Employees may wear jeans, khaki or black work pants. No cargo pants or sweatpants are allowed. Pants cannot have any logos, emblems, or patches, etc. that have an unprofessional appearance. Pants must fit properly and be worn no lower than the waist, and not cuffed more than a 1-inch fold. A belt is required for pants. A “Five Guys” logo hat, provided by the Company, must be worn, with the logo facing front 100% of the time. Everyone is responsible for the maintenance, cleanliness and sanitation of their own uniform. A dirty and soiled uniform will be considered “not in proper uniform”. The Company will provide clean aprons. Remember, these are Company property and must be returned when soiled, not brought home or left in your car. Replacement of hats, visors and T-shirts that are

worn, stained and used will be on a swap and exchange basis. Crew Members will be charged for the replacement of or additional hats, visors and T- shirts. Non-slip work shoes with socks are required.

Employees must wear their hair in a natural color only. Hair that is dyed in colors other than those that occur naturally is not allowed, which means that brightly colored hair is not allowed. Shoulder length hair must be restrained fully. There should be no loose strands of hair and hair must not be on your face. In accordance with the Food and Safety Administration guidelines, men are permitted to have a ¼ inch beard, if your beard is longer than ¼ inch you will be required to wear a hair net covering your beard while working. The appropriate equipment (hairnet) is required at all times to prevent hair from getting into food.

Jewelry should be kept to minimum since it can become a sanitation and physical work environment hazard. Only one wedding band is allowed while working. Any necklace that is worn must be tucked inside the shirt. No earrings, additional rings, watches, or bracelets may be worn. No additional piercings, visible to the guest, may have jewelry in them. Piercings may not be covered by band aids, tape or gauze. All jewelry must be removed from piercings including tongue rings.

Fingernail polish is prohibited by the health department. Be sure your nails are trim and clean. Do not wear strong perfumes or colognes in the work environment. Employees who have visible tattoos with profane language must cover these tattoos while at work.

During any breaks hats and aprons should be removed. Remember even while you are on break, guests observe your actions and can hear your language, remain professional at all times. The purpose of this policy is to avoid any miscommunication and the same rules apply to the entire team. This policy will be enforced 100% at all times. It is up to you to lead by example and integrity. Failure to comply with the uniform policy may result in one of the following:

- Sent home for the shift unpaid

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- Required adjustments made before clocking in.

Failure to comply will lead to disciplinary action as needed which may lead to termination.

Good Service

It is expected that all Hyde Park Burgers employees will provide customers with service consistent with Hyde Park Burgers values and service standards.

SMILE - Give the customer a warm and friendly smile. It is true, a smile is contagious. Even if a customer has had a bad day, your smile can change their attitude and make their meal more enjoyable.

EYE CONTACT - Make eye contact with the customer any time you encounter them. Looking the customer in the eye lets them know they have your full attention, that you feel they are important and that you are there to serve them.

GREETING - Greet the customer. Let the customer know you are excited about their visit. The greeting should be warm, friendly, respectful and enthusiastic. After you have smiled and made eye contact, greet the customer in a natural and friendly manner that acknowledges their presence.

THANK YOU - Always say Thank You! Let the customer know that you appreciate their business and the opportunity to serve them. Always invite the customer to return!

Customer Complaints

When a problem arises, you should handle it yourself if you feel comfortable with the situation. Customer complaints are golden opportunities for you to show off your skills. When you successfully handle complaints, research shows that 95% of the customers will return to that establishment.

Here is what we recommend:

L: Listen carefully to the complaint. Remember to make eye contact and be interested in the problem.

A: Apologize for any inconvenience and acknowledge the customer's feelings.

S: Solve the problem. Ask the customer what they prefer. You can offer to replace the order, exchange the item or refund their money.

T: Thank the customer for bringing the problem to your attention. People do not typically bother to complain, they just never come back.

Customers want action, not excuses. Help resolve complaints as quickly as possible.

Fact: It is simpler and less expensive to give the customer what they want than to lose customers and try to replace them. Always get a manager involved if you are unsure of how to handle a situation.

Cash Handling

- Team members are responsible for all the cash in their register.
- Team members must count their drawer at the beginning of their shift and balance their drawer with a manager at the end of their shift.
- Team members can only use the register assigned to them. Do not permit anyone else to use your drawer. Do not leave the drawer open or unlocked at any time.
- Sign out from your drawer while on break.
- Leave the customer's bill out of the register's cash drawer until change is given.
- \$50 or \$100 bills should be placed out of sight under the drawer.
- Always have enough change to get through rush periods.
- If your drawer is over or short \$10, you may be subject to discipline up to and including termination.

Payment Card Industry Security Policies

Hyde Park Burgers has developed a PCI Security Policy Document. This document was established to educate employees of the importance of securing cardholder information. It contains the minimum training for users on the network to create awareness of basic computer threats to protect themselves, the Company Brand, the Enterprise Network, Cardholder Data and Sensitive Authentication Data. The policies apply to all employees with access to sensitive or regulated data.

The following items will be reviewed during new hire orientation and on an annual basis. (A copy of the full policy is available from your manager upon request.)

- Basic Cardholder Data Security Information
- Approved Crash Kit Process
- Security Fraud Awareness
- Incident Response Policy and Plan
- Facility Access Control Policy
- Acceptable Use Policy

Commendations/Discipline

Hyde Park Burgers makes every effort to create an environment which promotes positive employee performance and behavior. We all have an obligation to observe and follow the Company's policies and to always maintain proper standards of conduct. Typically, self-discipline and mutual cooperation are relied upon to maintain efficiency and harmony in our working relationships.

It is not possible to identify each type of behavior which, under given circumstances, would or would not be, in keeping with our standards. The following are examples of the type of behavior we expect to see from you.

- Come to work each day in a clean and proper uniform, well-groomed, and looking business appropriate
- Be punctual and avoid absenteeism

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- Enjoy working in the restaurant and let it show
 - Greet every guest
 - First, with eye contact and a smile, then, with a verbal greeting
 - Make every guest who patronizes our restaurant feel that they have just had the most pleasant dining experience they can remember
 - Move fast, display a sense of urgency in whatever you do. Guests notice and appreciate it.
 - Always answer the phone politely, in a bright cheerful voice

However, for the instances when an employee is unable or unwilling to commit to our policies, prompt corrective action will be taken. Such corrective action will include “progressive discipline” which consists of a verbal warning as the first step, then a written warning as the second step and then finally, termination as the final step. However, based on the circumstances involved, the Company will determine the appropriate action. Therefore, there is no guarantee that one step of action will necessarily precede another. This progressive discipline policy in no way nullifies the employee’s at-will status. The Company may terminate the employee at any time during the progressive discipline process.

Progressive Discipline Steps:

1. Documentation in manager log and discussion with manager
 - a. This step remains active for 3 months. If the team member has another infraction within this time frame, they would progress to the written reminder (step 2). After 3 months have passed, the next infraction would be a repeat of step 1.
2. Documentation in manager log Discussion with manager written reminder to employee.
 - a. This step remains active for 6 months. Further infractions within the 6-month period will cause progression to the decision making (step 3). After 6 months have passed, a next infraction would revert to the first step in the progressive discipline process.

3. Termination

- a. If employee is unable to correct actions after 2 warnings, termination of employment is the manager's only option.
- b. Suspension pending investigation - An unpaid suspension will occur when a Team Member is suspected of committing an offense that is grounds for termination and/or the team member may be at risk of harming him/herself, fellow team members or Company property assets.

The suspension allows time for gathering all pertinent information relating to the situation so that an informed decision can be made regarding the team member's employment status. Suspensions can be of different durations depending on the complexity of the situation.

Grievance Procedure

If you have a disagreement with a manager, and after discussing it with the manager you feel the situation is not resolved, you may request a meeting with the manager, Human Resources and the owner(s) to further discuss the situation. We want to ensure that our policies and procedures are applied to all employees in a fair and impartial manner. It is our intent that any grievance is resolved with your management team. In the event that you wish to talk to management outside the store you may contact senior leadership.

Arbitration Agreement

Disputes will arise from time to time in any organization. Occasionally, these disputes require resolution through a formal proceeding. Employees, who have questions or concerns regarding employment matters, always have the option of contacting Human Resources. The traditional processing of disputes through the court system in the United States has increasingly been replaced with formal arbitration wherever possible. Hyde Park Burgers will employ independent arbitration in order to avoid the high expense and delays to all parties involved with court proceedings. With this in mind, Hyde Park Burgers asks that each employee enter into this agreement to arbitrate any such dispute and to avoid litigation to the maximum extent permitted by

law. Neutral, third-party arbitration produces a fair and equitable means for resolving major employment disputes that all too often become unnecessarily protracted. The arbitrator will have the full authority to resolve the matter in the best interests of both parties.

Confidentiality

Information about Hyde Park Burgers, its employees, clients, suppliers, and vendors is to be kept confidential and divulged on a need to know basis. When in doubt, discuss with your manager or supervisor as to whether information should be divulged. Under no circumstances will employee information be revealed to anyone outside of Hyde Park Burgers, without the expressed written consent of the employee.

Confidential information may not be removed from Hyde Park Burgers premises without express authorization. Any violation of this policy will result in disciplinary action up to and including termination.

Confidential information includes information Hyde Park Burgers owns which is confidential and crucial to its business including, but in no way limited to: financial records and budgets; business, marketing, projections, and strategic plans; research and development; contracts; personnel and payroll records regarding current and former employees; the identity of, contact information for, records, and any other account information on clients, vendors, and suppliers.

Social Media Policy

Hyde Park Burgers understands that employees may choose to engage in social media. However, the use of social media carries certain responsibilities. To assist employees in making responsible decisions regarding their use of social media, we have established these rules and guidelines. This policy applies to all employees who work for Hyde Park Burgers, including executive officers, management, and staff.

For the purposes of this policy, the term “social media” includes all means of communicating or posting information or content of any sort on the internet, including to the employee’s own or someone else’s blog, journal or diary, personal web site,

social networking or affinity web site, or web bulletin board or chat room, whether or not associated or affiliated with Hyde Park Burgers, as well as any other form of electronic communication, including, but not limited to, video or wiki postings, sites such as Twitter, Facebook, TikTok, and SnapChat, or personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with Hyde Park Burgers (referred to collectively as “Social Media”).

Guidelines

The employee is responsible for what he or she posts online. If the employee’s conduct adversely affects the employee’s job performance, the performance of fellow employees or otherwise adversely affects members, customers, suppliers, or people who work on behalf of Hyde Park Burgers, disciplinary action, including termination, may result.

Know and Follow the Rules

The employee should carefully read these guidelines as well as the Hyde Park Burgers’ other guidelines, including but not limited to the Confidentiality Policy, Use of Equipment Policy, and Anti-Harassment Policy to ensure that the employee’s posting is consistent with all Hyde Park Burgers policies.

Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject the employee to disciplinary action, up to and including termination. Use of Social Media at Work Employees must refrain from using social media while on work time, unless it is work-related as authorized by management. This applies to the employee’s social media use on the employee’s personal equipment or on equipment provided by Hyde Park Burgers. Do not use Hyde Park Burgers address to register on social networks, blogs, or other online tools utilized for personal use.

Content Must Be Appropriate

Maintain Confidentiality. Employees must be careful to maintain the confidentiality of Company trade secrets and other processes, or systems developed by Hyde Park

Burgers. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Express Only Personal Opinions. An employee must never represent himself or herself as a spokesperson for Hyde Park Burgers without prior, written authorization. If Hyde Park Burgers is a subject of the content an employee is creating, he or she must be clear and open about the fact that he or she is an employee and that their views do not represent those of Hyde Park Burgers, fellow employees, members, customers, suppliers, or people working on behalf of Hyde Park Burgers. If an employee publishes a blog or post online related to the work he or she does, or subjects associated with Hyde Park Burgers, it must be made clear that the employee is not speaking on behalf of Hyde Park Burgers. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Hyde Park Burgers”.

Refrain from Certain Postings. Be careful not to post or use a picture or likeness of a manager, supervisor, co-worker, vendor or customer without that individual’s express advance permission.

Employer Monitoring

Employees are cautioned that they should have no expectation of privacy when using the internet at work. Employee postings can be reviewed by anyone, including Hyde Park Burgers. Hyde Park Burgers reserves the right to monitor comments or discussions posted on the internet, about Hyde Park Burgers, its employees, clients, and the industry, including products and competitors. Hyde Park Burgers may use blog search tools and software to monitor forums; e.g. blogs, personal journals, diaries, personal discussion forums, social networking sites.

Hyde Park Burgers reserves the right to use content management tools to monitor, review, or block content on Company blogs that violate Company blogging rules and guidelines.

Reporting Violations

Employees should report violations of this social media policy (or possible or perceived violations) to supervisors, managers or ESG. Violations include discussions of Hyde Park Burgers and its employees and clients prohibited by this policy, any discussion of proprietary or trade secret information, and any unlawful activity related to blogging or social networking.

Discipline for Violations

Employees engaging in use of Social Media activities are subject to all of Hyde Park Burgers policies and procedures, including this Social Media Policy. **Violations of this policy or any other Company policies may result in disciplinary action, up to and including termination of employment.**

PLEASE NOTE THAT NOTWITHSTANDING ANYTHING CONTAINED IN THIS POLICY, EVERY EMPLOYEE SHALL MAINTAIN ALL RIGHTS AS GRANTED OR PROVIDED UNDER SECTION 7 OF THE NATIONAL LABOR RELATIONS ACT OR SIMILAR STATE LAWS (COLLECTIVELY, "NLRA"), AND NOTHING IN THIS POLICY SHALL RESTRICT OR AFFECT IN ANY WAY AN EMPLOYEE'S RIGHTS TO PARTICIPATE IN PROTECTED CONCERTED ACTIVITY OR OTHER ACTIVITIES PROVIDED UNDER THE NLRA. THE TERM "PROTECTED CONCERTED ACTIVITY" INCLUDES GENERALLY THE RIGHT OF AN EMPLOYEE TO DISCUSS THE TERMS AND CONDITIONS OF HIS OR HER EMPLOYMENT WITH ANOTHER EMPLOYEE OR AN OUTSIDE PARTY.

PAY PRACTICES

Your Pay and Benefits

Keeping Track of Your Hours

The law requires that records of time worked be kept for all hourly employees. Employees will be notified by the manager on duty when their scheduled times are being altered on the master schedule.

Any discrepancies with hours received on a paycheck should be taken in up in a respectful manner with the corporate manager of the store. The manager is the only authorized person to make changes to the master schedule. Any employee found to be

making changes to the master schedule without permission will be receive progressive disciplinary action.

You are responsible for keeping track of your hours. This includes keeping all clock-in and clock-out stubs in order to dispute any discrepancies on your check.

Paydays

Paydays are scheduled to be every week on Friday, and you are paid one week in arrears. Paychecks will not be given out during our lunch 11:30am-2:00pm and dinner 5:00pm and 7:30pm peak business hours. Paychecks will not be given to anyone else but you, so you must be responsible for picking up your own paycheck.

Garnishments

Personal financial matters are entirely your responsibility and, as such, the Company does not want to become involved in your financial or legal affairs. However, the law requires Hyde Park Burgers to honor legal garnishments of an employee's wages or salary. Every attempt will be made to notify employees prior to making required payroll deductions.

Overtime

There may be times when you will need to work overtime so that we may successfully meet the needs of our guests. All overtime must be approved in advance by your manager. Overtime will be paid at a rate of one- and one-half times the normal hourly rate of pay for all hours worked over 40 in a standard workweek. Only actual hours worked count towards overtime calculations.

Work Schedules

Our workweeks are Monday through Sunday. The work schedule will be posted on the Thursday prior to the beginning of the new workweek, on the employee bulletin board in the store. Each employee is responsible to find out when they are scheduled. Do not call in to find out when you are scheduled to work, as this ties up our business phone lines.

Employees are not allowed to make changes to the posted schedule. If an employee needs to make a change to their schedule, ask the store manager.

Any changing of the schedule without a manager's approval will result in progressive disciplinary actions.

Schedule Requests

You are responsible for keeping management up to date with your availability. If your availability changes, you must discuss it with your manager before the work schedule is posted.

Managers will attempt to honor requests for special days off. However, our priority is the staffing needs of our business and this must take precedence over individual requests. It is inevitable that there will be days when your work schedule conflicts with other activities. Any requests for special days off must be 2 weeks in advance. This request must be written in the request off calendar book. The request is not guaranteed until it has the scheduling manager's signature.

Attendance and Punctuality

Our business does not allow for frequent tardiness or absenteeism. We normally work with a small staff of 7 to 10 people per shift, and schedule them based on their skill levels for particular workstations, i.e., grill, fryers, register, etc. Working as a team, requires that each of us be in the right place at the right time. When someone is absent or late, the service we provide our guests suffers.

If you are too ill to work, call as early as possible to allow a manager time to attempt to replace you. You must speak to the manager in charge if you call in ill. You must call a minimum of 2 hours in advance of the beginning of your shift.

Two consecutive workdays of absence due to illness will require a doctor's written excuse before you may return to work. Any unexcused absence may be considered grounds for termination. Barring unforeseen circumstances, if you are absent for at least 1 day without notifying your manager (no call-no-show) you will be considered a

voluntary resignation. In order to not be considered tardy (late), you must be at work, clocked in, in your uniform, and at your workstation, ready to work at the start of your scheduled shift.

Breaks

Each employee is entitled to and required by law sometimes to take breaks during their shift. Hyde Park Burgers will follow the law regarding these breaks. Breaks will be organized by the manager on duty during non-peak business hours as to maximize the efficient flow and operation of the restaurant.

One 10-minute paid break will be given on shifts that are 4 hours. This break is a paid break because you are expected to stay on the premises so that if business picks up, you are to leave your break and help with the customers. If this happens, the time will be accounted for and you will get the remainder of your break when a manager tells you.

One 30-minute break is required by law during a 6-hour shift. This break will be not paid and require you to punch out and then back in after the break. This break is required by law. NO EXCEPTIONS and it MUST be 30 minutes. During an 8 hour shift you will receive both breaks 1 paid 10-minute break and the 30-minute unpaid break.

Breaks will not take place between 11 a.m. – 2 p.m. and 5 p.m. – 8 p.m. to ensure that customers are the #1 focus during lunch and dinner rushes.

Smoking should take place only during breaks. You need to be in an approved smoking section behind the store and may not take longer than your break time.

It is recommended that restroom breaks be taken before your shift or during approved break time. If you must use the restroom during your shift, you must make a manager aware that you are leaving your position.

Employee Meals

Employees are allowed 1 free meal per shift. This meal may be eaten before your shift, during your break, or taken home with you immediately after your shift. A free meal consists of 1 of the following a burger, hotdog, grilled veggie, or grilled cheese, and one order of fries. Mistakes, returned food or discarded food is not to be consumed by team members. All Food must be ordered and discounted through the POS system. No team member can make or add to their food order.

Remember giving away or taking unaccounted for food or drink is considered theft. Please save your receipts to show a manager that may ask to see it. Employees are allowed free fountain soft drinks during their shift. These drinks must be in designated cups with a lid and a straw, and they must be kept in a designated area and are not to be consumed at your station but at some place out of plain view of the customer. See manager. No bottled or specialty beverages to be consumed or discounted.

Tips

All hourly employees are entitled to their share of the crew's tips for the day, which represent the level of guest service appreciated by our patrons. Hyde Park Burgers encourages tipping from the guests and views tips as a measure of team performance. If you are providing excellent guest service, tips can be a significant bonus to your hourly rate of pay. Salary managers are not permitted to take any tips.

No employee is to ever ask for or a tip or to in any way suggest the customer leave a tip. The appropriate ways to increase tips are:

- Smile and greet the customer as soon as they arrive in the restaurant.
- Suggestively sell French Fries and Sodas.
- Verify the toppings for each item ordered prior to the customer paying.
- Proactively tell the customer where to get their sodas and where the restrooms are located.
- Genuinely and enthusiastically thank the customer for their business.
- At the end of each shift, the shift manager will divide the tips and distribute them amongst the employees equally.

In order to ensure the accuracy of tips, the jar is not to be tampered with by any employee for any reason unless given permission by the manager. Tampering with tips will be considered stealing. Any late employees will not receive tips. Their share will be divided amongst the other, on-time employees.

Any employee who leaves early, with management permission, due to personal reasons will receive pro-rated tips. Any employee who leaves early, without management permission, due to personal reasons will not receive tips. Any employee who is sent home due to slow business will receive tips. Any employee who is sent home for disciplinary action will not receive tips.

PAID TIME OFF AND LEAVES OF ABSENCE

Holidays

Hyde Park Burgers is closed in observance of Christmas day and Thanksgiving Day. Employees who work on any other federal or state holiday will be paid at their regular rate of pay.

Earned Vacation

Employees of Hyde Park Burgers are entitled to vacation days according to the following terms and schedule:

- Vacation time is accrued each pay period.
- At the end of each calendar year any unused vacation time will be forfeited.
- Vacation time starts accruing immediately upon hire but cannot be taken for 90 days.
- Unearned vacation time cannot be used.

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- General Managers will accrue 3 weeks' vacation each year. Assistant Managers will accrue 2 weeks' vacation each year.
 - Crew will accrue time as follows:
 - After one year of employment – 1 day of vacation
 - After two years of employment- 2 days of vacation
 - After three years of employment – 3 days of vacation
 - After four years of employment – 4 days of vacation
 - After five years of employment – 5 days of vacation
 - If there is a break in service of over 90 days the clock starts over (i.e., you leave the Company and then come back).
 - Vacation time must be requested in advance by completing the proper earned time off request form available from your manager. Forms must be authorized by Payroll before approval from your manager to insure you have sufficient vacation time available for use.

Sick Time

Hyde Park Burgers abides by and follows regulations regarding sick time leaves as mandated by each state in which it operates. Refer to the states' supplements at the back of this handbook for each specific state law.

Bereavement Leave

Employees (regular full-time and part-time) who are actively at work are eligible for bereavement leave with pay for up to three (3) days for the death of an immediate family member including a spouse, parent, child (natural, adopted or foster), sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. Special consideration may also be given to any other persons whose association with the employee is similar to any of the above relationships.

Employees must notify Human Resources immediately of their need for bereavement leave along with the specific dates. If additional time is needed beyond three (3) days, vacation or unpaid personal leave may be taken with your supervisor's approval.

Time Off to Vote

The Company encourages all employees to fulfill their civic responsibilities and to vote in official public elections. Generally, working hours are such that an employee will have ample time to cast a vote before or after the work shift. If employees do not have sufficient time to vote, however, that employee should discuss the matter with a supervisor. The Company will comply with all applicable state and municipal voting time laws.

Jury Duty

If you are called to serve on jury duty, or called to testify as a witness, you must give your supervisor a copy of the request when you receive it. For Jury duty we will pay in accordance with state law. You will be required to produce a record of the amounts paid to you for jury duty services.

Military Leave

Employees who are required to serve in any branch of the Armed Forces of the United States or are engaged in state military service will be given the necessary time off, without pay in accordance with the relevant laws in the jurisdiction in which they work. Employees should contact Human Resources for more information.

Emergency Responder Leave

The Company will not terminate or otherwise discriminate against an employee who fails to report to work at the beginning of his or her regular working hours or is absent during regular working hours because the employee was responding to an emergency as a municipal firefighter, volunteer firefighter or emergency medical services person and who reported for work as soon as reasonably possible after being released from the emergency. For purposes of this policy, "responding to an emergency" means responding to, working at the scene of or returning from a fire or emergency medical services call, a hazardous or toxic materials spill and cleanup or any other situation to which the fire department or emergency medical services provider has been dispatched.

An employee responding to an emergency must make every effort to immediately notify the Company they may be late arriving to work or absent from work as a result of responding to an emergency prior to or during the employee's regular work hours. Notification can be provided by the employee, the employee's designee or the fire department or emergency medical services provider. The Company may request a statement from the chief of the volunteer or municipal fire department or emergency medical services provider or the chief's designee, verifying that the employee was responding to an emergency and specifying the date, time and duration of the response.

Employees must notify the Company of their status as a firefighter or emergency medical services person within 30 days of employment and must provide a copy of a written policy from the chief of the fire department or emergency medical services provider that specifies the circumstances under which firefighters or emergency medical services persons are needed to respond to an emergency and affirms that they will be released as soon as practicable. Employees must notify the Company of any change to their status as a firefighter or emergency medical services person within 30 days of the change.

Family and Medical Leave (FMLA)

Hyde Park Burgers' policy is to provide eligible employees with leave for appropriate family or medical reasons, or military-related reasons, in compliance with the Family and Medical Leave Act (FMLA). If there are any differences between federal or state law and the summary below, the applicable laws will govern.

Employee Eligibility

To be eligible for FMLA leave, an employee must have worked for Hyde Park Burgers for at least 12 months and have worked at least 1,250 hours during the 12-month period preceding the leave at a location where there are at least 50 or more employees employed by the Company within 75 miles.

For purposes of FMLA eligibility, any period of prior employment within seven years will be counted. Also, employees will be credited with hours they would have worked but for periods of absence covered under the Uniformed Services Employment and

Reemployment Rights Act (USERRA). The seven-year rule does not apply to USERRA-covered absences.

Qualifying Reasons for Leave

An eligible employee may take FMLA leave for the following six reasons:

1. For the birth of a child and to care for the newborn child;
2. For the placement of a child with the employee for adoption or foster care and to care for the newly placed child;
3. For the serious health condition of the employee that leaves the employee unable to perform the essential functions of the job;
4. To care for an employee's spouse, child or parent, or eligible family member who is suffering from a serious health condition. A spouse is defined as a husband or wife who is in a marriage recognized by state law, including common law marriage and same sex marriage;
5. For a qualifying exigency arising out of the fact that the employee's spouse, child or parent is on covered active duty or call to covered active-duty status (or has been notified of an impending call or order to covered active duty). Military exigencies for which an employee may take FMLA leave include, for example, making alternative childcare arrangements for a child of the military member when the deployment of the military member necessitates a change in the existing childcare arrangement or attending certain military ceremonies and briefings; and
6. To care for a covered service member with a serious injury or illness if the employee is the spouse, child, parent or next of kin of the service member. A covered service member is:
 - A current member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness that was incurred or aggravated in the line of duty; or
 - A veteran of the Armed Forces (including the National Guard or Reserves) discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible

employee takes FMLA leave to care for the covered veteran (excluding the time between October 28, 2009, and March 8, 2013) and who is undergoing medical treatment, recuperation or therapy for a qualifying serious injury or illness.

Amount of Leave

The period of leave under this Policy is generally 12 weeks during any calendar 12-month period. In certain circumstances employees may be entitled to additional leave, beyond their FMLA entitlement, as a reasonable accommodation.

Leave to care for a prior or current service member (Military Caregiver Leave) can extend for up to 26 weeks in a single 12-month period. This single 12-month period begins on the first day an employee takes leave and ends 12 months after that date. An employee is not entitled to more than a combined total of 26 weeks of all types of FMLA covered leave, including Military Caregiver Leave, during a single 12-month period. Any other FMLA-qualifying leave taken during this single 12-month period will reduce the amount of Military Caregiver Leave that is available during the 12-month period, and Military Caregiver Leave that extends beyond 14 weeks will reduce the availability of other forms of FMLA leave during that 12-month period.

Spouses who are both employed by Hyde Park Burgers are jointly entitled to a combined total of 12 workweeks of FMLA leave for the birth or placement of a child for adoption or foster care, and to care for a child or parent (but not a parent "in law") who has a serious health condition. Spouses are entitled to no more than a combined 26 workweeks of Military Caregiver Leave during the relevant 12-month period, counting the caregiver leave plus any leave for the birth of a newborn child, for the placement of a healthy child or to care for a parent with a serious health condition. Hyde Park Burgers may designate a period of qualifying leave as FMLA time even if the employee does not specifically request such leave. Time off from work that is designated as FMLA time is deducted from the employee's allotment of leave (i.e., it reduces the total amount of leave available to the employee during the applicable leave year).

Notice

To qualify for leave under this Policy where the need for leave is foreseeable, an employee must notify Hyde Park Burgers of the need and reason for the leave at least 30 days in advance or provide as much notice as is practicable. When the need for leave is because of a military exigency related to a family member's active duty and is foreseeable, the employee should provide notice as soon as practicable (taking into account all the facts and circumstances of the situation). When the need for leave is not foreseeable, the employee must comply with the Company's call-in procedures and time limits wherever practicable.

Failure to give appropriate and timely notice, or to comply with the absence call-in procedures and time limits, without demonstrating that there were justifying circumstances, may result in the delay or denial of FMLA leave.

Employees must consult with supervisor or the Human Resources Department and take reasonable steps to accommodate the Company's needs in scheduling medical treatment. Employees who deliberately withhold information or provide false information regarding an FMLA leave may jeopardize their rights under the FMLA.

Requesting Leave

Employees should contact their supervisor or the Human Resources department to get the appropriate forms to be completed to begin the process of requesting FMLA time.

Certification

An employee must submit a timely medical or military certification of the need for leave by arranging for a completion of the appropriate Certification Form. An employee must provide the Company with the required certification within 15 calendar days after the Company's request unless it is not practicable to do so despite the employee's diligent, good-faith efforts.

Employees who submit any Certifications that are incomplete, illegible or require clarification will be required to obtain additional information from their health care provider. Failure to timely comply with these certification or recertification requirements may result in the delay, interruption or denial of FMLA leave.

While on leave, an employee may have periodic obligations to recertify the reasons for the leave. The recertification must be received by Hyde Park Burgers no later than 15 calendar days following receipt of the request, unless not practicable even with diligent, good-faith efforts by the employee.

Hyde Park Burgers may require periodic reports during an FMLA leave regarding the employee's status and intent to return to work. An employee must provide the Company notice as soon as possible (within two business days if possible) if the dates of the employee's leave change, are extended or become known after initially being unknown.

Prior to returning from any leave arising from a serious health condition, Hyde Park Burgers may require an employee to submit a medical certification of fitness-for-duty. If an employee returns to work without the appropriate documentation, the employee's return to work date will be delayed until required documentation is received.

Intermittent or Reduced Schedule Leave

Under certain circumstances an employee may take FMLA time intermittently - which means taking leave in blocks of time - or by reducing the normal weekly or daily work schedule.

An employee may take leave intermittently whenever it is medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work. Leave due to military exigencies may also be taken on an intermittent basis. Leave for the birth, placement, foster care or adoption of a child may not be taken on an intermittent basis unless approved in writing by Hyde Park Burgers and must be used within one year of the birth or placement of the child.

While on intermittent leave, an employee may be required to transfer temporarily to a position that better accommodates the leave, retaining equivalent pay and benefits.

Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. When leave is for the planned medical treatment of a serious health condition, the employee and Hyde Park Burgers must attempt to work out a schedule for such leave that meets the employee's needs and the Company's needs without unduly disrupting the operations of the Company, subject to approval of the health care provider.

Benefits and Compensation During Leave

During periods of FMLA leave under this Policy, Hyde Park Burgers will continue the employee's group health insurance coverage under the same terms as if the employee were actively working. If applicable, the employee must continue to pay their share of the cost of this health insurance coverage by [Enter Process Details and Deadlines]. Failure by the employee to make timely payments may result in cancellation of Coverage or entitle Hyde Park Burgers to recover the cost of these payments from the employee at the end of the leave period. Failure to return to work after the entitlement to FMLA leave ends may entitle Hyde Park Burgers to recover its costs of maintaining health care coverage during the leave.

FMLA leave is generally unpaid unless otherwise provided by state law. However, Hyde Park Burgers requires employees to use any accrued paid leave (such as vacation or sick days) concurrently with FMLA leave, excluding periods when the employee is receiving disability benefit payments or payments covered by workers' compensation.

Once an employee has used all available paid leave, the balance of the leave period is unpaid. Hyde Park Burgers will allow employees to apply paid leave to supplement an employee's receipt of disability payments or workers' compensation payments during the FMLA leave.

Unless permissible under state law, an employee is prohibited from working for someone else while on Hyde Park Burgers 's payroll during Hyde Park Burgers' core business hours; or any hours that might interfere with the employee's ability to get work done for Hyde Park Burgers.

Return to Work

Generally, upon submitting an acceptable health care provider release to return to work following leave for the employee's own serious health condition, the employee will be reinstated to the same position held at the time of the leave or to an equivalent position with equivalent pay, benefits and other employment terms and conditions. However, an employee has no greater rights to reinstatement than if the employee had been actively employed rather than on leave. For example, if an employee would have been laid off or the employee's position would have been eliminated even if the employee had not gone on leave, then the employee will not be entitled to reinstatement.

Key employees (salaried employees who are among the highest paid 10 percent of all employees within 75 miles of the employee's worksite) will be notified of the possible limitations on reinstatement at the time the employee requests FMLA leave.

Nondiscrimination

Hyde Park Burgers takes its FMLA obligations very seriously and will not interfere with, restrain or deny the exercise of any rights provided by the FMLA. It will not terminate or discriminate against any individual for opposing any practice or because of involvement in any proceeding related to the FMLA. If an employee believes that their FMLA rights have been violated in any way, they should immediately report the matter to the Human Resources department.

Other Leaves of Absence

Hyde Park Burgers recognizes that there may be state and local laws that address family leaves in specific jurisdictions and that under certain circumstances employees may be eligible for time off benefits under these laws. Every effort will be made to coordinate local leave laws with FMLA and other applicable time off laws so that employees are afforded the maximum time off they are entitled to under the law. Employees should review the state addendum where they are located for more information.

Medical Leave (non-FMLA eligible)

In some situations, Hyde Park Burgers may grant a medical leave of absence if an employee is not eligible for an FMLA leave. To be eligible for a non-FMLA medical leave, an employee must be continuously employed with Hyde Park Burgers for a minimum of six months. To apply for a non-FMLA medical leave, eligible employees will need to complete a written request, submit it to your manager, and provide certification from a health care provider for medical leave. Hyde Park Burgers management team will consider the requests for medical leave and will determine if the leave is approved or denied.

If the leave is approved, the length of the leave will be determined by the medical documentation provided; however, the maximum time allowed for any non-FMLA medical leave is 12 weeks in a 52-week period. Medical leaves of absence are unpaid and Hyde Park Burgers cannot guarantee that you will be returned to the same position after your leave.

BENEFITS

Health Care

Hyde Park Burgers will make available a competitive health care package in accordance with the law in the Affordable Care Act. Details will be provided by the store manager.

Short Term Disability

Hyde Park Burgers will provide Short Term Disability to employees in accordance with statutory disability laws. Employees should contact Human Resources at HR@hydeparkventures.com for more information.

Incentive and Award Programs

Team members must be actively employed on the date of award notifications to receive any or all of the incentive. This notification is sent to the entire company from Hyde Park Burgers, LLC.

Secret Shopper

All team members have the opportunity to increase their pay through the Secret Shopper program. Each Hyde Park Burgers restaurant is secretly shopped at random during normal business hours. Secret Shoppers rate each store on food quality, service, cleanliness and overall dining experience. Award money will be paid on the pay period following the corporate notification of awards. Results will be tracked and posted on the employee bulletin board.

Career Advancement

It is Hyde Park Burgers' intention to always consider employees from within for promotions before recruiting externally. There will be career opportunities for advancement as we open more locations along the Front Range. In order to qualify for a supervisory position, you must:

- Be recommended by your General Manager and approved by the area district manager.
- Successfully master all positions in the restaurant.
- Be at least 18 years old.
- Show leadership abilities.
- Be available to work all hours necessary for the position.
- **Pass a background check and drug test.**

Workers' Compensation

Workers' Compensation is provided in accordance with state and local laws. Workers' Compensation provides employees who have sustained a work-related injury with medical and compensation benefits while they recuperate. Employees who sustain a

work-related injury should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. The supervisor should immediately inform Human Resources of the injury. An incident report must be completed by the employee's supervisor and the original signed and forwarded to Human Resources within one workday following any report of any employee injury. The Incident Reports are important legal documents. The worker's compensation coordinator/Human Resources will help the employee and the employee's supervisor arrange for medical treatment if necessary. In cases of employee injury where the employee is sent to a hospital, physician or clinic, or when the employee reports that they will seek treatment from their own physician, a treatment authorization form must be given to the employee. There will also be a drug test administered at the place where the employee is seeking treatment. The treatment authorization form is an important document.

The top portion of the form must be signed by the employee prior to leaving for treatment to allow the doctor to release information regarding the employee's injury to the Insurance Company. An employee who seeks treatment from a Physician, Chiropractor or clinic due to a job-related injury must have written authorization from the attending physician or chiropractor before they are permitted to return to work. Employees will not be allowed to return to work without authorization, this creates serious liability concerns for the Company. If this situation inadvertently occurs, contact HR immediately. Employees must report injuries and medical treatment to employer immediately:

- a. Employees must request permission from the Company before seeking treatment.
- b. If an employee reports a minor injury on one date, and at a later date reports that they sought physician care for the injury, then the employee must submit a return-to-work authorization from the attending physician within 24 hours after reporting the medical treatment to the Company.
- c. If an employee fails to submit a return-to-work authorization from the attending physician within the 24-hour period, then the employee will not be permitted to work until the letter has been submitted and reviewed. If the employee refuses

to be sent for treatment or examination and in the opinion of the supervisor, the employee will aggravate the injury or strain by continuing to work, then the employee must not be allowed to return to work. Immediately contact Human Resources. NOTE: Back, shoulder, neck or knee strains will be sent for examination immediately. No return to work without medical examination and release has been completed.

Treatment Authorization Forms

Occasionally an employee may be authorized to return to work but may have some limitations due to the injury. An injured employee who returns to work with alternate duty restrictions may be permitted to return to work as long as employee's restrictions are not for more than two weeks. Zero tolerance for fraud, Workers' compensation fraud is a punishable crime. Our organization and insurer have a "zero tolerance" policy for fraud.

Offenders will be prosecuted. If you think you see fraud happening, tell a supervisor or manager right away or contact Human Resources at HR@hydeparkventures.com. Your tip will be investigated and kept strictly confidential.

SAFETY AND SECURITY

Safety and Personal Hygiene

One of the most important obligations we have is to provide a safe environment for our guests and ourselves. You must ensure your personal safety through proper daily practices and ensure food safety through the proper preparation and serving of food.

Please remember that working safely and knowing how to deal with all situations can prevent injury to you, another employee, or a guest. If you become aware of unsafe

conditions, you must correct them and/or bring them to the attention of your manager so that the manager can have the condition repaired.

Although the Company will make every effort to correct or repair potentially unsafe conditions when they exist, ultimately being aware of your environment and procedures will do the most to protect you and our food from injury or contamination. Most accidents occur when employees are not concentrating on what they are doing.

In our restaurants slips, falls, cuts, and burns are the most common cause of injuries. With this in mind, we have outlined some simple safety practices that must be followed daily.

In case of emergency call 911. Report all injuries immediately to your manager. The extent of the injury is not your decision.

Failure to notify your manager may result in forfeiture of Worker's Compensation (if necessary) and can be subject to discipline up to and including termination.

Do not tamper or handle any electrical equipment that is outside of your general duties. Do not clean or operate any piece of equipment without first being trained on how to do so.

Unplug all electrical items before cleaning them. Disconnect all electrical items at the main/primary power source, not at the on/off switch. When lifting heavy objects make sure to bend at the knees. This will allow you to use the large muscles of the leg instead of the small muscles of the back. When Personal Protective Equipment (gloves, etc.) is required it must be worn. Keep exits and pathways clear at all times. Aisles and walkways must remain clear of any potential trip hazards. Do not leave boxes on the floor. Store them in a designated area (by breaking them down) if you cannot put them in the dumpster immediately.

Maintain an 18-inch clearance between ceilings or sprinklers heads and stacks of boxes.

Maintain a 36-inch clearance around electrical switch boxes and water heaters. Store all food products at least 6 inches off the floor and 6 inches from the wall.

Use ladders or step stools when reaching for objects on shelving, never stand on shelving, chairs or boxes to reach items. Clean up any spill or leak you see immediately and put down a “Wet Floor” sign to prevent any accidents from occurring. Do not run or move suddenly in this area.

During business hours, floors should be damp mopped, not wet mopped.

Food Safety

Ensuring food safety is our business. We must prepare and serve our products in accordance with the standards of the Board of Health and Sanitation guidelines at all times.

Employees should use the following information as a guide for safe food preparation and handling.

Temperatures

- Cold foods must be held at 40 degrees Fahrenheit or below
- Hot foods must be held at 140 degrees Fahrenheit or above
- The “Temperature Danger Zone” is when food is left between 40 degrees and 140 degrees Fahrenheit for more than 2 hours. These are perfect conditions for microorganisms and bacteria to grow. Any food left in this zone for more than 2 hours MUST be discarded.
- Raw beef MUST be cooked to a temperature of 145 degrees Fahrenheit before being served.

Cleanliness and Sanitation

Clean and sanitize all work surfaces before and after each use. Use separate work areas for raw and cooked foods.

Gloves are a necessity when handling ANY food. Hands MUST be washed BEFORE putting on gloves. The same pair of gloves may not be worn for more than 4 hours. Gloves must always be changed when going from handling one food to handling another. Gloves must be changed immediately after touching raw meat.

Cooling and Storing Foods

When cooling bulky foods they should be broken into smaller, flat, shallow containers. All food should be labeled and dated when storing them. All food should be stored at least 6 inches off the floor.

Fire Safety

Know the locations of all fire extinguishers and how to use them. Keep the extinguishers accessible for use. Report any use of fire extinguishers immediately to your manager.

Chemical Safety

Federal law requires that you be trained on all chemicals before using them and that this training is documented. Every employee should review the Material Safety Data Sheets (MSDS) when there are questions concerning the use of any chemical. The store manager must keep MSDS sheets on all chemicals in the stores. If Protective equipment is required when using a chemical, it is to be worn. All chemicals must be labeled. If any questions arise, consult your manager.

Equipment Safety

A major component of a safety program is the maintenance and upkeep of equipment. You are expected to use proper care and procedures when using the Company's property and equipment.

No property or equipment may be removed from the premises without the proper written authorization of management. If you lose, break, or damage any property or equipment report it immediately to your manager. Failure to report equipment in need of repair can be regarded as a violation of safety procedures and may be subject to

discipline up to and including termination. Handle all knives with caution. They are very sharp. Wash them separately and never put them in the sink with other dishes. Use caution when operating and cleaning the grills and fryers.

Personal Hygiene

Because Hyde Park Burgers is a food handling operation, the standards for personal hygiene and grooming are extremely high. Guests look at the people who prepare, handle and serve the food they eat with a critical eye. We must all look clean, neat, and professional at all times.

Our guests' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct guest contact, you represent the Company with your appearance as well as your actions. The properly attired person helps to create a favorable image for the Company.

Clear plastic gloves must be used when handling food.

Protective gloves must be used for hands with cuts and bandages. We cannot allow gum chewing per order of the health department. Hands and nails must be clean at all times.

Wash hands, arms and fingernails with soap at the provided hand sink:

- Before reporting to workstations after breaks.
- Anytime you have done a job not directly related to preparing food.
- After handling money.
- After coughing, sneezing, or after touching your hair.

Washing hands after using the restroom is one of the most important sanitary things you can do. You may be reminded when coming from the restroom. This is not meant to offend anyone; it is only meant to keep a safe working environment and failure to adhere to this practice constitutes ground for termination.

Proper washing procedures are as follows:

- Use hot water, moisten hands, soap thoroughly, and lather to elbow. Scrub thoroughly, rubbing hands together for at least 20 seconds.
- Rinse thoroughly under running water, dry hands using single service towel.

Alcohol and Drug Free Workplace

Hyde Park Burgers takes drug and alcohol use seriously and believes they and their effects have no place on Company premises. We believe an alcohol and drug free workplace enhances the safety of our employees and guests.

Therefore, the use, influence, sale, or possession of illegal drugs, controlled substances or alcohol during work hours will result in immediate termination on the first offense. Possession of paraphernalia used or connection with any drug, alcohol or substance subject to this policy shall be evidence of violation of this policy.

You are also prohibited from reporting to work under the influence of any drugs or substance of whatever type or legality that impairs your ability to perform your job.

Hyde Park Burgers reserves the right to require employees to be subject to drug and alcohol testing by a third-party provider based on reasonable suspicion that an employee is under the influence of drugs or alcohol. When reasonable suspicion testing is warranted, both management and HR will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

Also, the Company reserves the right to search work areas, packages, the employee and the employees' possession on Company property when there is reasonable suspicion that the policy has been violated. Employees who refuse to submit and cooperate with the foregoing will be subject to disciplinary action.

Workplace Violence

The safety and security of employees is of vital importance to Hyde Park Burgers. Therefore, the Company has adopted a zero-tolerance policy concerning workplace violence. Threats or acts of violence - including intimidation, bullying, physical or mental abuse and/or coercion - that involve or affect company employees or that occur on the Company's premises, will not be tolerated.

The prohibition against threats and acts of violence applies to all persons involved in the operation of the Company, including, but not limited to, company employees and other personnel, contract and temporary workers, consultants, contractors, customers, vendors, visitors and anyone else on the Company's premises. Violations of this policy by an employee will result in disciplinary action, up to and including termination from employment.

It is our goal to have a workplace free from acts or threats of violence and to respond effectively in the event that such acts or threats of violence do occur. Workplace violence is any intentional conduct that is sufficiently severe, abusive or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends and/or property such that employment conditions are altered or a hostile, abusive or intimidating work environment is created for one or several employees.

Examples of workplace violence include, but are not limited to:

- Threats or acts of violence occurring on company premises, regardless of the relationship between the parties involved in the incident;
- Threats or acts of violence occurring off company premises involving someone who is acting in the capacity of a representative of the Company;
- Threats or acts of violence occurring off company premises involving an employee if the threats or acts affect the business interests of the Company;
- All threats or acts of violence occurring off company premises, of which an employee is a victim, if we determine that the incident may lead to an incident of violence on company premises; and

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- Threats or acts of violence resulting in the conviction of an employee or agent of the Company, or an individual performing services for the Company on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence when that act or the conviction adversely affect the legitimate business interests of the Company.

Examples of conduct that may be considered threats or acts of violence under this policy include, but are not limited to:

- Threatening physical contact directed toward another individual;
- Threatening an individual or his or her family, friends, associates or property with harm;
- The intentional destruction or threat of destruction of [Company Name] property or another individual's property;
- Menacing or threatening phone calls;
- Stalking;
- Veiled threats of physical harm or similar intimidation; and/or
- Communicating an endorsement of the inappropriate use of firearms or weapons.

Workplace violence does not refer to workplace arguments or debates that are zealous or impassioned, provided there is no resort to any form of coercion. Discussions about sporting activities, popular entertainment or current events are not considered workplace violence when there is no threat of violence being directed to the workplace or any individual connected with it. Rather, workplace violence refers to behavior that demonstrates an intention to engage in violence, condones violence in our workplace or targets any individual with acts or threats of violence.

Employees should help maintain a violence-free workplace. To that end, employees are encouraged to immediately report any incident that violates this policy to a supervisor or manager or Human Resources.

No provision of this policy statement or any other provision in this policy alters the at-will nature of employment with Hyde Park Burgers. We will make the sole determination of whether and to what extent, threats or acts of violence will be acted upon by the Company. In making this determination we may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred.

Weapons in the Workplace

The Company strictly prohibits employees or any other person providing services to the Company or located on the Company's premises, from possessing weapons of any kind at the workplace. The workplace includes any property owned or leased by the Company or occupied by groups of company employees or persons providing services to the Company. Unless this prohibition is contrary to state or local law, the workplace specifically includes company parking areas and company vehicles. Employees are not permitted to transport or store weapons in vehicles owned or leased by the Company and used by the employee for work purposes, unless the employee is required to transport or store a weapon as part of the employee's duties and they have written permission from Human Resources. This policy prohibits the possession of concealed weapons as well as weapons carried openly.

This prohibition specifically includes guns, rifles and firearms of any type, including those for which the holder has a legal permit. Other examples of prohibited weapons include, but are not limited to, knives, ammunition, bombs, bows and arrows, clubs, slingshots, blackjacks, metal knuckles and similar devices that by their design or intended use are capable of inflicting serious bodily injury or lethal force.

Workplace Bullying

The Company does not tolerate bullying behavior. Individuals who engage in workplace bullying may be disciplined, up to and including termination of employment.

Workplace bullying is the use of force, threats or coercion to abuse, intimidate, or humiliate another employee. Workplace bullying includes, but is not limited to, the following:

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- Verbal abuse, such as the use of patently offensive, demeaning and harmful derogatory remarks, insults and epithets;
 - Verbal or physical conduct that is threatening, intimidating or obscene;
 - Pushing, shoving, kicking, poking, tripping, assaulting, or threatening physical assault, or intentionally damaging a person's work area or property; or
 - Sabotaging, or deliberately subverting, obstructing or disrupting another person's work performance.

Cyberbullying refers to bullying, as defined above, that occurs through the use of a computer, cell phone, smartphone, tablet, pager or other device that transmits electronic information, regardless of whether the device is owned by or located at the Company or connected to the Company network. Cyberbullying is also prohibited.

This policy in no way prohibits employees from engaging in activities that are protected under applicable state and federal laws, including but not limited to any activity that is protected under Section 7 of the National Labor Relations Act, which includes the right of employees to speak with others, engage in workplace debates and protest about their terms and conditions of employment.

Reporting and Response

Employees who are subject to, or witness, workplace bullying are encouraged to notify their supervisor or Human Resources immediately. The Company will promptly investigate the complaint. The Company will maintain confidentiality to the extent possible, consistent with its commitment to investigating the complaint promptly and thoroughly.

If the complaint is verified, the Company will take appropriate remedial and disciplinary action, which may include, but is not limited to, verbal or written warnings, suspension, termination of employment, counseling and other actions. The Company will also report to law enforcement, if appropriate. The complaining party will be advised of the results of the investigation.

Anti-Retaliation

The Company strictly prohibits retaliation against an employee for making a good-faith claim of bullying or for participating in good faith in an investigation of bullying.

Smoke-Free Workplace

The Company provides a work environment that is smoke-free. This includes the use of cigarettes, cigars, chewing tobacco, snuff, pipes, snus and any nicotine delivery device, such as electronic cigarettes or vaping. Smoking is strictly prohibited inside any of Hyde Burger locations. Employees that observe other individuals smoking in the workplace have a right to object and should report the violation to their supervisor or to another member of management. Employees will not be disciplined or retaliated against for reporting smoking that violates this policy.

Employees that violate this policy or who tamper with No Smoking signs may be subject to disciplinary action up to and including termination.

LEAVING THE COMPANY

Resigning

We appreciate at least 2 weeks advanced notice, in keeping with industry standards, and this notice will be viewed upon favorably if you should ever re-apply for employment with Hyde Park Burgers. This is merely a request and in no-way violates or nullifies your at-will employment status. Additionally, all resigning employees are requested to return all Company property before leaving and must complete an exit interview with your manager. Unless you inform the Company otherwise, your final pay will be provided to you in the same manner you normally receive it each payday (i.e., via pay card, check or direct deposit). You will receive your final pay in accordance with state regulation.

Unemployment Compensation

The purpose of unemployment compensation insurance is to provide financial assistance for people who lose their jobs and remain unemployed through no fault of their own. Hyde Park Burgers pays for this protection benefit. Should you become unemployed through no fault of your own, you may apply to the state for unemployment compensation. Specific requirements, which must be met, will be explained to you by the state at the time of your application.

STATES' ADDENDUM SUPPLEMENT

About This Supplement

Hyde Park Burgers is committed to workplace policies and practices that comply with federal, state and local laws. For this reason, all employees will receive the Company's national handbook ("National Handbook") and the Supplement to the National Handbook ("States' Addendum Supplement") (together, the "Employee Handbook").

Each State Supplement, however, applies only to the employees working in that state. It is intended as a resource containing specific provisions derived under state law that apply to the employee's employment. It should be read together with the National Handbook and, to the extent that the policies in the state supplement are different from, or more generous than those in the National Handbook, the policies in the state supplement will apply.

This supplement is not intended to create a contract of continued employment or alter the at-will employment relationship. **Only the President/Owner of the Company or their authorized representative has the authority to enter into an agreement that alters the at-will employment relationship and any such agreement must be in writing and signed by the President/Owner of the Company or his or her authorized representative.**

If employees have any questions about these policies, they should contact their Human Resources representative.

Massachusetts Supplement

Commitment to Diversity

Equal Employment Opportunity

As set forth in the National Handbook, Hyde Park Burgers is committed to equal employment opportunity and compliance with federal antidiscrimination laws. We also comply with Massachusetts law, which prohibits discrimination and harassment against any employees or applicants for employment based on race, color, religious creed, sex (including pregnancy, childbirth and related medical conditions), gender identity, sexual orientation, national origin or ancestry, physical or mental disability, age (40 and over), military status, veteran status, certain criminal records, genetic information or testing, HIV testing, a personal admission to a facility for the care and treatment of a mentally ill person and taking of maternity leave. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

The Company also will not discriminate or retaliate against an employee because the employee provided evidence in connection with a claim for unemployment benefits or testified at any unemployment hearing.

Sexual and Other Unlawful Harassment

Hyde Park Burgers is committed to providing a work environment free of harassment. The Company complies with Massachusetts law and maintains a strict policy prohibiting sexual harassment and harassment against employees or applicants for employment based on race, color, religious creed, sex (including pregnancy, childbirth and related medical conditions), gender identity, sexual orientation, national origin or ancestry, physical or mental disability, age (40 and over), military status, certain criminal records, genetic information or testing, HIV testing, a personal admission to a facility for the care and treatment of a mentally ill person and taking of maternity

leave. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

All employees are expected to comply with the Company's Sexual and Other Unlawful Harassment policy, as set forth in the National Handbook. While the Sexual and Other Unlawful Harassment policy sets forth the Company's goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit the Company's authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

Any employee who believes that he or she has been harassed or discriminated against should provide a written or verbal report to his or her supervisor, another member of management, to Human Resources as soon as possible. The responsibility to investigate complaints of harassment has been assigned to Human Resources which can be reached at HR@hydeparkventures.com. Employees who believe they have been harassed or discriminated against may also file a formal complaint with either or both of the government agencies listed below:

- The Massachusetts Commission Against Discrimination (MCAD) is the state agency responsible for handling complaints of harassment, including sexual harassment. The MCAD can be reached at the following locations:
 - Boston Office: One Ashburton Place, Sixth Floor, Room 601, Boston, MA 02108; telephone number (617) 994-6000.
 - Springfield Office: 436 Dwight Street, Second Floor, Suite 220, Springfield, MA 01103; telephone number (413) 739-2145.
 - Worcester Office: 484 Main Street, Room 320, Worcester, MA 01608; telephone number (508) 453-9630.
 - New Bedford Office: 800 Purchase Street, Room 501, New Bedford, MA 02740; telephone number (508) 990-2390.

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- The Equal Employment Opportunity Commission (EEOC) is the federal agency that investigates harassment claims, including claims of sexual harassment. The EEOC can be reached at:
 - John F. Kennedy Federal Building, Government Center, 475 Government Center, Boston, MA 02203, telephone number (800) 669-4000.

Complaints filed with the MCAD and the EEOC must be filed within 300 days of the incident giving rise to the claim.

Political Opinions

The Company will not terminate or threaten to terminate an employee or take other adverse action for the purpose of influencing the employee's vote in an election or political contribution. The Company also will not attempt to influence employee votes by promising higher wages or other incentives in the terms and conditions of employment.

Pregnancy and Lactation Accommodation

Employees and applicants for employment may request a reasonable accommodation for needs related to pregnancy and related conditions, including lactation or the need to express breast milk for a nursing child. The Company will provide a reasonable accommodation that would enable the employee or applicant to perform the essential functions of her job unless the requested accommodation would impose an undue hardship on the company's program, enterprise or business.

A reasonable accommodation may include, but is not limited to, the following: more frequent or longer breaks; acquisition or modification of equipment or seating; assistance with manual labor; job restructuring; light duty; private non-bathroom space for expressing breast milk; modified work schedules; temporary transfers to a less strenuous or hazardous position; or time off to attend to a pregnancy complication or recover from childbirth. The Company will not deny employment opportunities or

take adverse employment action against otherwise qualified applicants or employees who request or use such reasonable accommodations.

Employees who take leave as an accommodation under this policy will be reinstated to their original job or to an equivalent position with equivalent pay, seniority, benefits and other terms and conditions of employment upon their notification to the Company of their intent to return to work or when the employee's need for a reasonable accommodation ends.

The Company may require that employees provide documentation about the need for a reasonable accommodation, or the need to extend an accommodation, from an appropriate health care or rehabilitation professional. The Company will not require such documentation when the requested accommodation is more frequent restroom, food and water breaks; seating; private non-bathroom space for expressing breast milk or limits on lifting over 20 pounds.

Employees who have questions about this policy or who wish to request leave or other reasonable accommodations under this policy should contact Human Resources. When an employee makes a request for a reasonable accommodation, the Company and employee will engage in a timely, good faith and interactive process to determine an effective reasonable accommodation.

General Employment Practices

Access to Personnel Files and Wage Records

Employees may review or obtain a copy of their personnel file, generally not more than two times per calendar year, by submitting a written request to Human Resources. The review will take place in the presence of a company representative during normal business hours.

Employees who disagree with any of the information contained in their personnel file should notify Human Resources. If an employee and the Company cannot agree to remove or correct the specified information, the employee can submit a written

statement explaining his or her position regarding the disputed information. The statement will be maintained as part of the employee's personnel file and included in any disclosure to a third party.

Upon request, employees will also be allowed to inspect certain paper or electronic wage records maintained by the Company. Such records include the amount of pay per pay period, hours worked, rate of pay, vacation pay, and deductions from wages. These records are maintained by the Company for at least three years after entry. Employees will be allowed to inspect such wage records at a reasonable time and place. Upon request, employees will be provided with a copy of the wage records within ten business days.

Time Off and Leaves of Absence

Vacation/Paid Time Off (PTO)

The Company will pay employees for any accrued but unused vacation at termination of employment.

Parental Leave

Eligible full-time employees working in Massachusetts are entitled to take up to eight weeks of unpaid leave per child for the:

- Birth of a child; or
- Adoption of a child under 18 years of age or under 23 years of age if the child is mentally or physically disabled.

If both spouses work for the Company and are eligible for leave under this policy, the spouses will be limited to a combined total of eight workweeks off for the birth, adoption or placement of the same child.

Eligibility

Employees are eligible for leave under this policy if they are full-time have completed the initial probationary period of 90 days. Employees are eligible for leave under this policy if they are full-time and have been employed by the Company for at least three consecutive months.

Notice of Leave

Employees must give at least two weeks' notice of their anticipated date of departure and intention to return to work. If the need for leave arises under circumstances that, for reasons beyond the employee's control, do not allow for two weeks' notice, employees must give notice as soon as practicable.

Compensation and Benefits During Leave

Parental leave will be without pay, unless an employee chooses to use accrued paid vacation, personal, medical and/or sick leave concurrently with all or part of the unpaid parental leave. Sick leave may only be used during portions of the parental leave that qualify for leave under the Company's sick leave policy, however. The Company will not require an employee to use accrued paid vacation or sick leave concurrently with any part of a parental leave. However, if an employee's parental leave qualifies as leave under the federal Family and Medical Leave Act, the two leaves will run concurrently. Eligible employees may apply for disability benefits related to their childbirth and/or pregnancy-related disabilities under the same terms and conditions that apply to other medical disabilities.

Parental leave will not affect the employee's rights to receive vacation time, sick leave, and other benefits for which the employee was eligible at the commencement of his or her leave.

Return to Work

At the conclusion of parental leave, employees will be reinstated to their previous position or to a similar position with the same status, pay, length of service credit and seniority as of the date of their leave, unless other employees of equal seniority and status in the same or similar position were laid off due to economic conditions or other

changes in operating conditions during the employee's parental leave. However, employees returning from parental leave do retain any preferential consideration for another position to which they may be entitled as of the date of the leave.

If an employee requests and is granted an extension of parental leave beyond eight weeks, and if this extension is not covered by any other law such as the federal Family and Medical Leave Act (FMLA), the employee's job will be not protected beyond the initial eight-week period. Under these circumstances, the Company provides no assurance the employee will be restored to his or her previous position or a similar position when the extension expires.

Anti-Discrimination

The Company will not discriminate or retaliate against employees because they request or take leave in accordance with this policy.

Small Necessities Leave

Employees eligible for leave under the Company's Family and Medical Leave policy, as set forth in the National Handbook, may take an additional 24 hours of unpaid leave during a 12-month period in order to:

- Participate in school activities directly related to the educational advancement of their children (such as parent-teacher conferences and interviewing for new schools);
- Accompany their children to routine medical and dental appointments (such as check-ups or vaccinations); or
- Accompany elderly relatives (individuals who are at least 60 years old and related to the employee by blood or marriage) to medical or dental appointments or appointments for other professional services related to the elder's care (such as nursing home interviews).

Notice of Leave

When foreseeable, employees must request leave no less than seven days in advance. If need for the leave is not foreseeable, the employee must request the leave as soon as practicable under the circumstances.

Terms of Leave

Leave under this policy can be taken intermittently or on a reduced-schedule basis,

If you have any questions about this policy, please contact your Human Resources representative.

Abuse Victim Leave

Employees who are victims of abusive behavior, defined for purposes of this policy to include domestic violence, stalking, sexual assault and kidnapping, or that have a family member who is a victim of abusive behavior may take up to 15 days of unpaid leave within a 12-month period to address issues related to the abuse. For purposes of this policy, "abusive behavior" includes conduct by a current or former spouse; a person with whom the employee or covered family member shares a child; a person cohabitating with or who has cohabitated with the employee or covered family member; a person related by blood or marriage to the employee or covered family member; or a person with whom the employee or covered family member has or had a dating relationship.

An employee who is the perpetrator of the abusive behavior is not eligible for leave under this policy.

"Covered family members" include the employee's spouse; a person in a dating or engagement relationship with the employee and who resides with the employee; someone having a child in common with the employee; a parent, stepparent, child, stepchild, sibling, grandparent, grandchild or someone in a guardianship relationship with the employee.

Leave taken under this policy must be used to address issues directly related to the abusive behavior and may be used to:

- Seek or obtain medical attention;
- Receive counseling, victim services or legal assistance;
- Secure housing;
- Obtain a protective order from a court;
- Appear in court or before a grand jury;
- Meet with a district attorney or other law enforcement official;
- Attend child custody proceedings; or
- Address other issues directly related to the abusive behavior against the employee or covered family member.

Employees may take up to 15 days of leave within a 12-month period. The 12-month period begins on the date of an employee's first use of such leave and ends 12 months after that date.

Where they overlap, leave taken under this policy will run concurrently with leave under the federal Family and Medical Leave Act.

Employees needing leave under this policy must provide advance notice of the need for leave to the greatest extent possible. However, if there is a threat of imminent danger to the health or safety of the employee or a covered family member, the employee must notify the Company within three workdays that protected leave was taken or is being taken. Such notice may be provided by the employee, a family member of the employee or a professional assisting the employee with addressing the abusive behavior, and can be made via telephone, in person or in writing.

If an absence is unscheduled, the Company will not take any negative action against the employee as long as the employee provides appropriate documentation with 30 days of the unauthorized absence.

The Company may require employees to provide supporting documentation demonstrating that the employee or a covered family member was the victim of abusive behavior and that the reason for taking leave was related to that behavior. Such documentation should be provided within a reasonable period of time and may include:

- A protective order or other document issued by the court;
- A document under the letterhead of a court, provider or public agency that the employee attended for the purpose of obtaining assistance regarding the abusive behavior;
- A police report or witness statement provided to the police;
- Documents showing that the perpetrator was convicted of an offense constituting abusive behavior, or admitted to facts sufficient to establish guilt of abusive behavior;
- Medical documentation;
- A sworn statement, signed under penalty of perjury, from a counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional advocate who has assisted the employee and/or his or her family address the effects of abusive behavior; or
- A sworn statement, signed under penalty of perjury, from the employee, attesting that the employee or a covered family member has been the victim of abusive behavior.

All information and documentation related to an employee's use of domestic violence leave will be kept confidential, unless such disclosure is expressly required by law, requested in writing by the employee or necessary to protect the safety of the employee or other employees.

Upon return from leave, employees will be restored to their original position or to an equivalent position. The Company will not take any adverse action against an employee for exercising his or her rights under this policy. Additionally, employees

taking leave under this policy will not lose any benefits accrued prior to the start of the leave.

Crime Witness Leave

Employees who are victims of a crime may time off from work to appear as a witness in a criminal proceeding regarding that crime. Leave under this policy will be unpaid except that exempt employees will not incur any reduction in pay for a partial week absence due to witness duty.

Employees should notify the Company of their required service prior to the day of attendance.

Jury Duty Leave

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service summons or subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, harassed, coerced or penalized because they request or take leave in accordance with this policy.

All employees, including temporary employees, will receive their regular compensation during the first three days of jury service. Any additional time off under this policy will be without pay, except that exempt employees will not incur any reduction in pay for a partial week's absence due to jury duty.

Employees scheduled to work at night will not be required to: (1) work beyond midnight the night before first day of jury service; (2) work while impaneled on a trial unless authorized by the judge; or (3) be required to work on the last day of service if released by the court after 4 p.m.

Employees should provide their supervisor with notice of any jury summons or subpoena within a reasonable amount of time after receipt and before their

appearance is required. Verification from the court clerk of having served may also be required.

Time Off to Vote

The Company encourages all employees to fulfill their civic responsibilities and to vote in all public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.

Employees who have less than two consecutive hours between the time their polling location opens and the time their scheduled shift begins may arrive late to work so that they have a total of two consecutive hours after the polls open to vote. Time off under this policy will be without pay, except that exempt employees may receive pay, as required by law.

Employees must provide reasonable advance notice of the need for time off to vote so that time off can be scheduled to minimize disruption to normal work schedules.

Military Leave

In addition to the military leave rights set forth in the National Handbook, members of the armed forces of the Commonwealth, including the state defense force, the state staff, or the armed forces of another state or territory who are employed within Massachusetts and ordered to active duty under state or federal law, are entitled to the rights, protections, privileges and immunities provided under the federal Uniformed Services Employment and Reemployment Rights Act (USERRA) and described more fully in the Military Leave policy set forth in the National Handbook.

When military service, as described above, is in support of a critical homeland security or emergency management operation, as determined by the adjutant general, it will not be counted toward the cumulative 5-year period of absence allowed for military leave.

Veterans Day and Memorial Day Leave for Veterans

The Company will provide employees who are also veterans unpaid time off to observe Veterans Day or participate in Memorial Day exercises, parades or services.

Employees whose services are essential to and critical to public health and safety and the safety and security of the Company or the property of the Company are not eligible for this leave.

Leave under this policy will be unpaid, except that exempt employees may receive pay, as required by law.

Employees should contact their supervisor to make appropriate arrangements.

Emergency Responder Leave

Employees who serve as volunteer firefighters or emergency medical technicians may take time off from work to respond to an emergency that occurred prior to the time the employee is scheduled to report to work. For purposes of this policy, "respond to an emergency" means responding to, working at the scene of, or returning from a fire, rescue, emergency medical service call, hazardous materials incident or a natural or man-made disaster in the good faith belief that such action is necessary to prevent the imminent loss of life or property.

Leave under this policy will be unpaid except that exempt employees may be paid, as required by law.

The Company may request employees to provide a statement signed by the chief of the fire or ambulance department certifying the date and time the employee responded to and returned from the emergency.

Paid Sick Time

The Company provides eligible employees with paid sick time in accordance with the requirements of the Massachusetts Earned Sick Time Law (ESTL).

Eligibility

All employees (whether full-time, part-time, temporary or seasonal employees) whose primary place of work is in Massachusetts are eligible to accrue paid sick time.

Accrual of Sick Time

Eligible employees will begin to accrue paid sick time on the employee's first day of actual work. Sick time accrues at a rate of one hour of paid sick time for every 30 hours worked, up to a maximum accrual of 40 hours in a single calendar year.

For accrual purposes, salaried exempt employees will be assumed to work 40 hours in a week unless the employee's regular workweek is less than 40 hours, in which case sick time accrues based upon that regular workweek. Nonexempt employees accrue paid sick time on all hours worked, including overtime hours. Employees do not accrue paid sick time for hours during which they are not working, such as vacation, paid time off or while using paid sick time.

Eligible employees may not use accrued paid sick time until 90 days after the employee's first day of actual work.

Reasons Sick Time May be Used

Sick time may be used only for the following reasons:

- To care for the employee's child, spouse or parent who is suffering from a physical or mental illness, injury or medical condition that requires home care, professional medical diagnosis or care or preventative medical care;
- To care for the employee's own physical or mental illness, injury or medical condition that requires home care, professional medical diagnosis or care or preventative medical care;
- To attend the employee's routine medical appointment or a routine medical appointment for the employee's child, spouse or parent; or
- To address the psychological, physical or legal effects of domestic violence against the employee or the employee's child; or

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- To travel to and from an appointment, pharmacy or other location necessary for the purposes of the sick time.

For purposes of this policy, a "parent" includes a biological, adoptive, foster or step-parent of an employee or an employee's spouse, or another person who assumed the responsibilities of parenthood when the employee or employee's spouse was a child. Also, for purposes of this policy, a "child" includes a biological, adopted or foster child, a stepchild, a legal ward or a child for whom the employee has assumed the responsibilities of parenthood.

The smallest amount of sick time an employee can use is one hour. Employees who need to take more than one hour of paid sick time at one time can use sick time in increments of one hour.

Requesting Sick Time and Documentation

Except in cases of emergency, employees must provide advance notice of the need to use paid sick time. If the need for paid sick time is foreseeable, employees must make a good faith effort to provide notice up to seven days in advance of the need for leave, unless they learn of the need to use sick time within a shorter period. If the need for sick time is unforeseeable, employees should make reasonable efforts to provide notice.

For multi-day absences, employees must provide notice of the expected duration of the sick time. If the expected duration is unknown, employees (or their spouse, adult family member or other responsible party) must provide notice of the need to use sick time on a daily basis, unless doing so is unreasonable under the circumstances.

Employees taking leave under this policy are not required to search for or find a replacement employee to cover the periods of time for which they are absent from work.

To provide notice of the need to use sick time, employees should contact Human Resources.

Employees may be required to provide supporting documentation from a health care provider or some other form of appropriate certification that the use of paid sick time was for an authorized purpose when paid sick time use:

- Exceeds 24 consecutive scheduled work hours;
- Exceeds three consecutive days on which the employee was scheduled to work;
- Occurs within two weeks before an employee's final scheduled day of work before termination (except for temporary workers);
- Occurs after four unforeseeable and undocumented absences within a three-month period; or
- Is by a minor employee and occurs after three unforeseeable and undocumented absences within a three-month period.

Such certification must be provided within seven days after the leave, unless the employee can show good cause why more time is needed. Employees may submit their documentation in person or by any reasonable method, including email.

Paid Sick Time Carryover

Employees who have accrued sick time remaining at the end of the year may carry over up to 40 hours of the accrued and unused time to the next calendar year. However, employees may not use more than 40 hours of sick time in a calendar year. In addition, once an employee has a bank of 40 hours of sick time, no further sick time will accrue until previously accrued sick time is used.

The Company does not offer pay in lieu of actual sick time.

Effect on Other Rights and Policies

The Company may provide other forms of leave for employees to care for medical conditions or for reasons related to domestic violence or family leave under certain federal, state and municipal laws. In certain situations, sick time under this policy may run at the same time as leave available under another federal, state or municipal law, provided eligibility requirements for that law are met. The Company is committed to complying with all applicable laws. Employees should contact Human Resources for

information about other federal, state and municipal medical, domestic violence or family leave rights.

Confidentiality

The Company will not disclose evidence of domestic violence experienced by an employee unless the employee provides written consent for disclosure.

Sick Time Records

The Company maintains true and accurate records regarding accrual and use of sick time, in accordance with the ESTL. Employees who request records pertaining to their accrual and/or use of sick time will be provided a copy within 10 business days. Upon request, employees will also be allowed to inspect original paper or electronic records at a reasonable time and place.

Separation from Employment

Compensation for accrued and unused paid sick time is not provided upon separation from employment for any reason.

Employees who are rehired within four months of the end of employment will immediately have access to previously accrued, unused paid sick time as of their first day of actual work. Employees who are rehired between four and 12 months following the end of employment and who had at least 10 hours of accrued, unused sick time at the end of employment will immediately have access to such sick time as of their first day of work.

Retaliation Prohibited

The Company will not retaliate, or tolerate retaliation, against employees because they oppose practices they believe violate the ESTL or because they support another employee's exercise of rights under the ESTL.

Paid Family and Medical Leave

In accordance with the Massachusetts Paid Family and Medical Leave Law ("MPFMLL"), beginning January 1, 2021, eligible employees are entitled to a leave of absence to care for a family member with a serious health condition, care for their own serious health condition, bond with a new child, care for a family member who is a covered servicemember or assist with obligations that arise when a family member is called into active military service. Employees are also eligible to receive partial wage replacement benefits during the leave through the state-mandated Department of Family and Medical Leave ("Department") Employment Security Trust Fund.

Eligible Employees

This policy applies to eligible Massachusetts-based employees including full-time, part-time, permanent or seasonal workers, as well as some former employees. To be eligible for paid family and medical leave ("PFML"), employees must meet financial eligibility requirements established by the Department, and former employees cannot have been separated from the Company for more than 26 weeks. Participation in the program is not optional for these employees.

Contributions

PFML benefits are funded by both a Company contribution and an employee contribution to the Employment Security Trust Fund. Employee contributions are made through payroll deductions, and the amount of the contribution depends on the employee's average weekly wage. The maximum deduction amount will be adjusted periodically by the Department. The amount of any deduction taken will be reflected on an employee's paystub.

Reasons For and Length of Leave

Beginning January 1, 2021, eligible employees may be entitled to:

- Up to a maximum of 12 weeks of PFML in a benefit year for the birth, adoption or foster care placement of a child; or due to a qualifying exigency arising because a family member is on active duty or has been notified of an impending call to active duty in the United States Armed Forces.

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- Up to a maximum of 20 weeks of PFML in a benefit year to attend to their own serious health condition that incapacitates them from work.
 - Up to a maximum of 26 weeks of PFML in a benefit year to care for a family member who is a covered service member undergoing medical treatment or otherwise addressing consequences of a serious injury or illness related to the family member's military service.

Beginning July 1, 2021, eligible employees may be entitled to:

- Up to a maximum of 12 weeks of PFML in a benefit year to care for a family member with a serious health condition.

A covered employee is allowed a maximum of 26 weeks of PFML, in the aggregate, in a benefit year.

Definitions

- "Benefit year" means the period of 52 consecutive weeks beginning on the Sunday immediately preceding the first day of PFML.
- "Child" means a biological, adopted or foster child, a stepchild or a legal ward; a child to whom the covered individual stands *in loco parentis*; or a person to whom the covered individual stood *in loco parentis* when the person was a minor child.
- "Family Member" means the spouse, domestic partner, child, parent or parent of a spouse or domestic partner of the covered individual; a person who stood *in loco parentis* to the covered individual when the covered individual was a minor child; or a grandchild, grandparent or sibling of the covered individual.
- "Parent" means a biological, adoptive, step- or foster parent.
- "Qualifying Exigency" means a need arising out of the employee's family member's active duty service or notice of an impending call or order to active duty in the Armed Forces (e.g., providing for the care or other needs of the military member's child or other family member, making financial or legal arrangements for the military member, attending counseling, attending military

events or ceremonies, spending time with the military member during a rest and recuperation leave, or making arrangements following the death of a military member).

- "Serious Health Condition" means an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical facility or continuing treatment by a health care provider.
- "Sibling" means a biological or adoptive sibling, or a stepsibling.

Wage Replacement Benefits

Beginning January 1, 2021, eligible employees may receive wage replacement benefits from the Department. The amount of wage replacement benefits is calculated based on the employee's average weekly wage in relation to the state average weekly wage and is capped at a maximum weekly benefit amount that is adjusted annually. PFML benefits are administered by the Department. There is generally a seven-day waiting period after an application for a PFML benefit is approved before benefit payments begin. Employees may use available vacation, sick leave (if applicable) or other paid time off during the waiting period.

Health Benefits

During approved PFML, the Company will continue making contributions for an employee's group health benefits on the same terms as if the employee had continued to work. This means that, if an employee wants benefits coverage to continue during PFML, the employee must continue to make any premium payments they were required to make for themselves or their dependents prior to the leave.

Intermittent Leave

Under some circumstances, employees can take PFML on an intermittent basis (i.e., taking leave in separate blocks of time) or on a reduced schedule basis (i.e., reducing the employee's normal weekly or daily work schedule). An employee may take PFML leave intermittently or on a reduced schedule basis to care for their own or a family member's serious health condition or to care for a family member who is a covered service member, if a health care provider determines it is medically necessary. If an

employee requests intermittent or reduced schedule PFML for their own serious health condition, the Company may request additional information and will work with the employee to identify a schedule for leave that meets the employee's needs without unduly interrupting the Company's business operations (subject to the approval of the employee's health care provider).

In the case of PFML for the birth, adoption or foster care placement of a child, the Company will consider requests to take leave intermittently or on a reduced schedule on a case-by-case basis depending upon the needs of the Company.

Employees may take PFML on an intermittent or reduced schedule basis when leave is due to a qualifying exigency.

PFML can be taken in increments of eight hours. Taking leave intermittently or on a reduced leave schedule will result in a proportionate reduction in the employee's available allotment of leave. Employees cannot apply for payment of benefits for intermittent PFML until they have accumulated eight hours of leave time or until 30 calendar days following the first use of intermittent leave, whichever comes first.

Employees seeking intermittent PFML must notify the Department and the Company of the schedule for intermittent leave. Employees who are approved for and use intermittent leave and fail to work in accordance with an agreed-upon schedule may be subject to discipline. If an employee's use of intermittent PFML is inconsistent with the Department's approval, the Company may also request additional information in support of the need for leave.

Applying For PFML Benefits

Employees must file claims for PFML benefits directly with the Department using the Department's forms. The Department's contact information is:

The Massachusetts Department of Family and Medical Leave

MassPFML@Mass.gov

www.mass.gov/DFML

For questions about benefits and eligibility:

(833) 344-7365

For questions about contributions and exemptions:
(617) 466-3950

Employees will be required to submit to the Department additional documentation supporting the need for leave. Required documentation may include, for example, a birth certificate or adoption paperwork for leave upon the birth or placement of a child or a medical certification from a health care provider for leave to care for the employee's or a family member's serious health condition.

Requesting PFML

Employees must provide at least 30 days' advance written notice to the Company via written request and specify the type of leave, the anticipated starting date of the leave, the anticipated length of the leave and the expected date of return. Written notice includes, but is not limited to, handwritten or typed notices, and all forms of written electronic communications such as text messages and email.

If the employee is unable to provide 30 days' notice due to circumstances beyond their control, the employee must provide notice as soon as practicable. Failure to provide timely notice may result in a denial or delay in an employee's receipt of PFML. A request for an extension must be filed 14 calendar days prior to the expiration of the original approved leave, unless good cause for the delay is shown.

Employees who are planning medical treatment should consult with the Company in advance of an application to the Department and make a reasonable effort to schedule the treatment so that it will not unduly disrupt the Company's business operations (subject to approval from the employee's health care provider).

The Company will treat any medical or health information as confidential and will not disclose such information except with the permission of the employee requesting leave, unless disclosure is otherwise required by law.

The Department will not accept an application for benefits if proper notice is not made to the Company as described above.

Return to Work

An eligible employee who takes PFML and returns to work on or before the approved leave's end date will be entitled to return to their former job or to an equivalent job with the same status, pay, employment benefits, length-of-service credit and seniority as of the date of leave. Upon reinstatement, the employee will have the same rights to accrue vacation time, sick leave, bonuses, advancement, seniority, length-of-service credit or other employment benefits, plans or programs. Taking PFML will not result in the loss of any employment benefit accrued prior to the date the leave began.

The Company may deny restoration to any employee if:

- Other employees of equal length of service credit and status in the same or equivalent positions have been laid off due to economic conditions or other changes in operating conditions; or
- The contract for employment for which the employee was hired has concluded and the Company would not have otherwise continued to employ the employee.

Coordination With Other Leaves and Benefits

Leave taken under the MPFMLL will run concurrently with leave taken under the Massachusetts Parental Leave Act, the federal Family and Medical Leave Act and any disability plan or employer paid family and medical leave program, when the leave is for a qualifying reason under the other law, plan or program. In no case will the combined pay an eligible employee receives through any wage-replacement program(s), including PFML benefits and any Company-provided paid family and medical leave program, exceed the employee's average weekly wage. Additionally, all wage-replacement benefits will be fully integrated to avoid duplication of benefits, to the fullest extent permitted by state or federal law.

Employees who elect to use accrued paid leave benefits, such as vacation, for a MPFMLL qualifying leave will not be eligible for PFML wage replacement benefits. The time taken for such leave will still be subtracted from the employee's overall leave entitlement under the MPFMLL.

Fraudulent Use of PFML Prohibited

Employees who fraudulently obtain PFML benefits will not receive the protections and benefits provided by the law, and may be required to repay the Trust Fund for any benefits received.

Protected Rights

The Company takes its PFML obligations very seriously and will not interfere with, restrain or deny the exercise of any right protected under the MPFMLL. The Company will not discriminate or retaliate against any individual because they use or request leave in accordance with this policy, file a complaint or institute a proceeding related to the MPFMLL, testify or provide information in an inquiry or proceeding related to the MPFMLL, or otherwise exercise their rights under the MPFMLL. If an employee believes that their MPFMLL rights have been violated in any way, they should immediately report the matter to Human Resources.

Pay Practices

Meal Breaks

Employees who work six or more continuous hours will be provided at least a 30-minute meal break. Employees must not perform any work during the meal break, are free to leave the workplace premises and are allowed to pray during meal breaks. Employees are expected to return to work promptly at the end of every meal break.

An uninterrupted 30-minute meal break will be unpaid for nonexempt employees.

Employees who are unable to take all of the meal breaks to which they are entitled in accordance with this policy, or who have been prevented or discouraged from taking a break to which he or she is entitled under this policy, should immediately notify a supervisor, or a Human Resources representative.

Safety and Security

Smoke-Free Workplace

The Company prohibits smoking in the workplace and in company-owned vehicles occupied by more than one person. Employees wishing to smoke must do so outside the company's facilities during scheduled work breaks.

Employees wishing to smoke may do so during scheduled work breaks outside Company facilities where smoke does not migrate back into the workplace.

Employees that observe other individuals smoking in the workplace in violation of this policy have a right to object and should report the violation to their supervisor or another member of management. Employees will not be disciplined or retaliated against for reporting smoking that violates Massachusetts law or this policy.

Employees that violate this policy may be subject to disciplinary action up to and including termination of employment.

Cell Phone Use/Texting While Driving

As is set forth in the National Handbook, the Company prohibits employees from using cellular phones for business reasons while driving or for any reason while driving for work-related purposes or driving a company-owned vehicle. Employees should also be aware that it is a violation of Massachusetts law to use a cell phone while driving, except in hands-free mode. It is also a violation of Massachusetts law to read or view text, images or video displayed on a mobile electronic device while driving (except for maps generated by a navigation app or system and displayed on a mounted electronic device).

Vermont Supplement

Commitment to Diversity

Equal Employment Opportunity

As set forth in the National Handbook, Hyde Park Burgers is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We comply with Vermont law, which prohibits discrimination and harassment against any employees or applicants for employment based on race, color, religion, national origin, sex (including pregnancy), sexual orientation, gender identity, ancestry, place of birth, age (18 and over), physical or mental disability or medical condition, HIV status, genetic information, crime victim status or membership in the Reserves or National Guard. The Company will not tolerate discrimination or harassment based on these characteristics or any other characteristic protected by applicable federal, state or local law.

The Company also complies with the Vermont law that restricts the circumstances under which employers can base employment-related decisions on an individual's credit report or credit history.

Sexual and Other Unlawful Harassment

Hyde Park Burgers is committed to providing a work environment free of harassment. Sexual harassment and harassment based on race, color, religion, national origin, sex (including pregnancy), sexual orientation, gender identity, ancestry, place of birth, age (18 and over), physical or mental disability or medical condition, HIV status, genetic information or membership in the Reserves or National Guard are unlawful in the workplace. The Company will not tolerate discrimination or harassment based on these characteristics or any other characteristic protected by applicable federal, state or local law.

All employees are expected to comply with the Company's Sexual and Other Unlawful Harassment policy as set forth in the National Handbook. While the Sexual and Other Unlawful Harassment policy sets forth the Company's goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit the Company's authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

In addition to the complaint procedures set forth in the National Handbook, any employee who believes that he or she has been harassed or discriminated against, or who is aware of harassment or discrimination against others, should immediately provide a written or verbal report to: HR@hydeparkventures.com.

Employees who believe they have been harassed or discriminated against may also file a formal complaint with either or both of the government agencies listed below.

- The state agency responsible for complaints of harassment is the State of Vermont Attorney General's Office - Public Protection Division Civil Rights Unit:
 - 109 State Street
Montpelier, VT 05609-1001
(888) 745-9195 (toll free VT)
(802) 828-3657
(802) 828-3665 (TTY)
(802) 828-2154 (Fax)
Website: [Office of the Vermont Attorney General](#)
- The Equal Employment Opportunity Commission (EEOC) is the federal agency that investigates harassment claims, including claims of sexual harassment. The EEOC can be reached at:
 - John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203, telephone number (617) 565-3200 or (800) 669-4000.

Employees who believe they have been unlawfully harassed may file a complaint with the Attorney General's Office or the EEOC. These agencies serve as neutral fact-finders and attempt to help the parties voluntarily resolve disputes.

Pregnancy Accommodation

Employees with needs related to pregnancy, childbirth or a medical condition related to pregnancy or childbirth, may request a reasonable accommodation to enable them to perform the functions of their job. The Company will provide a reasonable accommodation unless doing so would impose an undue hardship on the Company's business, consistent with Vermont law.

The Company will not take discriminate against an employee because the employee requests or uses reasonable accommodations in accordance with this policy.

Employees who have questions about this policy or who wish to request leave or other reasonable accommodation under this policy should contact Human Resources.

Time Off and Leaves of Absence

Parental and Family Leave

Hyde Park Burgers recognizes that employees may need to be absent from work for an extended period of time for family or medical-related reasons. Accordingly, the Company will grant time off to employees in accordance with the requirements of the Vermont Parental and Family Leave Act (VPFMLA).

The following policy addresses employee rights under the VPFMLA. All questions concerning this policy should be directed to Human Resources.

Leave Entitlement and Eligibility

Employees who have been employed by the Company continuously for at least one year and who average at least 30 hours of work per week are eligible for up to a total of 12 weeks of parental and/or family leave in a 12-month period. Employees may return from leave earlier than estimated with the Company's approval.

Employees are not eligible for leave if they received, or provided, notice of termination of their employment with the Company.

Permissible Uses of Parental and Family Leave

Parental leave may be taken for:

- An employee's pregnancy;
- The birth of an employee's child; or
- The initial placement for adoption of a child 16 years of age or younger with the employee. Leave for this purpose must be taken within one year of the initial placement of the child for adoption.

Family leave may be taken for:

- The employee's own serious illness; or
- The serious illness of the employee's child, stepchild (including the child of a civil union partner) or ward who lives with the employee, foster child, parent, spouse, civil union partner or parent-in-law (including the parent-in-law of a civil union partner).

For purposes of this policy, "serious illness" means an accident, disease or physical or mental condition that poses imminent danger of death, requires inpatient care in a hospital or requires continuing in-home care under the direction of a physician.

Compensation and Benefits During Leave

Parental and family leaves are unpaid. However, employees may elect to use up to six weeks of accrued sick leave, vacation or other accrued paid leave during a parental or family leave.

Employees will be permitted to continue employment benefits during the leave at the same level and under the same conditions that coverage would have been provided had the employee continued in employment rather than take leave. Employees will be required to continue to pay their portion of the cost of benefits during the leave.

Requesting Leave

Employees must give 30 days' advance notice of their intention to take leave under this policy. The notice must include the date the leave is expected to begin and the estimated duration of the leave. In addition, the Company may require certification

from a physician when leave is taken due to the serious illness of the employee or a covered family member. Reasonable notice must be provided if an employee needs to extend the length of a leave.

Return from Leave

Upon return from leave, employees will be restored to their prior position or to a comparable position at the same level of compensation, benefits, seniority and other terms and conditions of employment. Reinstatement may be denied, however, if: (1) during the leave the employee's job would have been terminated or the employee laid off for reasons unrelated to the leave; or (2) the employee performed unique services and hiring a permanent replacement during the leave, after giving reasonable notice to the employee of its intent to do so, was the only way for the Company to prevent substantial and grievous economic injury to its operations.

Employees who do not return to employment at the end of a leave for reasons other than serious illness must reimburse the Company for the value of any compensation paid to or on behalf of the employee during the leave. Payments of accrued sick leave or vacation need not be reimbursed.

The Company will not take an adverse employment action (e.g., termination, demotion, etc.) or retaliate against employees for exercising their rights under this policy.

Short-Term Family Leave

Eligible employees may take up to four hours of short-term family leave in any 30-day period, not to exceed 24 hours in any 12-month period. Eligible employees are those who have worked for the Company for one year, working an average of at least 30 hours per week.

Leave may be taken under this policy for any of the following reasons:

- To participate in preschool or school activities, such as parent-teacher conferences, that are directly related to the academic educational advancement

of the employee's child, stepchild (including the child of a civil union partner), foster child or ward who lives with the employee;

- To attend or accompany the employee's child, stepchild, foster child or ward who lives with the employee, or the employee's parent, spouse (including same-sex spouse), civil union partner, or parent-in-law to routine medical or dental appointments;
- To accompany the employee's parent, spouse (including same-sex spouse), civil union partner or parent-in-law to other appointments for professional services related to his or her care and well-being; or
- To respond to a medical emergency involving the employee's child, stepchild, foster child or ward who lives with the employee, or the employee's parent, spouse (including same-sex spouse), civil union partner or parent-in-law.

Employees should make reasonable attempts to schedule appointments outside of working hours.

Employees must request leave under this policy as early as possible. Except in cases of emergency, the Company may deny requests for short-term family leave that are made less than seven days before the leave is to be taken. For purposes of this policy, "emergency" means circumstances in which the required seven-day notice could have a significant adverse impact on the employee's family member.

Leave under this policy must be taken in a minimum of one-hour increment.

Leave taken under this policy is unpaid unless employees elect to use any accrued vacation or personal leave during the time off.

Military Leave

In addition to the rights set forth in the National Handbook, employees who are qualified members of the reserve components of the armed forces, the ready reserve or an organized unit of the Vermont National Guard or the National Guard of another state are entitled to an unpaid leave of absence from work for up to 15 days each

calendar year for the purpose of engaging in military drills, training or other temporary duty under military authority. Upon completion of the military drill, training or other temporary duty, employees (other than temporary employees) will be reinstated without loss of status, accrued seniority or benefits.

Additionally, employees who are members of Vermont's National Guard or the National Guard of another state and who are ordered to active duty service are entitled to the reemployment rights provided to servicemembers under federal law. For the first 30 days of a National Guard member's absence for active duty, the Company will continue to provide health insurance under the same terms and conditions, including continuing payment of any company contributions toward insurance premiums and cost-sharing. For a covered absence lasting longer than 30 days, the servicemember can continue health insurance benefits, with the state of Vermont assuming responsibility for payment of the Company's share of the premiums and cost-sharing.

Jury Duty Leave

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service summon or subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, coerced or penalized because they request or take leave in accordance with this policy.

Employees who are absent from work to serve as a juror will be considered to be in the service of the Company during the time off for purposes of determining seniority, fringe benefits, credit towards vacation and other rights and benefits of employment.

Employees should provide their supervisor with notice of any jury summons or subpoena within a reasonable amount of time after receipt and before their appearance is required. Verification from the court clerk of having served may also be required.

Time spent engaged in attending court for prospective jury service or for serving as a juror is not compensable except that exempt employees will not incur any reduction in pay for a partial week's absence due to jury duty.

Crime Victim Leave

Leave to Testify in Legal Proceedings

An employee may be eligible to take time off from work to honor a subpoena to testify in a legal proceeding, if he or she is a victim of a crime or family member or representative of a victim. For purposes of this policy, a "victim" means a person who sustained physical, emotional or financial injury or who died as a direct result of the commission or attempted commission of a crime or act of delinquency, as well as the family members of a minor, a person who has been found to be incompetent or a homicide victim. Also for purposes of this policy, a "family member" includes a spouse (including a same-sex spouse), child, sibling, parent, next of kin, domestic partner or legal guardian of a victim.

The Company will not terminate or otherwise discipline eligible employees for taking time off under this policy.

Time off under this policy will be without pay, except that exempt employees will be paid in accordance with applicable law.

Leave to Attend a Deposition or Court Proceeding

Eligible employees will be allowed time off from work for the purpose of attending a deposition or court proceeding related to:

- A criminal proceeding, when the employee is a victim, as defined above, and has a right or obligation to appear at the proceeding;
- A relief from abuse hearing, when the employee seeks the order as plaintiff;
- A hearing concerning an order against stalking or sexual assault, when the employee seeks the order as plaintiff; or

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- A relief from abuse, neglect or exploitation hearing when the employee is the plaintiff.

Employees are eligible for leave if the Company has continuously employed them for a period of six months for an average of at least 20 hours per week.

The employee must also be:

- A person who has obtained a relief from abuse order; an order against stalking or sexual assault; or an order against abuse of a vulnerable adult; or
- A victim (as that term is defined above) and identified as a crime victim in an affidavit filed by a law enforcement official with a prosecuting attorney of competent state or federal jurisdiction. This includes the victim's child, foster child, step child or ward living with the employee, as well as the victim's parent, spouse, or parent in law, so long as that individual is not identified in the affidavit as the defendant.

Employees are not eligible for leave if, prior to requesting the leave, they received, or provided, notice of termination of their employment with the Company.

Leave under this policy will be in addition to and not run concurrently with leave under the Vermont Parental and Family Leave Act. For additional information, see the Parental and Family Leave policy included in this Vermont supplement.

Leave for a crime victim to attend a deposition or court proceeding is generally unpaid, except that exempt employees will be paid when required under applicable law and all employees may elect to use any accrued sick leave, vacation or other accrued paid leave. Use of accrued paid leave does not extend the length of leave.

Employees will be permitted to continue employment benefits during the leave at the same level and under the same conditions that coverage would have been provided had the employee continued in employment rather than take leave. Employees will be required to continue to pay their portion of the cost of benefits during the leave.

Upon return from leave, employees will be offered the same or a comparable position at the same level of compensation, benefits, seniority and other terms and conditions of employment. Reinstatement may be denied, however, if during the leave, the

employee's job would have been terminated or the employee would have been laid off for reasons unrelated to the leave.

Legislative Leave

The Company will grant a temporary leave of absence for an employee who is a member of the State General Assembly and needs time off to perform an official duty. Time off under this policy will be unpaid. A leave of absence under this policy will not result in loss of the employee's job status, seniority or benefits.

An employee who intends to seek election to the general assembly must notify the Company in writing of his or her intention to do so within 10 days of filing a primary election nomination petition or taking other action to place his or her name on the ballot. An employee who fails to provide this notice will waive his or her rights under this policy.

Town Meeting Leave

Employees may take leave without pay for the purpose of attending their annual town meeting, so long as the absence does not conflict with essential company operations. Any employee who intends to take such leave must notify the Company in writing at least seven days prior to the date of the town meeting.

Flexible Working Arrangements

Employees may request a flexible work arrangement, which is an intermediate or long-term change in the employee's regular working arrangements, such as: changes in the number of days or hours worked, changes in the time an employee arrives at or departs from work, working from home, or job sharing. Employees are entitled to make two such requests in a calendar year.

If an employee makes a request for a flexible work arrangement, the Company will discuss the request with the employee. Both the Company and the employee can propose alternative arrangements.

Although the Company will consider all requests for flexible work arrangements made in accordance with this policy, it cannot grant requests for flexible work arrangements that are inconsistent with the company's business operations or legal or contractual obligations.

Paid Sick and Safe Time (Accrual Method)

The Company provides paid sick and safe time to eligible employees in compliance with the requirements of the Vermont Earned Sick Time Law (VESTL).

Eligibility

All employees whose primary place of work is in Vermont are eligible to accrue paid sick and safe time, except those employees who are under the age of 18, work an average of less than 18 hours per week in a year or are employed by the Company for 20 weeks or less in a 12 month period in a job scheduled to last 20 weeks or less. In addition, employees who: work intermittently or on a per diem basis; work only when available; are under no obligation to work for the Company; and have no expectation of continuing employment with the Company are not eligible for sick and safe time under this policy.

Annual Accrual of Paid Sick and Safe Time

Eligible employees begin to accrue paid sick and safe time on January 1, 2017, or upon their first day of employment, whichever is later.

Eligible employees accrue paid sick and safe leave at the rate of one hour of leave per every 52 hours worked, including overtime, up to maximum annual accrual of 24 hours through December 31, 2018, and up to a maximum annual accrual of 40 hours per anniversary year thereafter. For accrual purposes, salaried exempt employees will be assumed to work 40 hours in a week unless the employee's regular workweek is less than 40 hours, in which case sick and safe time accrues based upon that regular

workweek. Nonexempt employees accrue paid sick and safe time for all hours worked, including overtime hours.

An employee's *use* of paid sick and safe time is limited to 24 hours in the calendar year of January 1, 2017 to December 31, 2018, and 40 hours per anniversary year thereafter. Paid sick and safe time can be used in increments of one-hour.

Employees are not required to find an employee to cover their work when they take paid sick and safe time and are not required to work an alternate shift to make up for the use of such time.

Reasons Sick and Safe Time May be Used

Employees may use paid sick and safe time for the following reasons:

- For an absence resulting from the employee's own physical or mental illness or injury;
- For the employee's need for professional diagnostic, preventive, routine or therapeutic health care for a medical condition;
- To provide care for a family member who is suffering from a physical or mental illness, injury or medical condition that requires home care, professional medical diagnosis or care or preventative medical care;
- To assist a sick or injured family member obtaining diagnostic, preventive, routine or therapeutic health treatment;
- To accompany an employee's parent, grandparent, spouse or parent-in-law to an appointment related to his or her long-term care;
- To accommodate the employee's need to care for a family member whose school or place of business is closed for public health or safety reasons; or
- To arrange for social or legal services or obtain medical care or counseling for the employee or the employee's family member because the employee or employee's family member is a victim of or is relocating as a result of domestic violence, sexual assault or stalking.

For purposes of this policy, "family member" means a parent, grandparent, spouse, child (by birth or adoption), stepchild, brother, sister, parent-in-law, grandchild, foster child, legal ward or child for whom the employee has assumed the responsibilities of parenthood or is standing *in loco parentis*.

Requesting Paid Sick and Safe Time/Documentation

Employees must, to the extent possible, make a good-faith effort to provide advance notice of the need to use sick and safe time. An employee planning to use accrued sick and safe time must make reasonable efforts to avoid scheduling routine or preventive health care during regular work hours or provide notice as soon as practicable of the intent to take earned sick and safe time and the expected duration of the absence. To provide notice of the need to use paid sick and safe time, employees should contact their manager and specify that they are using earned sick and safe time.

The Company may require employees to provide reasonable proof that they used sick and safe time for an allowable purpose.

Rate of Pay

Sick and safe time is paid based on the employee's normal hourly wage rate or the state's minimum wage, whichever is greater.

Leave Carryover

Accrued, unused paid sick and safe time may be carried over from year to year, up to a maximum carryover amount of 24 hours for the period of January 1, 2017 to December 31, 2018, and a maximum carryover amount of 40 hours per anniversary year thereafter. At the end of the anniversary year, any unused sick and safe time above the maximum accrual amount will be forfeited.

The Company does not offer pay in lieu of actual sick and safe time.

Effect on Other Rights and Policies

The Company may provide other forms of leave for employees to care for medical conditions or for issues related to domestic violence under certain federal, state and municipal laws. In certain situations, leave under this policy may run at the same time

as leave available under another federal, state or municipal law, provided eligibility requirements for that law are met. The Company is committed to complying with all applicable laws. Employees should contact their Human Resources representative for information about other federal, state and municipal medical or family leave rights.

Separation from Employment

Compensation for accrued and unused paid sick and safe time is not provided upon separation from employment for any reason. If an employee is rehired, previously unused paid sick and safe time will not be reinstated. For rehired employees, the previous period of service will count towards the employee's one-year waiting period only if the employee was terminated by the Company after completing the one-year waiting period and is rehired within 12 months after the termination. If the employee voluntarily terminated his or her employment with the Company, his or her previous service will not count toward the one-year waiting period.

Retaliation

The Company will not retaliate or tolerate retaliation against any employee because the employee lodges a complaint of a violation of the VESTL or cooperates with the state labor department in an investigation of a violation.

Pay Practices

Lactation Accommodation

The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's child. The Company will provide this break time for up to three years following the birth of a child. If possible, nursing mothers should take time to express breast milk during their regular rest and/or meal breaks. If the break time cannot run concurrently with rest and/or meal breaks already provided to the employee, the break time will be unpaid for nonexempt employees. Where these additional breaks are required, employees should work with their supervisor regarding scheduling.

The Company will make reasonable efforts to provide employees with the use of a private location, other than a toilet stall, for the employee to express milk. Employees should discuss with their manager, a Human Resources representative the location to express their breast milk and for storage of expressed milk and to make any other arrangements under this policy. The Company reserves the right not to provide additional break time or a private location for expressing breast milk if doing so would substantially disrupt the Company's operations.

The Company will not demote, terminate or otherwise take adverse action against an employee who requests or makes use of the accommodations and break time described in this policy.

Bathroom and Meal Breaks

Employees will be given reasonable opportunities during work periods to eat and to use toilet facilities in order to protect the health and hygiene of the employee.

Discussion of Wages

No employee is prohibited from disclosing the amount of his or her wages or inquiring about or discussing the wages of other employees. The Company will not retaliate against employees for disclosing their wages or inquiring about or discussing the wages of other employees.

This policy does not apply to the disclosure of other employees' wage information by human resources managers who have access to such information solely as part of their essential job functions and who, while acting on behalf of the Company, make unauthorized disclosure of that information.

Safety and Security

Smoke-Free Workplace

The Company prohibits smoking in the workplace. For purposes of this policy, smoking includes the possession of lighted tobacco products and the use of tobacco substitutes, such as electronic cigarettes and other electronic or battery-powered devices that deliver nicotine or other substances through inhaled vapor. Employees wishing to smoke must do so outside company facilities during scheduled work breaks. Employees wishing to smoke outside company facilities should do so away from doorways, windows and building air supply intakes through which smoke could enter the building.

Employees who observe other individuals smoking in the workplace in violation of this policy have a right to object and should report the violation to their supervisor, another member of management. Employees will not be disciplined or retaliated against for reporting smoking that violates Vermont law or this policy.

Employees who violate this policy will be subject to disciplinary action up to and including termination of employment.

Cell Phone Use/Texting While Driving

As set forth in the National Handbook, the Company prohibits employees from using cellular phones for business reasons while driving, for any reason while driving for work-related purposes and while driving a company-owned vehicle. Employees should also be aware that creating, sending or reviewing text messages while driving on a highway is a violation of Vermont law, in addition to being a violation of company policy.

Rhode Island Supplement

Commitment to Diversity

Equal Employment Opportunity

As set forth in the National Handbook, Hyde Park Burgers is committed to equal employment opportunity and compliance with federal antidiscrimination laws. We also comply with Rhode Island law, which prohibits discrimination and harassment against employees or applicants for employment based on race, color, religion, sex, pregnancy, childbirth and related medical conditions (including the need to express milk for a nursing child), country of ancestral origin, disability, age (40 and over), sexual orientation, gender identity or expression, homelessness, genetic information, HIV/AIDS status, lawful use of tobacco products outside of the workplace, status as a medical marijuana cardholder and military/reservist status.

The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law. The Company also complies with the Rhode Island law prohibiting discrimination against employees based upon the employee seeking, obtaining or refusing to seek a domestic violence protective order.

Sexual and Other Unlawful Harassment

Hyde Park Burgers is committed to providing a work environment free of harassment. The Company complies with Rhode Island law and maintains a strict policy prohibiting sexual harassment and harassment against employees or applicants for employment based on race, color, religion, sex (including pregnancy, childbirth or related medical conditions), country of ancestral origin, disability, age (40 and over), sexual orientation, gender identity or expression, homelessness, genetic information, HIV/AIDS status, lawful use of tobacco products outside of the workplace, military/reservist status and any other category protected under applicable federal, state or local law.

All employees are expected to comply with the Company's Sexual and Other Unlawful Harassment policy, as set forth in the National Handbook. The purpose of this policy is to provide Rhode Island employees with additional information regarding harassment.

While the Sexual and Other Unlawful Harassment policy sets forth the Company's goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit the Company's authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

Sexual harassment in the workplace is unlawful. It is also unlawful to retaliate against an employee for filing a complaint of harassment, including a complaint of sexual harassment, or for cooperating in an investigation of a complaint for harassment, including sexual harassment.

Any employee who believes that he or she has been harassed or discriminated against should provide a written or verbal report to his or her supervisor, another member of management, to Human Resources as soon as possible. The responsibility to investigate complaints of harassment has been assigned to Human Resources and can be reached at HR@hydeparkventures.com.

Employees who believe they have been harassed or discriminated against may also file a formal complaint with either or both of the government agencies listed below:

- The Equal Employment Opportunity Commission (EEOC) is the federal agency that investigates harassment complaints, including claims of sexual harassment. The EEOC can be reached at:
 - John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203
 - Tel: 800-669-4000
 - Fax: 617-565-3196
 - TTY: 800-669-6820

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- The Rhode Island Commission for Human Rights (RICHR) is the state agency responsible for handling complaints of harassment, including sexual harassment. The RICHR can be reached at:
 - 180 Westminster Street, 3rd Floor, Providence, RI 02903
 - Tel: 401-222-2661
 - Fax: 401-222-2616
 - TTY: 401-222-2664

Pregnancy Accommodation

Employees and applicants for employment may request a reasonable accommodation for reasons related to pregnancy, childbirth or a related medical condition, including the need to express breast milk for a nursing child. A reasonable accommodation will be provided to an individual who can perform the essential functions of the job (with or without a reasonable accommodation), unless the accommodation imposes an undue hardship upon the Company.

Reasonable accommodations may include but are not limited to: more frequent or longer breaks; time off to recover from childbirth; the acquisition or modification of equipment or seating; the temporary transfer to a less strenuous or hazardous position; job restructuring; light duty; assistance with manual labor; modified work schedules; or break time and private, non-bathroom space for expressing breast milk.

The Company will not take adverse employment actions against employees or applicants who request or use reasonable accommodations in accordance with this policy.

Employees or applicants who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their Human Resources representative.

General Employment Practices

Access to Personnel Files

Employees may review or obtain a copy of their personnel file, generally not more than three times per calendar year, by submitting a written request to Human Resources. The review will take place in the presence of a company representative and at a reasonable time outside of the employee's work hours. Employees are not permitted to remove information from their files. Employees who request a copy of their file may be charged a reasonable fee related to the cost of copying the requested documents.

Certain information is not available for inspection, including: records relating to the investigation of possible criminal offenses and records prepared for use in any civil, criminal or grievance proceedings; letters of reference or recommendation; managerial records kept or used only by the Company; confidential reports from previous employers; and managerial planning records.

Workplace Conduct

Whistleblower Protections

Employees have the right under the Rhode Island Whistleblowers' Protection Act to complain of workplace practices or policies that they believe to be in violation of law, against public policy and/or fraudulent or unethical.

The Company will not take any adverse employment action or otherwise retaliate against any employee (or a person acting on behalf of the employee) who:

- Reports (or is about to report) to the employee's supervisor or a public body a violation of law, regulation or rule issued under the law, which the employee knows or reasonably believes has occurred or is about to occur;
- Is requested by a public body to testify or participate in an investigation, hearing or inquiry held by the public body or in a court action; or
- Refuses to violate or assist in violating federal, state or local law, rule or regulation.

Employees who wish to report such violations should email the Human Resources department at hr@hydeparkventures.com. Employees should also consult the Reporting and Anti-Retaliation policy set forth in the National Handbook for further information about reporting potential misconduct and about protections from retaliation.

Pay Practices

Lactation Accommodation

The Company will provide a reasonable amount of unpaid break time to accommodate an employee desiring to express breast milk for the employee's child. If possible, nursing mothers should take time to express breast milk during their regular rest and/or meal breaks. If the break time cannot run concurrently with rest and/or meal breaks already provided to the employee, the break time will be unpaid for nonexempt employees. If these additional breaks are required, employees should work with their supervisor regarding scheduling.

The Company will make reasonable efforts to provide a private, secure and safe place, other than a toilet stall, in close proximity to an employee's work area to express milk or breastfeed.

Employees should discuss with their supervisor, a Human Resources representative the location to express and store breast milk and to make any other arrangements under this policy. The Company will not discriminate against, discipline or otherwise take adverse action against an employee because she has elected to exercise her rights with regard to breastfeeding and/or expression of breast milk.

Meal Breaks

Employees who work six or more continuous hours are entitled to at least a 20-minute meal break. Employees who work eight or more continuous hours will be provided at least a 30-minute meal break. During the meal break, employees will be relieved of all duties. A 30-minute, uninterrupted meal break will be unpaid for nonexempt

employees. Employees may not take a shorter meal break or skip a meal break to leave work early.

Any employee who is unable to take all of the meal breaks to which he or she is entitled in accordance with this policy, or who has been prevented or discouraged from taking a meal break to which he or she is entitled under this policy, should immediately notify a supervisor, Human Resources.

Sunday and Holiday Work

Nonexempt employees are entitled to be paid at one and one-half times their normal rate of pay for work performed on Sundays and the following holidays: New Year's Day, Memorial Day, Independence Day, Victory Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and Christmas Day, or any day on which these holidays are officially celebrated.

Employees may refuse to work on a Sunday or one of the above listed holidays and will not be subject to discipline or termination as a result.

Time Off and Leaves of Absence

Vacation/Paid Time Off (PTO)

The Company will pay employees who have completed one year of service for any accrued but unused vacation at termination of employment.

Parental and Family Medical Leave

We recognize that an employee may need to be absent from work for an extended period of time for family and/or medical reasons. Accordingly, the Company will grant time off to employees in accordance with the requirements of the federal Family and Medical Leave Act (Fed-FMLA) and the Rhode Island Parental and Family Medical Leave Act (RIPFMLA). If both the fed-FMLA and RIPFMLA apply, the leave provided by each

will count against the employee's entitlement under both laws and must be taken concurrently. An employee who is eligible for leave under only one of these laws will receive benefits in accordance with that law only.

The following policy addresses employees' rights under the RIPFMLA. Employees should refer to the National Handbook for additional details regarding the Fed-FMLA. All questions concerning this policy should be directed to Human Resources.

Employee Eligibility

To be eligible for leave under the RIPFMLA, an employee must have been employed by the Company for at least 12 consecutive months and be a full-time employee, working an average of at least 30 hours per week.

Leave Entitlement

Eligible employees may request leave under this policy for one or more of the following reasons:

- The birth of the employee's child or the placement for adoption of a child 16 years of age or younger with the employee;
- The employee's own serious illness; and
- The serious illness of the employee's parent, spouse, child, mother-in-law or father-in-law.

For purposes of this policy, a "serious illness" is defined as a disabling physical or mental illness, injury, impairment or condition that involves inpatient care in a hospital, nursing home or hospice, or outpatient care requiring continuing treatment or supervision by a health care provider.

Length of Leave

Eligible employees are allowed to take up to 13 consecutive workweeks of leave under the RIPFMLA in any two calendar years. If a leave qualifies under both the fed-FMLA and the RIPFMLA, the leave will count against the employee's entitlement under both laws and run concurrently.

Notice and Certification

Employees must give at least 30 days' written notice of the intended dates on which parental or family leave will begin and end unless a medical emergency prevents giving such notice. The employee's notice must include the employee's name, his or her position at the company and a detailed description of the circumstances entitling the employee to leave under this policy. In addition, the Company may require employees to provide certification from a physician indicating the probable duration of the employee's leave.

Compensation and Benefits During Leave

Leave taken under this policy is unpaid, although, depending upon the circumstances, employees may be eligible for temporary caregiver insurance benefits, as described more fully in the Temporary Caregiver Insurance Program and Leave policy contained in this Rhode Island Supplement. The use of paid benefits will not extend the length of a RIPFMLA leave.

The Company will maintain an employee's existing health benefits during the course of their leave as if the employee had continued in employment and had not taken leave. Benefits accrued prior to the leave will not be lost due to the leave of absence.

Reinstatement

Upon expiration of leave under the RIPFMLA, employees will be reinstated to their former position or a position with equivalent seniority, status, employment benefits, pay and other related terms and conditions of employment in accordance with the law.

Temporary Caregiver Insurance and Leave

Rhode Island provides temporary caregiver insurance (TCI) to eligible employees who are unable to perform their work duties for any of the following reasons:

- To care for or bond with a newborn (under one year old), adopted or foster child; or

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- To care for a seriously ill child, spouse, parent, parent-in-law, grandparent or domestic partner.

For purposes of this policy, "child" includes a biological, adopted, foster or stepchild, as well as a legal ward, a son or daughter of a domestic partner, or a son or daughter of an employee who stands in loco parentis (or in the place of a parent to the child). "Parent" includes a biological, foster, adoptive or stepparent, as well as a legal guardian or other person who stood in loco parentis (or in the place of a parent, to the employee or the employee's spouse or domestic partner when they were children).

Employees eligible for TCI benefits are those who are eligible for unemployment insurance benefits. An individual must be out of work for at least seven consecutive days in order to be eligible for TCI benefits.

Employees must provide the Company with a written notice of their intent to take TCI leave at least 30 days before leave will begin. Failure to provide notice may delay or reduce benefits, unless the need for leave was unforeseeable or the timing of the leave changes for unforeseeable reasons. Employees must also file a certificate form with the Department of Labor and Training to receive TCI benefits. The Company will keep any information provided in connection with TCI leave confidential, to the extent possible and in accordance with applicable law.

TCI provides up to four weeks of wage replacement at two-thirds of an employee's regular wages per benefit year. The leave is paid by the state and funded by deductions from employees' compensation.

The Company will maintain employees' existing health benefits during the leave as if the employee had continued in employment rather than taken leave. Employees remain responsible for any of their shared costs associated with the health benefits.

If a leave qualifies under the TCI program and the federal Family and Medical Leave Act (FMLA) and/or the Rhode Island Parental and Family Medical Leave Act (RIPFMLA), the leave will count against the employee's entitlement under those laws and will run concurrently.

At the conclusion of the four weeks of TCI leave, employees will be reinstated to their former position or a position with equivalent seniority, status, benefits, pay and other

employment terms and conditions, including fringe benefits and service credits to which the employee was entitled when leave began, in accordance with the TCI law.

Family Military Leave

Eligible employees who are the spouse or parent of a person called to serve in the state or federal military for more than 30 days will be allowed up to 30 days of unpaid time off, while deployment orders are in effect, under Rhode Island's Family Military Leave Act.

Eligible employees are those who have worked for the Company for at least 12 months and have worked at least 1,250 hours in the 12-month period immediately preceding the commencement of leave. Independent contractors may also be eligible for family military leave.

Employees will only be allowed to take family military leave if they have first exhausted all accrued vacation, personal and/or compensatory time (but not sick leave or disability leave). Additionally, leave may only be taken while the servicemember's orders are in effect.

Employees taking family military leave for five or more consecutive workdays must provide notice at least 14 days in advance of the leave. Where possible, employees should consult with their manager regarding the scheduling of the leave to minimize disruption to the Company's operations. Employees taking family military leave for fewer than five consecutive days must provide as much advance notice as is practicable.

The Company may require employees to provide a certification from the proper military authority that verifies the employee's eligibility to take the requested leave.

Where applicable, leave taken under this policy will run concurrently with leave taken under the Family and Medical Leave Act.

The Company will continue to make health benefits available during the leave, but may require that employees pay some or all of the premium payments required to continue

coverage. Benefits accrued prior to the leave will not be lost due to the leave of absence.

Upon return from leave, employees will be restored to their prior position or to a position with equivalent seniority, status, employee benefits, pay and other terms and conditions of employment, unless reinstatement is denied for reasons unrelated to the leave of absence.

Military Leave

In addition to the military leave rights set forth in the National Handbook, Rhode Island employees who enter the United States armed forces will be entitled to reinstatement to their former position or a position of like seniority, status and pay, so long as:

- They receive an honorable discharge from service;
- They request reinstatement within 40 days after receiving an honorable discharge from service;
- They are still qualified to perform the duties of their former position; and
- The Company's circumstances have not changed such that reinstatement is impossible or unreasonable.

Additionally, regular full-time and part-time (i.e., non-temporary) employees who are members of the National Guard of Rhode Island or any other state or United States Reserves are entitled to an unpaid leave of absence to perform military service.

Upon return from military service, employees will be reinstated to their former position or to a position of like seniority, status and pay as long as they:

- Had a non-temporary job before taking leave;
- Provide evidence that training or service was satisfactorily completed; and
- Are still qualified to do the job.

Rhode Island employees who are members of the Rhode Island National Guard and called to perform military service are entitled to the rights, protections, privileges and immunities provided under the federal Uniformed Services Employment and Reemployment Rights Act and described more fully in the Military Leave policy set forth in the National Handbook.

Crime Victim Leave

Employees who are victims of a crime may take time off from work to attend court proceedings related to the crime. Time off under this policy will be without pay, except that employees may use accrued paid vacation days, personal leave or sick leave during the time off. Exempt employees will not incur any reduction in pay for a partial week absence for leave to serve as a witness.

Prior to taking leave under this policy, employees must provide the Company with a copy of the notification of court proceedings.

The Company reserves the right to limit leave taken under this policy if the time off creates an undue hardship to its business.

School Involvement Leave

Eligible employees may take up to 10 hours of leave during any 12-month period to attend school conferences or other school-related activities for a child for whom the employee is a parent, foster parent or guardian. Eligible employees are full-time employees who have been employed by the Company for 12 consecutive months and work an average of 30 hours per week.

Employees must provide 24 hours' notice of the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the Company's business operations.

Time off under this policy will be unpaid, except that exempt employees will receive pay when required under applicable law. Additionally, employees may elect to use any accrued paid vacation time or other appropriate paid leave during the leave.

Flexible Work Schedules for Part-Time Elected Officials

Employees who serve as a part-time elected official of an elected body will be eligible for a flexible work schedule to accommodate their attendance at sessions of the elected body whenever practical and within the reasonable operation of the business. Employees wishing to request a flexible work schedule under this policy should notify their Human Resources representative.

The Company will not terminate or take other adverse action against employees based on their activities or decisions as a part-time elected official and will not otherwise discriminate against employees serving as an elected official because of their legislative activities, votes or business.

Jury and Witness Duty Leave

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service summonses or subpoenas, attend court for prospective jury service, serve as a juror or give evidence or testify as a witness before a court or judicial, quasi-judicial, administrative or other entity with the authority to issue subpoenas. Under no circumstances will employees be terminated, or lose a wage increase, promotion or any other benefit of employment because they take leave to serve on a jury or comply with a subpoena.

Employees should promptly provide their supervisor with notice of any jury summons or subpoena. Verification of having served as a juror, potential juror or witness may also be required.

Time spent engaged in attending court for prospective jury service, serving as a juror or appearing as a witness in response to a subpoena is not compensable except that exempt employees will not incur any reduction in pay for a partial week's absence due to jury or witness duty.

Emergency Responder Leave

Employees who are volunteer members of a fire department or ambulance department will be allowed time off to respond to an emergency that occurred prior to the time they are scheduled to report to work, so long as they have provided prior notice.

For purposes of this policy, "volunteer member" means a volunteer, call, reserve or permanent-intermittent firefighter or emergency medical technician, but does not include any person who received compensation for over 975 hours of services rendered in such capacity during the preceding six months. "Responding to an emergency" means working at the scene of or returning from a fire, rescue emergency medical service call, hazardous materials incident or a natural or man-made disaster, where the emergency occurs during a period other than the employee's normal working hours.

Employees must inform their immediate supervisor of all reasons for any failure to report to work as required. Employees who take time off to respond to an emergency may also be required to provide a written statement signed by the chief of the fire or ambulance department, certifying the date and time the employee responded to and returned from the emergency.

Time off under this policy will be without pay, except that exempt employees may be paid for partial day absences, as required by law.

Paid Sick and Safe Leave [Accrual Method]

The Company provides eligible employees with paid sick and safe leave in accordance with the requirements of Rhode Island's Healthy and Safe Families and Workplaces Act (HSFWA).

Eligibility

Employees (including those working on a full-time, part-time or per diem basis) are generally eligible to accrue paid sick and safe leave if their primary place of work is in Rhode Island now or has been in Rhode Island within the previous 12 months. For

purposes of this policy, the "primary place of work" means the employee works in Rhode Island more in any other state.

Eligible employees do not include those who are:

- Independent contractors;
- Subcontractors;
- Work study participants;
- Participants in an apprenticeship;
- Interns.

Reasons Sick and Safe leave May be Used

Employees may use paid sick and safe leave for the following reasons:

- The employee's or the employee's family member's mental or physical illness, injury or health condition;
- For the diagnosis, care or treatment of the employee's or the employee's family member's mental or physical illness, injury or health condition;
- For preventive medical care for the employee or the employee's family member;
- The employee or their family member is a victim of domestic violence, sexual assault or stalking;
- The employee's place of business or the employee's child's school or place of care is closed by order of a public official due to a public health emergency; and
- Health authorities with jurisdiction or a health care provider have determined that the presence of the employee or the employee's family member in the community may jeopardize the health of others because of their exposure to a communicable disease (even if the employee or family member have not actually contracted the disease).

For purposes of this policy, "family member" includes a:

- Child (including a biological, adopted, foster or stepchild, a legal ward, the child of a domestic partner or a child for whom the employee stands in loco parentis);
- Parent (including a biological, adoptive, foster or stepparent, parent-in-law, legal guardian or a person who acted as a parent or stood in loco parentis to the employee or employee's spouse or domestic partner when they were minors);
- Spouse (including a common law spouse, civil union partner or domestic partner);
- Sibling (including a biological (including whole- or half-blood), adopted or foster sibling or a stepsibling);
- Grandparent;
- Grandchild;
- A person for whom the employee is responsible for providing or arranging health or safety-related care, including, but not limited to, helping the person obtain diagnostic, preventive, routine or therapeutic health treatment or ensuring the person is safe following domestic violence, sexual assault or stalking; and
- A member of the employee's household (i.e., a person residing at the same physical address as the employee or a person the employee claims as a dependent for federal tax purposes).

Accrual and Use of Sick and Safe Leave

Eligible employees begin to accrue paid sick and safe leave on July 1, 2018, or the employee's first day of work, whichever is later. Sick and safe leave accrues at a rate of one hour of paid sick and safe leave for every 35 hours worked.

Eligible employees may accrue up to a maximum of 40 hours of paid sick and safe leave in a given calendar year.

For accrual purposes, salaried exempt employees will be assumed to work 40 hours in a week unless the employee's regular workweek is less than 40 hours, in which case

sick and safe leave accrues based upon the employee's regular workweek. Nonexempt employees accrue paid sick and safe leave on all hours worked, including overtime hours. Employees will also accrue paid sick and safe leave for all hours during which they are using paid time off benefits. Employees do not accrue paid sick and safe leave for hours off without pay.

Regular full- and part-time employees hired on or after July 1, 2018 may not use accrued paid sick and safe leave until their 91st day of employment. Employees hired before July 1, 2018 can use paid sick and safe leave as it accrues.

For each use of paid sick and safe leave, employees must take a minimum of one-hour of leave per day. The amount of sick and safe leave eligible employees can use in a year varies, depending upon the year. Employees may use up to a maximum of 40 hours of paid sick and safe leave each calendar year.

Employees are not required to search for or find an employee to cover their work in order to take paid sick and safe leave.

Requesting Sick and Safe Leave and Documentation

When the need for paid sick and safe leave is foreseeable (i.e., planned at least 24 hours in advance), employees must, within a reasonable timeframe, provide advance notice of the need for leave. Employees must make reasonable efforts to schedule the use of paid sick and safe leave in a manner that does not unduly disrupt Company operations. If the need for paid sick and safe leave is unforeseeable, employees should provide notice as soon as practical. To provide notice of the need to use paid sick and safe leave, employees should contact their supervisor. When possible, a request for paid sick and safe leave should include notice of the expected duration of the leave.

Upon receiving notice of an employee's intent to use paid sick and safe leave, the Company will make a limited inquiry to determine whether it needs to take any additional steps to comply with the Rhode Island Food Code.

If paid sick and safe leave is used for more than three consecutive workdays, the Company may require that the employee provide reasonable documentation that the paid sick and safe leave was used for a qualifying reason. The Company may also require written documentation regarding use of sick and safe leave that occurs during

the two weeks prior to an employee's final scheduled day of work before the end of employment.

For a medical-related absence, an employee can satisfy this requirement by providing documentation signed by a licensed health care professional. However, for leave related to domestic violence, sexual assault or stalking, the employee can provide any of the following documents:

- Police report indicating that the employee or a family member was a victim of domestic violence, sexual assault or stalking;
- Court document indicating that the employee or a family member is involved in legal action related to domestic violence, sexual assault or stalking;
- Signed statement of a victim and witness advocate affirming that the employee or a family member is receiving services from a victim services organization or is involved in legal action related to domestic violence, sexual assault or stalking; or
- The employee's own written statement that the employee or a family member is a victim of domestic violence, sexual assault or stalking, and that the leave was taken for a qualifying reason.

Documentation should not explain the nature of an illness or the details of domestic violence, sexual assault or stalking unless otherwise required by applicable law.

If an employee believes that obtaining the required documentation will result in an unreasonable cost (i.e., more than two times the employee's hourly rate of pay), the Company will allow the employee to submit a signed statement indicating that their use of sick and safe leave was for a covered purpose.

Confidentiality

The Company will keep confidential information regarding employees' use of paid sick and safe leave. Health information and information pertaining to domestic violence, sexual assault or stalking related to an employee or the employee's family member will be treated as confidential and not disclosed except to the affected employee or with that employee's permission unless otherwise required by applicable law.

Paid Sick and Safe Leave Carryover

Accrued, unused paid sick and safe leave can be carried over from year to year. However, employees may not use paid sick and safe leave in excess of the annual maximum accrual, as set forth above. The Company does not offer pay in lieu of actual sick and safe leave.

Rate of Pay and Overtime

Paid sick and safe leave is compensated at the same hourly rate and with the same benefits, including healthcare benefits, an employee normally earns during hours worked, or at the state minimum wage (whichever is greater).

Tipped employees who ordinarily receive the tipped minimum wage or minimum wage for employees receiving gratuities, will be paid at least the full applicable state minimum wage for paid sick and safe leave.

Integration with Other Benefits

It is an employee's responsibility to apply for any applicable benefits for which the employee may be eligible as a result of illness or disability, including temporary disability insurance, temporary caregiver insurance, workers' compensation insurance, and any other disability insurance benefits. If an employee elects to integrate paid sick and safe leave with other paid benefits, the Company will integrate all paid benefits such that an employee will not be paid more than their regular compensation at any time.

Separation from Employment

Compensation for accrued and unused paid sick and safe leave is not provided upon separation from employment for any reason.

Employees who are rehired within 135 days of the end of employment will have their previously accrued, unused sick and safe leave reinstated and will be allowed to use accrued leave and begin accruing additional leave at the start of reemployment.

Retaliation Prohibited

The Company will not retaliate or tolerate retaliation against employees because they take paid sick and safe leave in accordance with this policy or otherwise exercise their rights under the HSFWA.

Effect on Other Rights and Policies

The Company may provide other forms of leave for employees to care for medical conditions or for reasons related to domestic violence or family leave under certain federal, state and municipal laws. In certain situations, sick and safe leave under this policy may run at the same time as leave available under another federal, state or municipal law, provided eligibility requirements for that law are met. The Company is committed to complying with all applicable laws. Employees should contact their Human Resources representative for information about other federal, state and municipal medical, domestic violence or family leave rights.

Safety and Security

Smoke-Free Workplace

The Company prohibits smoking in the workplace and in company-owned vehicles occupied by more than one person. For purposes of this policy, smoking includes the use of electronic cigarettes, electronic cigars, electronic pipes, electronic nicotine delivery system products or other similar products.

Employees wishing to smoke may do so during scheduled work breaks outside Company facilities where smoke does not migrate back into the workplace.

Employees who observe other individuals smoking in the workplace in violation of this policy have a right to object and should report the violation to their supervisor or another member of management. Employees will not be disciplined or retaliated against for reporting smoking that violates Rhode Island law or this policy.

Employees who violate this policy will be subject to disciplinary action, up to and including discharge.

Cell Phone Use/Texting While Driving

As is set forth in the National Handbook, the Company prohibits employees from using cellular phones for business reasons while driving or for any reason while driving for work-related purposes or while driving a company-owned vehicle. Employees should also be aware that using a portable electronic device in a manner not consistent with hands-free operation to compose, read or send text messages (including emails and instant messages) while driving or to engage in a call while the vehicle is in motion is a violation of Rhode Island law, in addition to being a violation of company policy.

Maine Supplement

Commitment to Diversity

Equal Employment Opportunity

As set forth in the National Handbook, Hyde Park Burgers is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with Maine law, which prohibits discrimination and harassment against any employees or applicants for employment based on their actual or perceived race, color, sex (including pregnancy and related medical conditions), sexual orientation, gender identity, physical or mental disability, religion, ancestry, national origin, age (legal working age or older), HIV/AIDS status, genetic information, membership in the National Guard or United States reserves or because the employee filed a claim or asserted a right under Maine's Workers' Compensation Act or Whistleblowers' Protection Act. The Company also does not discriminate on the basis of an employee's use of tobacco products outside the course of employment.

The Company will not tolerate discrimination or harassment based on these protected categories, an employee or applicant's known relationship or association with a member of a protected category, or any other characteristic or category protected by applicable federal, state or local law.

Sexual and Other Unlawful Harassment

Hyde Park Burgers is committed to providing a work environment free of harassment. Sexual harassment and harassment based on race, color, sex (including pregnancy and related medical conditions), sexual orientation (including gender identity or expression), physical or mental disability, religion, ancestry, national origin, age, HIV/AIDS status, genetic information, membership in the National Guard or United States reserves or because the employee filed a claim or asserted a right under Maine's Workers' Compensation Act or Whistleblowers' Protection Act are unlawful in the

workplace. The Company will not tolerate discrimination or harassment based on these characteristics or any other characteristic protected by applicable federal, state or local law.

All employees are expected to comply with the Company's Sexual and Other Unlawful Harassment policy as set forth in the National Handbook. While the Sexual and Other Unlawful Harassment policy sets forth the Company's goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit the Company's authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

Any employee who is found to have engaged in discriminatory or harassing conduct will be subject to appropriate disciplinary action, up to and including termination. Retaliation against anyone reporting acts of harassment or discrimination or anyone participating in an investigation into such a report will not be tolerated.

In addition to the complaint procedures set forth in the National Handbook, any employee who believes that he or she has been harassed or discriminated against, or who is aware of harassment or discrimination against others, should immediately provide a written or verbal report to: HR@hydeparkventures.com

Employees who believe they have been harassed or discriminated against may also file a formal complaint with either or both of the government agencies listed below:

- The Maine Human Rights Commission (MHRC) is the state agency responsible for handling complaints of harassment, including sexual harassment. The MHRC may be reached at:
 - 51 State House Station, Augusta, ME 04333-0051; telephone number (207) 624-6290.
- The Equal Employment Opportunity Commission (EEOC) is the federal agency responsible for handling complaints of harassment, including sexual harassment. The EEOC may be reached at:

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- John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203; telephone number (617) 565-3200 or (800) 669-4000; or fax at (207) 624-8729.

Employees who believe they have been unlawfully harassed may file a complaint with the MHRC or the EEOC.

Pregnancy Accommodation

Employees with needs related to pregnancy, childbirth or a medical condition related to pregnancy (including lactation) may request a reasonable accommodation to enable them to perform the functions of their job. The Company will provide a reasonable accommodation unless doing so would impose an undue hardship on the Company's business operations, consistent with applicable law.

Reasonable accommodations may include but are not limited to: more frequent or longer breaks; temporary modification in work schedules, seating or equipment; temporary relief from lifting requirements; temporary transfer to a less strenuous or less hazardous position; or provisions for lactation. For more information on provisions for lactation, see the Company's Lactation Accommodation policy.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their Human Resources representative.

General Employment Practices

Access to Personnel Files

Upon written request, current and former employees (or their authorized representative) may review and copy their personnel files. Employees should submit a written request to their Human Resources representative. The Company will typically provide access to the file within 10 days of receiving the request. The file must be inspected at the location where the files are maintained, during normal business hours.

At the Company's discretion, a more convenient time and location for the employee may be arranged.

Each calendar year, current and former employees may request one free copy of the employee's entire personnel file and, subsequently, one free copy of all of the material added to the personnel file after that initial copy was provided. Requesting current and former employees will be required to pay for any additional copies.

Workplace Conduct

Whistleblower Protections

The Company will not take any adverse employment action against any employee, or otherwise retaliate against any employee, because:

- The employee, acting in good faith, or a person acting on behalf of the employee, reports orally or in writing to the Company or a public body what the employee reasonably believes to be a violation of federal, state or local law;
- The employee, acting in good faith, or a person acting on behalf of the employee, reports to the Company or a public body, orally or in writing, what the employee reasonably believes to be a condition or practice that jeopardize the employee's health or safety or the health or safety of others;
- The employee is requested to participate in an investigation, hearing or inquiry held by a public body or in a court action;
- The employee, acting in good faith, has refused to carry out a directive to engage in activity that would be a violation of federal, state or local law or that would expose the employee or others to a condition that would result in serious injury or death. This provision applies only if the employee sought from the Company and was unable to obtain correction of the illegal activity or dangerous condition.

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- The employee complies with legal requirements regarding the disclosure of known or reasonably suspected abuse, neglect or exploitation of a child or an incapacitated or dependent adult.

Employees who wish to report such violations should contact Human Resources at HR@hydeparkventures.com. Employees should also consult the Reporting and Anti-Retaliation policy in the National Handbook for further information about reporting potential misconduct and protections from retaliation.

Under the Maine Whistleblower's Protection Act, employees are protected from retaliation for disclosures made to a public body only if they first bring the alleged violation, condition or practice to the attention of a person having supervisory authority within the Company and allow the Company a reasonable opportunity to correct the violation, condition or practice. There is an exception, however, to this internal disclosure requirement if the employee has specific reason to believe that reports to the Company will not result in promptly correcting the violation, condition or practice.

Pay Practices

Lactation Accommodation

The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's child. The Company will provide this break time for up to three years following the birth of the child. If possible, nursing mothers should take time to express breast milk during their regular meal and/or rest breaks. Break time for this purpose will be unpaid for nonexempt employees.

The Company will make reasonable efforts to provide employees with the use of a clean, private location, other than a toilet stall, to express milk. Employees should discuss with their supervisor, a Human Resources representative the location to express and store their breast milk and to make any other arrangements under this policy.

Employees should provide reasonable notice to the Company that they intend to take breaks for expressing breast milk upon returning to work.

The Company will not demote, terminate or otherwise take adverse action against an employee who requests or makes use of the accommodations and break time described in this policy.

Meal Breaks

Nonexempt employees who work six or more continuous hours will be provided at least a 30-minute break. Employees must not perform any work during the break. This break may be used as a meal break.

An uninterrupted 30-minute break will be unpaid.

Employees who are unable to take all of the breaks to which they are entitled in accordance with this policy, or who have been prevented or discouraged from taking a break to which they are entitled under this policy, should immediately notify a supervisor, a Human Resources representative.

Discussion of Wages

No employee is prohibited from disclosing his or her own wages or inquiring about those of another employee, if the purpose of the disclosure or inquiry is to enforce the rights granted by state or federal law. Employees are not required to disclose their wages to anyone.

Time Off and Leaves of Absence

Family and Medical Leave

We recognize that an employee may need to be absent from work for an extended period of time for family and/or medical reasons. Accordingly, the Company will grant time off to employees in accordance with the requirements of the federal Family and

Medical Leave Act (FMLA) and the Maine Family and Medical Leave Act (MFMLA). When both the federal FMLA and MFMLA apply, the leave provided by each will count against the employee's entitlement under both laws and must be taken concurrently. An employee who is eligible for leave under only one of these laws will receive benefits in accordance with that law only.

The following policy addresses employee rights under the MFMLA. Employees should refer to the National Handbook for additional detail regarding the FMLA. Questions concerning this policy should be directed to Human Resources.

Employee Eligibility

Employees are eligible for leave under the MFMLA if they have been employed by the Company for at least 12 consecutive months, unless they are employed at a permanent worksite with fewer than 15 employees.

Purpose of Leave

MFMLA leave may be taken for the following reasons:

- The birth of a child of the employee or the employee's domestic partner;
- The placement of a child 16 years or younger for adoption by the employee or the employee's domestic partner;
- The serious health condition of an employee;
- The serious health condition of an employee's child, domestic partner's child, parent, domestic partner, sibling or spouse;
- Organ donation by an employee for human transplant; and
- The death or serious health condition of an employee's spouse, domestic partner, parent, sibling or child if the death or serious health condition occurs while on active duty in the state military forces or in the United States Armed Forces.

For purposes of this policy, a "sibling" is a sibling of an employee who is jointly responsible with the employee for each other's common welfare as evidenced by joint

living arrangements and joint financial arrangements. A "domestic partner" is a partner of the employee who: (1) is a mentally competent adult; (2) has been legally living with the employee for at least 12 months prior to the leave and is not the employee's sibling; (3) is not legally married to or legally separated from another person; (4) is the sole partner of the employee and expects to remain so; and, (5) is jointly responsible, along with the employee, for each other's common welfare as evidenced by joint living arrangements, joint financial arrangements or joint ownership of real or personal property. A "serious health condition" is an illness, injury, impairment or physical or mental condition that involves: (a) inpatient care in a hospital, hospice or residential medical care facility; or (b) continuing treatment by a healthcare provider.

Length of Leave

Under the MFLMA, employees are entitled to a maximum of 10 workweeks of leave in any two years. The two-year leave period begins to run on the first day the employee takes leave.

Employees may take leave intermittently or on a reduced leave schedule (a schedule that reduces the usual number of hours per workweek or hours per workday), subject to the following parameters:

- Leave for childbirth or adoption may not be taken intermittently or on a reduced leave schedule unless the Company and the employee mutually agree otherwise;
- Leave for an employee's or a covered family member's serious health condition or for organ donation may be taken intermittently or on a reduced leave schedule when medically necessary;
- The taking of leave intermittently or on a reduced leave schedule will not result in a reduction of the total 10 workweeks of leave to which the employee is entitled beyond the amount of leave actually taken; and
- If an employee requests intermittent leave or a reduced leave schedule for qualifying reasons that are foreseeable based on planned medical treatment, the Company may require that the employee transfer temporarily to an available alternative position for which the employee is qualified and that: (1) has

equivalent pay and benefits; and (2) better accommodates recurring periods of leave than the employee's regular employment position.

Required Notice and Certification

Employees must provide at least 30 days' notice of the intended date upon which leave will begin and end, unless a medical emergency prevents giving such notice. The Company may also require employees to provide certification from a physician or other accredited practitioner to verify the amount of leave time requested.

Compensation and Benefits During Leave

MFMLA leave is unpaid, except that employees may elect to use available, accrued paid leave that is applicable to the employee's absence. The use of any available, accrued paid leave will not extend the amount of leave allowed under this policy.

Employees will be permitted to continue employment benefits, including any group life insurance, health insurance, disability insurance and pensions, during the leave at their own expense. Taking MFMLA leave will not result in the loss of any employee benefit accrued prior to the leave.

Return From Leave

Upon return from leave, employees will be restored to their prior position or to a comparable position with equivalent pay, benefits, seniority and other terms and conditions of employment. Exceptions may apply when an employee cannot be reinstated for reasons unrelated to the use of rights under the MFMLA.

The Company will not take an adverse employment action (e.g., termination, demotion) or otherwise discriminate or retaliate against employees for exercising their rights under this policy.

Use of Paid Leave to Care for Family Members

Employees may use up to 40 hours of accrued paid leave provided by the Company (not including short or long-term disability, catastrophic leave or other salary continuation benefits) during a 12-month period to care for an ill immediate family

member. For purposes of this policy, an "immediate family member" means the employee's child, spouse or parent. This policy does not entitle an employee to leave that he or she has not otherwise been earned in accordance with company policy.

Employees must provide the same advance notice and certification of illness required when taking time off for their own illness.

The Company will not discriminate or retaliate against employees for exercising their rights under this policy.

Employees with questions or concerns regarding this policy or who would like to request leave should contact Human Resources.

Family Military Leave

Eligible employees will be allowed up to 15 days of unpaid family military leave per deployment of a family member. For purposes of this policy, "family member" means a child, spouse or domestic partner who is a resident of Maine and is ordered to active duty by the Governor or President of the United States for a period of 180 days or longer to a duty assignment that is in a combat theater or an area where armed conflict is taking place. Leave may be taken during:

- The 15 days immediately prior to deployment;
- The 15 days immediately following deployment; and
- Periods when the family member is on leave during active duty.

The Company may require verification of the family member's military and deployment status from the proper military authority.

Eligibility Requirements

Eligible employees are those who have been employed by the Company for at least 12 months and for at least 1,250 hours during the 12-month period immediately preceding the leave.

Notice Requirement

For a leave lasting five or more consecutive workdays, an employee must provide at least 14 days' notice of the intended date upon which the leave will begin. For a shorter leave, the employee must provide as much advance notice as is practicable. The employee must consult with the Company in an effort to schedule the leave in a manner that will not unduly disrupt Company operations.

Compensation and Benefits During Leave

Leave under this policy will be without pay. Employees will be permitted to continue employee benefits during the leave at their own expense.

Return From Leave

Upon return from leave, employees will be restored to their prior position or to a comparable position with equivalent pay, benefits, seniority and other terms and conditions of employment. Exceptions may apply when an employee cannot be reinstated for reasons unrelated to the exercise of rights under this policy.

The Company will not take an adverse employment action (e.g., termination, demotion) or otherwise discriminate or retaliate against employees for exercising their family military leave rights or opposing an unlawful family military leave practice.

Military Leave

In addition to the military leave rights set forth in the National Handbook, Maine employees who are members of the National Guard or United States reserves will be allowed an unpaid military leave of absence to respond to federal or state orders.

Employees must provide reasonable advance notice of the need for leave under this policy, if possible under the military circumstances. The Company may require that employees provide a confirmation from their Adjutant General or applicable reserve component headquarters of the anticipated military duty and satisfactory completion of the military duty.

Upon return from military duty, employees will be reinstated at the same pay, seniority, benefits, status and other incidences or advantages of employment as if they had remained continuously employed, as long as they are still qualified to perform the duties of the position. Employees must notify the Company of their intent to return to employment following military service in accordance with the following timing requirements:

- For individuals whose period of service was fewer than four days, not later than 24 hours following the completion of the period of service and safe transport to the individual's residence;
- For individuals whose period of service was more than three days, but not more than 15 days, not later than 48 hours following the completion of the period of service and safe transport to the individual's residence;
- For individuals whose period of service was more than 15 days, but not more than 30 days, not later than 72 hours following the completion of the period of service and safe transport to the individual's residence;
- For individuals whose period of service was more than 30, but fewer than 181 days, not later than 14 days following the completion of the period of service and safe transport to the individual's residence;
- For individuals whose period of service was more than 180 days, not later than 90 days following the completion of the period of service and safe transport to the individual's residence;
- For individuals hospitalized for or convalescing from an illness or injury incurred in or aggravated during the period of military service, not later than the end of the period necessary to recover (generally not to exceed two years).

Employees who incur a disability during military service and who, after reasonable efforts by the Company to accommodate the disability, are not qualified for the position they would have been in but for the military leave, will be reinstated to another position without loss of seniority, benefits, status and other advantages of employment. The position will be one with equal pay, seniority, benefits and status for

which the employee is qualified or could become qualified with reasonable efforts by the Company, unless otherwise required under applicable law.

Absence for military training does not affect the employee's right to receive normal vacation, sick leave, bonuses, advancement, and other advantages of employment normally to be anticipated in the employee's position.

For the first 30 days of a Maine National Guard member's absence for active duty, the Company will continue to provide existing health, dental and/or life insurance benefits under the same terms and conditions, including continuing payment of any Company contributions toward insurance premiums and cost-sharing. For a covered absence lasting longer than 30 days, the servicemember may continue health insurance benefits at his or her own expense by paying the insurance premium at the same rates as paid by the Company.

Emergency Responder Leave

The Company will not terminate or otherwise discriminate against an employee who fails to report to work at the beginning of his or her regular working hours or is absent during regular working hours because the employee was responding to an emergency as a municipal firefighter, volunteer firefighter or emergency medical services person and who reported for work as soon as reasonably possible after being released from the emergency. For purposes of this policy, "responding to an emergency" means responding to, working at the scene of or returning from a fire or emergency medical services call, a hazardous or toxic materials spill and cleanup or any other situation to which the fire department or emergency medical services provider has been dispatched.

An employee responding to an emergency must make every effort to immediately notify the Company they may be late arriving to work or absent from work as a result of responding to an emergency prior to or during the employee's regular work hours. Notification can be provided by the employee, the employee's designee or the fire department or emergency medical services provider. The Company may request a statement from the chief of the volunteer or municipal fire department or emergency

medical services provider or the chief's designee, verifying that the employee was responding to an emergency and specifying the date, time and duration of the response.

Employees must notify the Company of their status as a firefighter or emergency medical services person within 30 days of employment and must provide a copy of a written policy from the chief of the fire department or emergency medical services provider that specifies the circumstances under which firefighters or emergency medical services persons are needed to respond to an emergency and affirms that they will be released as soon as practicable. Employees must notify the Company of any change to their status as a firefighter or emergency medical services person within 30 days of the change.

If the Company has designated an employee as essential in a writing that is signed by the employee and a Company representative then the Company reserves the right to deny emergency responder leave for that employee.

Time off under this policy will be unpaid, except that employees may be required to use available accrued paid time off. Additionally, exempt employees will receive pay when required by applicable law.

Violence, Assault, Sexual Assault or Stalking Victims Leave

Employees who are the victim, or who have a daughter, son, parent or spouse who is a victim, of violence, assault, sexual assault, stalking or any act that would support an order for protection under Maine law may take reasonable and necessary leave from work to:

- Prepare for and attend court proceedings;
- Receive medical treatment;
- Attend to medical treatment for a victim who is the employee's daughter, son, parent or spouse; or

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- Obtain necessary services to remedy a crisis caused by domestic violence, sexual assault or stalking.

Employees must submit a request for leave under this policy as soon as possible after learning of the need and must promptly provide the information needed by the Company to make an informed decision regarding the request. The Company may require documentation verifying the family relationship.

The Company may seek a modification or deny a request for leave if the:

- Company would sustain undue hardship from the employee's absence;
- Request for leave is not communicated to the Company within a reasonable time under the circumstances; or
- Request for leave is impractical, unreasonable or unnecessary based on the facts known to the Company.

Leave under this policy is without pay except that employees who have earned leave time that would otherwise be applicable to the leave requested may elect use this earned leave.

The Company will not discipline or otherwise discriminate or retaliate against an employee for requesting or taking leave under this policy.

Public Health Emergency Leave

The Company will provide unpaid leave for caregivers and persons affected by an extreme public health emergency. For purposes of this policy, an "extreme public health emergency" is the occurrence or imminent threat of widespread exposure to a highly infectious or toxic agent that poses an imminent threat of substantial harm to the population of the state.

The Company will grant reasonable and necessary leave from work when an employee is unable to work because he or she:

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- Is under individual public health investigation, supervision or treatment related to an extreme public health emergency;
 - Is acting in accordance with a public health emergency order;
 - Is in quarantine or isolation or is subject to a control measure in accordance with extreme public health emergency information or direction issued to the public, a part of the public or one or more individuals;
 - Has been asked by the Company not to expose other individuals in the workplace to the extreme public health emergency threat; or
 - Is needed to provide care or assistance to the employee's spouse, domestic partner, parent or child (including a child for whom the employee is the legal guardian).

Leave may not be granted if:

- The Company would sustain undue hardship from the employee's absence, including the need to downsize for legitimate reasons related to the impact of the extreme public health emergency on the operation of the business; or
- The request for leave is not communicated to the Company within a reasonable time under the circumstances.

Leave will be granted for the duration of an extreme public health emergency and for a reasonable and necessary time period following the end of the extreme public health emergency for diseases or conditions that are contracted or exposures that occurred during the extreme public health emergency.

Upon the employee's return to work, the Company has the right to request and receive written documentation from a physician or public health official supporting the employee's leave.

Employees who take leave for an extreme public health emergency will not lose any benefits accrued before the date on which the leave began nor will their health insurance benefits be affected. For any leave that extends beyond the time period of

the public health emergency, the Company will allow an employee to continue benefits at the employee's expense.

Jury Duty Leave

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service summon or subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, coerced or penalized because they request or take leave in accordance with this policy.

Employees should provide their supervisor with notice of any jury summons or subpoena within a reasonable amount of time after receipt and before their appearance is required. Verification from the court clerk of having served may also be required.

Time spent engaged in attending court for prospective jury service or for serving as a juror is not compensable except that exempt employees will not incur any reduction in pay for a partial week's absence due to jury duty.

Legislative Leave

The Company will grant a leave of absence for a regular full-time or part-time (i.e., non-temporary) employee to serve as a state legislator, limited to one legislative term of two years. Time off under this policy will be unpaid. The Company may deny the request for leave if granting the leave will cause unreasonable hardship for the company's business operations.

Employees who intend to seek election to the state legislature must notify the Company in writing within 10 days of taking action to place his or her name on the ballot. Employees who fail to provide this notice will waive their rights under this policy.

Upon return to employment, employees will be reinstated to their original position or to a similar position with the same status, pay and seniority, as long as the employee is still qualified to perform the duties of the position.

Veterans Medical Appointment Leave

The Company will allow employees who are veterans to take time off from work to attend a scheduled medical appointment at a medical facility operated by the United States Department of Veterans Affairs. For purposes of this policy, a "veteran" is someone who has served on active duty in the United States Armed Forces or has served in the national guard of any state or the Reserves of the United States Armed Forces and was discharged or released with an honorable discharge.

Employees must provide notice of the appointment as soon as reasonably possible.

Time off under this policy will be without pay, except that exempt employees will receive pay when required by applicable law. Additionally, employees will be allowed to use any accrued available paid time off.

Search and Rescue Volunteer Leave

The Company will not terminate or otherwise discriminate against an employee who fails to report to work at the beginning of regular working hours or is absent during regular working hours because the employee was responding as a search and rescue volunteer to a search and rescue operation requested by a law enforcement agency. For purposes of this policy a "search and rescue volunteer" means a person who is certified in search and rescue practices and procedures by a recognized organization. The employee must report to work as soon as reasonably possible after being released from the search and rescue operation.

An employee responding as a search and rescue volunteer must make every effort to immediately notify the Company they may be late arriving to work or absent from work as a result of responding to a search and rescue operation. Notification can be provided by the employee, the employee's designee or the search and rescue

operation supervisor. The Company may request a statement from the official in charge of the recognized organization, the official's designee, or a law enforcement official responsible for the search and rescue operation verifying that the employee was responding to a search and rescue operation and specifying the date and time of release from the operation.

Employees must notify the Company of their status as a search and rescue volunteer by March 15, 2020 or within 30 days of employment (whichever date is later) and must provide a copy of a written policy from the recognized organization in charge of calling out search and rescue volunteers that specifies the circumstances under which search and rescue volunteers will be ordered to remain at a search and rescue operation and affirms that they will be released as soon as practicable. Employees must notify the Company of any change to their status as a search and rescue volunteer, including termination of that status, within 30 days of the change.

The Company reserves the right to deny search and rescue volunteer leave for employees designated as essential. The Company will designate any essential employees in a writing that is signed by the employee and a Company representative.

Time off under this policy will be unpaid, except that employees may be required to use available accrued paid time off. Additionally, exempt employees will receive pay when required by applicable law.

Earned Paid Leave

The Company provides earned paid leave to eligible employees in compliance with the requirements of Maine's Earned Paid Leave Law (EPLL).

Eligibility

All employees (including full-time, part-time and per diem employees) who work in Maine and are covered under Maine's unemployment insurance law are generally eligible to accrue earned paid leave. Certain seasonal employees are ineligible for leave.

Accrual of Earned Paid Leave

Eligible employees begin to accrue earned paid leave on January 1, 2021, or upon their first day of employment, whichever is later. Eligible employees accrue one hour of earned paid leave for every 40 hours worked, up to a maximum of 40 hours of earned paid leave in a year of employment. For purposes of this policy, "year of employment" means a period of 365 (366 in a leap year) consecutive days beginning with the employee's first day of employment and any subsequent 365-day (or 366 in a leap year) period beginning on either:

- The anniversary date of the employee's start of employment; or
- A different date selected by the Company that results in at least the same amount of earned paid leave as the anniversary date.

Eligible employees who have worked for the Company for at least 120 days prior to January 1, 2021, can use earned paid leave as it accrues. All other eligible employees may begin using earned paid leave once they have been employed by the Company for 120 days during a one-year period.

An employee's *use* of earned paid leave is limited to 40 hours per 365 consecutive days or 366 in a leap year period, or anniversary year thereafter. Paid Leave can be used in increments of one hour.

Requesting Paid Leave

When the need for leave is reasonably foreseeable, employees must provide at least four weeks of advance notice. When the need for leave is not reasonably foreseeable (i.e., in the case of an emergency, illness or other sudden necessity), employees must make a good faith effort to provide as much notice as is feasible under the circumstances. To provide notice of the need to use earned paid leave, employees should contact their supervisor and specify that they are using earned paid leave.

Employees should make reasonable efforts to schedule foreseeable earned paid leave in a manner that does not impose an undue hardship on Company operations.

Rate of Pay

Earned paid leave is paid based on the employee's regular rate of pay during the week immediately prior to the leave taken.

Leave Carryover

Any unused, accrued, earned paid leave, up to a maximum of 40 hours, may be carried over from one year of employment to the next year of employment, but with an overall cap of 40 hours of earned paid leave per year of employment. Therefore, once an employee has a bank of 40 hours of earned paid leave in a year of employment, no additional leave will accrue in that year.

The Company does not offer pay in lieu of actual paid leave.

Effect on Other Rights and Policies

The Company may provide other forms of leave for employees. In certain situations, leave under this policy may run at the same time as leave available under another federal, state or local law, provided eligibility requirements for that law are met. The Company is committed to complying with all applicable laws. Employees should contact their Human Resources representative for information about other federal, state or local leave rights.

Separation from Employment

Compensation for accrued and unused earned paid leave is not provided upon separation from employment for any reason. If an employee is rehired within one year of separation, any previously unused earned paid leave hours will be reinstated.

Retaliation

The Company will not deny an employee the right to use available earned paid leave in accordance with the ESLL and will not retaliate or tolerate retaliation against any employee because the employee uses earned paid leave in accordance with this policy.

Safety and Security

Smoke-Free Workplace

The Company prohibits smoking marijuana or any other substance that is illegal under federal law or Maine law anywhere on its premises.

The Company prohibits smoking tobacco products in the workplace and within 20 feet of any window, ventilation intake or entrance to the workplace. Employees wishing to smoke tobacco products must do so outside of company facilities, in locations where smoke does not migrate back into the workplace, during scheduled work breaks.

Employees who observe other individuals smoking marijuana or tobacco products in violation of this policy have a right to object and should report the violation to their supervisor or to another member of management. Employees will not be disciplined or retaliated against for reporting smoking that violates federal law, Maine law or this policy.

Employees who violate this policy may be subject to disciplinary action up to and including termination.

Cell Phone Use/Texting While Driving

As set forth in the National Handbook, the Company prohibits employees from using cellular phones for business reasons while driving, for any reason while driving for work-related purposes and while driving a Company-owned vehicle. Employees should also be aware that, in addition to being a violation of Company policy, it is a violation of Maine law to text or use a handheld cell phone (except in hands-free mode) while driving.

Weapons in the Workplace

In the interest of maintaining a workplace that is safe and free of violence, and in accordance with the policy set forth in the National Handbook, the Company generally prohibits the presence or use of firearms and other weapons on the company's property, regardless of whether or not the person is licensed to carry the weapon. In compliance with Maine law, the Company permits employees with a valid concealed firearms permit to store their firearms inside their locked, privately owned vehicles in the company's parking lots or other parking areas provided by the Company, as long as the firearm is not visible. Such lawfully possessed firearms and ammunition may not be removed from the employees' personal vehicle or displayed to others.

Colorado Supplement

Commitment to Diversity

Equal Employment Opportunity

As set forth in the National Handbook, the Company is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with Colorado law, which prohibits discrimination and harassment against any employees or applicants for employment based on disability, race (including hair texture, hair type or protective hairstyles commonly or historically associated with race (e.g., braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros and headwraps)), color, creed, sex (including pregnancy, married women and unmarried mothers), religion, age (over 40), national origin, sexual orientation (including actual or perceived orientation and transgender status), ancestry, religion, civil air patrol status and lawful activities during nonworking hours. The Company also does not discriminate against qualified applicants because they did not apply through a private employment agency.

The Company generally does not discriminate against employees or applicants for employment solely because they are married to a co-worker, though exceptions exist where, for example, one employee exercises supervisory authority over, audits or has access to the Company's confidential information about the other.] The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

Pregnancy Accommodation

Employees and applicants for employment may request a reasonable accommodation for health conditions related to pregnancy or the physical recovery from childbirth. The Company will provide a requested reasonable accommodation that would enable the employee or applicant to perform the essential functions of her job unless the

accommodation would impose an undue hardship on the company's business operations.

Reasonable accommodations may include but are not limited to: more frequent or longer breaks; more frequent restroom, food or water breaks; acquisition or modification of equipment or seating; limitations on lifting; temporary transfer to a less strenuous or less hazardous position, if available, with return to the current position after pregnancy; job restructuring; light duty, if available; assistance with manual labor; or a modified work schedule.

The Company may require that employees provide a certification from a licensed health care provider regarding the medical necessity of a reasonable accommodation.

The Company will not deny employment opportunities or take adverse employment actions against employees or otherwise qualified applicants for employment because they request or use reasonable accommodations in accordance with this policy.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their Human Resources representative.

General Employment Practices

Access to Personnel Files

Upon request, employees will be allowed to inspect their personnel files at least one time per year. Employees who wish to review their personnel files should contact Human Resources. The review will take place in the presence of a Company representative at a time that is convenient for both the employee and the Company. Employees are permitted to obtain a copy of their personnel files but may be required to pay reasonable costs for the duplication of the documents.

Following separation from employment, former employees may inspect and/or obtain a copy of their personnel files one time. The former employee may be required to pay reasonable costs for duplication of the documents.

For purposes of this policy, a personnel file does not include documents required by law to be placed in a separate file or records relating to:

- Confidential reports from previous employers of the employee;
- An active criminal investigation;
- An active disciplinary investigation by the Company or an active investigation by a regulatory agency; and
- Information that identifies an individual who made a confidential accusation against the employee.

Time Off and Leaves of Absence

Adoption Leave

Employees who are adoptive parents will be permitted to take leave under the same terms as leave provided to biological parents for the adoption of a child. Requests for additional leave due to the adoption of an ill child or child with a disability will be considered on the same basis as comparable cases of complications accompanying the birth of a child.

This policy does not apply to adoption by the spouse of a custodial parent or to second-parent adoption.

For further information or to request leave under this policy, contact a Human Resources representative.

Family Care Act Leave

Employees who are eligible for leave under the federal Family and Medical Leave Act (FMLA) and who are in registered domestic partnerships or civil unions may take leave in accordance with the FMLA to care for their domestic or civil union partners with a serious health condition. A serious health condition has the same meaning as reflected in the Company's Family and Medical Leave policy.

Employees seeking leave under this policy must comply with the eligibility, notice, certification and other requirements set forth in the Family and Medical Leave policy contained in the National Handbook and will be required to provide reasonable documentation of a family relationship.

Where applicable, Family Care Act leave and FMLA leave will run concurrently.

For further information or to request leave under this policy, contact a Human Resources representative.

Jury Duty Leave

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service summons or subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be deprived of any benefits of employment, terminated, threatened, harassed or coerced because they request or take leave in accordance with this policy.

Employees will receive their regular compensation up to \$50 per day, unless otherwise agreed to by the Company, during the first three days of jury service. This includes part-time, casual and temporary employees, so long as their employment hours can be determined by a schedule, custom or practice established during the three-month period preceding jury service. Any additional time off under this policy will be without pay, except that exempt employees will not incur any reduction in pay for a partial week absence due to jury duty.

Employees seeking compensation for jury duty leave must provide a juror service certificate from the court as soon as practical. The Company will compensate the employee in accordance with this policy within 30 days of receiving the service certificate.

Employees should provide their supervisor with notice of any jury summons or subpoena within a reasonable amount of time after receipt and before their appearance is required.

Crime Victim Leave

Employees may take time off from work for the purpose of responding to a subpoena to testify in a criminal proceeding or to participate in the preparation of a criminal proceeding, if:

- The employee is a victim of the crime at issue in the proceeding;
- The employee is the crime victim's spouse, child by birth or adoption, stepchild, parent, stepparent, sibling, legal guardian or significant other (i.e., someone in a family-type living arrangement who would constitute the spouse or partner of the victim if they were married); or
- The victim is deceased or incapacitated, and the employee is the victim's spouse, partner, parent, child, sibling, grandparent, significant other or other lawful representative.

Employees, who are in custody for the crime, accused of the crime or otherwise accountable for the crime, are not eligible for time off under this policy.

Leave under this policy will be unpaid except that exempt employees will not incur any reduction in pay for a partial week absence due to witness duty.

Domestic Violence Victim Leave

Employees who are victims of domestic violence, including sexual abuse, stalking, sexual assault or any other crime including an act found by a court to be domestic violence, may take up to three working days of unpaid leave time within a 12-month period. Only employees employed with the Company for 12 or more months are eligible for this leave.

Employees may use leave available under this policy to:

- Seek a civil protection order to prevent domestic abuse;
- Obtain medical care and/or medical health counseling for the employee or the employee's children to address physical or psychological injuries resulting from

the act of domestic abuse, stalking, sexual assault or other crime involving domestic violence;

- Make the employee's home secure from the perpetrator of the crime or seek new housing to escape the perpetrator; or
- Seek legal assistance to address issues arising from the crime and attend and prepare for court-related proceedings arising from the act or crime.

Except in a case of imminent danger, an employee seeking leave from work under this policy must provide the Company with advance notice of the leave. In addition, the Company may require the employee to provide documentation verifying the need for the leave.

Confidentiality of the situation will be maintained to the extent possible.

The Company will not retaliate or tolerate retaliation against any employee who seeks or obtains leave under this policy.

Time Off to Vote

The Company encourages all employees to fulfill their civic responsibilities and to vote in all public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.

Employees who have less than three consecutive hours outside of work during which the polls are open will be allowed up to two hours of time off to vote, without loss of pay. Upon request, the Company will schedule the leave at the beginning or end of the employee's shift. The Company will otherwise specify when the leave may be taken.

Employees must provide notice of the need for time off prior to Election Day.

Military Leave

In addition to the military leave rights set forth in the National Handbook, regular full-time and part-time employees who are members of the Colorado National Guard are entitled to an unpaid leave of absence to perform active state service.

Additionally, regular full-time and part-time employees who are members of the Colorado National Guard or United States armed forces reserves may take up to 15 days of unpaid leave per calendar year for military training with the United States armed forces.

Upon return from active state service or military training, employees will be reinstated to their former position or to a position of like seniority, status and pay, so long as they:

- Had a non-temporary job before taking leave;
- Provide evidence that training or service was satisfactorily completed; and
- Are still qualified to do the job.

Absence for military service or training will not affect an employee's rights to receive normal vacation, sick leave, bonuses, advancement or other advantages of employment that would otherwise be expected for the employee's particular job.

Civil Air Patrol Leave

Regular full-time and part-time employees who are members of the Civil Air Patrol are entitled to an unpaid leave of absence, not to exceed 15 work days in any calendar year, when called to serve on a Civil Air Patrol mission.

Upon return from the leave, employees will be reinstated to their former position or to a similar position, so long as they:

- Had a non-temporary job before taking leave;
- Return as soon as practicable to their position after being relieved from service for the mission;

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- Provide evidence that the service was satisfactorily completed; and
 - Are still qualified to do the job.

Absence for Civil Air Patrol service will not affect an employee's rights to receive normal vacation, sick leave, bonuses, advancement, or other advantages of employment that would otherwise be expected for the employee's particular job.

Volunteer Firefighters Leave

Employees who serve as volunteer firefighters may take time off to respond to an emergency summons that occurred prior to the time the employee is scheduled to report to work.

Employees who serve as volunteer firefighters will also be allowed time off to respond to an emergency summons after the employee has begun work, if:

- The Company does not consider the employee to be essential to the daily operations of the employer's daily enterprise;
- The employee previously provided written verification of volunteer status from the fire chief; and
- The emergency is within the response area of the employee's fire department and is of such magnitude that all firefighters must respond.

Employees must provide written verification from the fire chief of the time, date and duration of the employee's response to the emergency.

Time off under this policy will be unpaid except that exempt employees may be paid, as required by law.

Qualified Volunteers Leave

Regular full-time and part-time (i.e., non-temporary) employees who are qualified volunteers will be allowed time off if called into service by a volunteer organization

during a disaster, so long as they provide proof of their status as a qualified volunteer. For purposes of this policy, employees will be considered a qualified volunteer if the:

- Employee is a member of a volunteer organization that enters into a memorandum of understanding with a county sheriff, local government, local emergency planning committee or state agency;
- Volunteer organization is included on the qualified volunteer organization list created and maintained by the Department of Local Affairs;
- Employee is called to service through the volunteer organization under the authority of the county sheriff, local government, local emergency planning committee, or state agency to volunteer in a disaster; and
- Employer receives the appropriate verification from the Colorado Department of Local Affairs that: (a) indicates the volunteer was called to service by a volunteer organization for the purpose of assisting in a disaster; (b) verifies the volunteer reported for service and performed the activities required of him or her by the volunteer organization; and (c) includes the number of days of service that the volunteer provided.

Leave under this policy will not exceed 15 work days in any calendar year and will be unpaid.

Employees, upon completion of the volunteer emergency service and return to work, will be restored to the same or similar position as they held prior to the leave. Taking leave under this policy will not affect an employee's rights to vacation, sick leave, bonus, advancement or other employment benefits or advantages relating to and normally to be expected for the employee's particular employment.

Employees must return to their employment position as soon as practicable after being relieved from service.

Leave may be denied if more than 20 percent of the Company's employees on any work day request such leave. Leave may also not be available for essential employees, defined as those employees the Company deems essential to the operation of the Company's daily enterprise, whose absence would likely cause the Company to suffer

economic injury, or whose duties include assisting in disaster recovery for the Company.

Vacation

The Company will pay employees for any accrued but unused vacation at termination of employment.

Paid Sick and Safe Leave and Public Health Emergency Leave [Accrual Method]

The Company provides eligible employees with paid sick and safe leave (PSSL) and public health emergency leave (PHEL) in accordance with the requirements of Colorado's Healthy Families and Workplaces Act (HFWA).

Eligibility

Colorado employees are eligible to accrue PSSL and may receive additional leave for use during a public health emergency (as defined further below).

Accrual and Use of Paid Sick and Safe Leave

Eligible employees will begin to accrue PSSL on January 1, 2021, or their date of hire, whichever occurs later. PSSL accrues at a rate of one hour for every 30 hours worked, up to a maximum accrual of 48 hours in a single calendar year (the "Benefit Year"). Exempt employees accrue PSSL based on their normal hours worked, up to a maximum of 40 hours per week.

PSSL can be used as it is accrued. However, the Company may verify employee hours within the month after work is performed and adjust PSSL accrual amounts to correct any inaccuracy. The Company will notify employees in writing of any such change in accrued PSSL amounts.

PSSL may be used in one hour increments. Eligible employees may use up to 48 hours of PSSL in any Benefit Year.

Failure to use PSSL in good faith and for the reasons specified in this policy can result in discipline.

Reasons PSSL May be Used

Eligible employees may use PSSL for the following reasons:

- When a mental or physical illness, injury or health condition prevents the employee from working;
- To care for a family member who has a mental or physical illness, injury or health condition;
- To obtain a medical diagnosis, care or treatment of a mental or physical illness, injury or health condition of the employee or employee's family member;
- To obtain preventive medical care for the employee or employee's family member;
- If the employee or a family member is the victim of domestic abuse, sexual assault or harassment and needs leave to:
 - Seek medical attention to recover from a mental or physical illness, injury or health condition caused by the domestic abuse, sexual assault or harassment;
 - Obtain services from a victim services organization;
 - Obtain mental health or other counseling;
 - Seek relocation due to the domestic abuse, sexual assault or harassment;
or
 - Seek legal services, including preparing for or participating in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault or harassment.
- When, due to a public health emergency (as defined below), a public official has ordered the closure of:

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- The employee's place of business; or
 - The school or place of care of the employee's child and the employee needs to be absent from work to care for their child.

For purposes of this policy, a "family member" means:

- An employee's immediate family member (i.e., a person related by blood, marriage, civil union or adoption);
- A child to whom the employee stands in loco parentis;
- A person who stood in loco parentis to the employee when the employee was a minor; or
- A person for whom the employee is responsible for providing or arranging health-or safety-related care.

Requesting PSSL

The Company will allow use of PSSL for a covered use upon request. Requests can be made orally or in writing (including electronically). When possible, employees should include the expected duration of the absence in their request for leave.

When the need for PSSL is foreseeable, employees must make a good faith effort to provide advance notice of the need for leave and a reasonable effort to schedule the leave in a manner that does not unduly disrupt the Company's operations. To provide this advance notice of the foreseeable need to use PSSL, employees should contact their Human Resources representative.

Employees are not required to search for or find a replacement worker to cover the hours during which they are using PSSL. The Company will not count employees' use of PSSL in compliance with this policy as an absence when evaluating absenteeism. Therefore, any such use of PSSL will not lead to or result in discipline, demotion, suspension or termination.

Documentation of PSSL

If PSSL is for four or more consecutive work days (meaning at least four consecutive days that the employee would ordinarily have worked), the Company may request that employees provide reasonable documentation that the PSSL is being used for a permissible purpose. If the documentation submitted by the employee is not sufficient, the Company will notify the employee of the deficiency. The employee will then have] seven days to provide adequate documentation.

In accordance with the HFWA, the Company does not require the disclosure of details regarding an employee's or employee's family member's health information or the domestic violence, sexual assault, or stalking that is the basis for the request for leave.

Carryover of PSSL

Employees can carry over up to 48 hours of accrued but unused PSSL from one Benefit Year to the next. However, employees may not use more than 48 hours of PSSL in a Benefit Year.

The Company does not offer pay in lieu of actual PSSL.

Public Health Emergency Leave

In addition to the PSSL described above, the Company will provide covered employees with PHEL in accordance with the terms below.

For purposes of this policy, a "public health emergency" is:

- An act of bioterrorism, a pandemic influenza or an epidemic caused by a novel and highly fatal infectious agent, for which:
 - An emergency is declared by a federal, state or local public health emergency; or
 - A disaster emergency is declared by the governor; or
 - A highly infectious illness or agent with epidemic or pandemic potential for which a disaster emergency is declared by the Governor.

On the day a public health emergency is declared, employees will immediately be able to access a one-time supplement of PHEL in addition to whatever amount of PSSL employees have accrued prior to the declaration of the public health emergency.

Employees who normally work 40 or more hours in a week are allowed to take up to 80 hours of total paid leave. Employees who normally work fewer than 40 hours per week are entitled to take paid leave equaling the greater of: (1) the amount of time the employee is scheduled for work or paid leave in the 14-day period after the leave request; or (2) the amount of time the employee actually worked in the 14-day period prior to the declaration of the public health emergency or the leave request, whichever is later.

From the declaration of a public health emergency until four weeks after the official termination or suspension of the emergency declaration, PHEL can be used for any of the following reasons:

- To self-isolate and care for oneself or a family member who is self-isolating because the employee or family member is diagnosed with, or experiencing symptoms of, a communicable illness that is the cause of a public health emergency;
- To seek or obtain for oneself or care for family member who needs a medical diagnosis, care or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency;
- To seek for oneself or a family member preventive care concerning a communicable illness that is the cause of a public health emergency;
- An employee is unable to work because the employee has a health condition that may increase susceptibility to or risk of communicable illness that is the cause of the public health emergency;
- Either the Company or a public health authority with appropriate jurisdiction determines that an employee's presence on the job or in the community would jeopardize the health of others because of the individual's exposure to a communicable illness that is the cause of a public health emergency or because

the individual is exhibiting symptoms of such a communicable illness, regardless of whether the individual has been diagnosed with the illness;

- To care for a family member after either the family member's employer or a public health authority with appropriate authority determines that the family member's presence on the job or in the community would jeopardize the health of others because of the family member's exposure to a communicable illness that is the cause of a public health emergency or because the family member is exhibiting symptoms of such a communicable illness, regardless of whether the family member has been diagnosed with the illness;
- To care for a child or other family member when their childcare provider is unavailable due to a public health emergency or their school or place of care has been closed due to a public health emergency (including when the school or place of care is physically closed but providing instruction remotely).

PHEL will become available on the date a public health emergency is declared and will remain available until four weeks after the official termination or suspension of the public health emergency. Employees are only eligible for these amounts of PHEL one time during the entirety of a public health emergency (even if the public health emergency is extended, amended, restated or prolonged).

During a public health emergency, employees will continue to accrue PSSL in accordance with this policy. Any accrued, unused PSSL will be counted in determining the amount of PHEL available.

When the need for PHEL is foreseeable and the workplace has not been closed, employees must notify the Company of the need for PHEL as soon as practicable. To provide notice of the need to use PHEL, employees should contact their Human Resources representative.

Rate of Pay

PSSL and PHEL are paid at the same hourly rate or salary (not including overtime, bonuses or holiday pay) and with the same benefits, including health care benefits, as the employee normally earns during hours worked. Leave will be paid on the same schedule as regular wages.

Employee Records Requests

Upon an employee's request, the Company will provide (in writing or electronically) documentation indicating the current amount of PSSL and/or PHEL available for use and the amount of such leave already used during the current calendar year. Employees will be allowed to make one such request per month, except they may make an additional request when any need for PSSL or PHEL.

Effect on Other Rights and Policies

The Company may provide other forms of leave for employees to care for medical conditions or for issues related to public health emergencies or domestic abuse, sexual assault or harassment under certain federal, state and local laws. In certain situations, leave under this policy may run at the same time as leave available under another federal, state or local law, provided eligibility requirements for that law are met. The Company is committed to complying with all applicable laws. Employees should contact their Human Resources representative for information about other federal, state and local medical, victim, public health emergency or family leave rights.

Confidentiality

The Company will keep confidential the health or safety information of an employee or employee's family member. Such information will not be disclosed except to the affected employee, with the written permission of the affected employee or as otherwise required by law.

Separation from Employment

Compensation for accrued and unused PSSL or available PHEL is not provided upon separation from employment for any reason. If an employee is rehired by the Company within six months of separation from employment, previously accrued but unused PSSL will be immediately reinstated.

Retaliation

Employees have the right to request and use PSSL and PHEL in a manner consistent with the HFWA. The Company will not discriminate or retaliate, or tolerate discrimination or retaliation, against any employee who: seeks or obtains leave in

accordance with this policy; files a complaint regarding an alleged violation of the HFWA; participates in an investigation, hearing or proceeding or cooperates in or assists with an investigation related to an alleged violation of the HFWA; informs any person of their potential rights under the HFWA; or otherwise exercises their rights under the HFWA.

Pay Practices

Meal and Rest Breaks

Nonexempt employees who work five or more consecutive hours will be provided at least one 30-minute meal break. During the break employees will be relieved of all duties. An uninterrupted 30-minute meal break will be unpaid for nonexempt employees. If the nature of an employee's job or circumstances makes an uninterrupted meal break impracticable, the employee will be allowed an on-duty meal break without any loss of time or compensation.

Nonexempt employees will also be permitted a 10-minute rest break for every four hours of work, in accordance with the schedule below:

Duration of Shift In Hours	# of 10 Minute Rest Breaks	Comments
0 to < 2	0	Employees who work less than two hours in a workday are not required or permitted to take a rest break.
2 to < 6	1	Employees who work at least two hours in a workday but less than six hours in a workday are allowed one 10-minute rest break.


Duration of Shift In Hours	# of 10 Minute Rest Breaks	Comments
6 to < 10	2	Employees who work at least six hours in a workday but less than 10 hours in a workday are allowed two 10-minute rest breaks.
10 to < 14	3	Employees who work at least 10 hours in a workday but less than 14 hours in a workday are allowed three 10-minute rest breaks.

To the extent practical, rest periods will be provided in the middle of each four-hour work period. Employees who are unable to take all of the meal or rest breaks to which they are entitled in accordance with this policy, or who have been prevented or discouraged from taking a break to which they are entitled under this policy, should immediately notify a Human Resources representative. The Company will not threaten, coerce, discriminate or otherwise retaliate against any employee who reports a violation of this policy or files a claim or participates in an investigation, hearing or other process or proceeding related to an alleged violation of federal or state wage and hour laws.

Overtime

Employees will be paid one and one-half times their regular rate of pay for any work in excess of: (1) 40 hours per week; (2) 12 hours per workday; or (3) 12 consecutive hours without regard to the starting and ending time of the workday (excluding duty-free meal breaks), whichever calculation results in the greatest payment of wages.

For additional information, a Colorado Overtime and Minimum Pay Standards Order (COMPS Order #37) poster is shown below. In addition, it can be also be found at <https://cdle.colorado.gov/posters-0>



COLORADO
Department of
Labor and Employment

**COLORADO OVERTIME & MINIMUM PAY STANDARDS
ORDER (“COMPS Order”) #37 POSTER**
Division of Labor Standards & Statistics

Effective January 1, 2021
*Must be updated annually; new poster
available 1st week of each December*

Colorado Minimum Wage: \$12.32 per hour, or \$9.30 for Tipped Employees, effective 1/1/2021.

- The minimum wage adjusts annually by inflation; next year’s COMPS Order and Poster will provide the 2022 minimum wage.
- The minimum wage applies to all adults and emancipated minors, whether paid hourly or any other basis (salary, commission, piecework, etc.), unless exempted by COMPS Order Rule 2. Unemancipated minors may be paid 15% below the minimum.
- The federal minimum wage (\$7.25) and any local minimum wages (including \$14.77 in Denver as of 1/1/21) may also apply. If work is covered by multiple minimum or overtime wage rules, the rule with the higher wage or standard applies.

Overtime: 1½ times the regular pay rate for hours over 40 weekly, 12 daily, or 12 consecutive.

- Hours in two or more weeks cannot be averaged in computing overtime.
- Employers may not provide time off (often called “comp time”) instead of time-and-a-half premium pay for overtime hours.

Meal Periods: 30 minutes uninterrupted and duty-free, for shifts over 5 hours.

- Employees must be completely relieved of all duties, and allowed to pursue personal activities, for meal periods to be unpaid.
- If work makes uninterrupted meal periods impractical, eating an on-duty meal must be permitted, and the time must be paid.
- To the extent practical, meal periods must be at least 1 hour after starting and 1 hour before ending shifts.

Rest Periods: 10 minutes, paid, every 4 hours.

#Work Hours	Up to 2	>2, up to 6	>6, up to 10	>10, up to 14	>14, up to 18	>18, up to 22	>22
#Rest Periods:	0	1	2	3	4	5	6

- Rest periods need not be off-site but must not include work and should be in the middle of the 4 hours to the extent practical.
- Two 5-minute rest periods, instead of one 10-minute, are permitted if employees and employers agree voluntarily and without coercion, and if 5 minutes is enough to go back and forth to a bathroom or other place where a genuine break would be taken. Additional flexibility with 5-minute periods applies to agriculture, Medicaid home care, and collectively bargained work.
- Employers that do not authorize and permit rest periods must pay extra for the work time that would have been rest periods.

Time Worked: Time employers allow performance of labor/services for their benefit must be paid.

- All time on-premises, on duty, or at prescribed workplaces (but not just letting off-duty employees be on-premises), including:
 - putting on or removing work clothes/gear (but not clothes worn outside work), cleanup/setup, or other off-the-clock duty;
 - awaiting assignments at work, or receiving or sharing work-related information; or
 - security/safety screening, clocking/checking in or out; or
 - waiting for any of the above tasks.
- Travel for employer benefit is time worked; normal home/work travel is not. For more on travel and sleep time, see Rule 1.9.2.

Deductions, Credits, & Charges from Wages: Subject to limits in C.R.S. 8-4-105 and below.

- Tip credits of up to \$3.02 per hour (lowering minimum wages to \$9.30) are allowed for those regularly, customarily receiving over \$30 per month in tips. If hourly pay plus tips is below the full minimum wage, the employer must pay the difference.
- Meal credits are allowed for the cost or value (without employer profit) of a voluntarily accepted meal.
- Lodging deductions are allowed only if housing is voluntarily accepted by the employee, primarily for the employee’s (not employer’s) benefit, recorded in writing, and limited to \$25 or \$100 per week (depending on the housing type).
- Uniforms that are ordinary clothes, without special material or design, need not be provided; other uniforms must be provided at no cost. Employers must pay for any special cleaning required, and cannot require deposits or deduct for ordinary wear and tear.

Exemptions from the COMPS Order: All listed in Rule 2; key exemptions listed below.

- Executives/supervisors, decision-making administrative employees, and professionals (Rule 2.2.1-3) paid the exempt salary:

2021	2022	2023	2024	Each Year After 2024
\$40,500	\$45,000	\$50,000	\$55,000	Prior year’s salary, inflation-adjusted

- 20% owners, or at a nonprofit the highest-paid/highest-ranked employee, if actively engaged in management (2.2.5).
- Highly technical computer-related employees (defined in 2.2.10), if paid at least \$28.38 per hour.
- Various in-residence workers, including property managers, range workers, and camp/outdoor education field staff (2.2.7).
- Various, but not all, types of salespersons (2.2.4, 2.4.1, 2.4.2) and taxi drivers (2.2.6).
- Certain medical transportation and hospital/nursing home employees have modified overtime rules (2.4.4, 2.4.5).
- Downhill ski/snowboard employees, including on-mountain food but not lodging, are exempt from 40-hour overtime (2.4.3).
- Agriculture (2.3) and some transportation (2.4.6) jobs are exempt from overtime and meal periods, and have more flexible rest periods (agriculture) or no (transportation) rest periods.

Complaint & Anti-Retaliation Rights.

- The Division of Labor Standards and Statistics (contact info at the bottom of this Poster) accepts complaints and tips as to violations of COMPS or other wage rights under federal, state, or local law. Alternatively, employees may file lawsuits in court.
- Parties liable for unpaid wages include the employer as an entity, and individuals with operational control over the entity.
- Employers cannot retaliate by threatening, coercing, or discriminating for purposes of reprisal, interference, or obstruction, as to actual or anticipated wage investigations, hearings, complaints, or proceedings.
- Violations of wage or anti-retaliation provisions may be reported to the Division as complaints or anonymous tips.
- Immigration status is irrelevant to wage rights. The Division will investigate and rule on complaints without asking, reporting, or considering status. Using status to interfere with rights is illegal under Wage Protection Rule 4.8 and other applicable law.

This poster must be displayed where easily accessible to workers, included in any existing employee handbook or manual, shared with remote workers, provided in languages other than English as needed, and replaced annually.

This Poster summarizes key wage rules in the COMPS Order, but not all, and should not be relied upon as complete information. For the full Order, more detailed fact sheets, or for questions, information, or complaints as to wage or other labor laws, contact:

Division of Labor Standards and Statistics, coloradolaborlaw.gov, cdle_labor_standards@state.co.us, 303-318-8441 / 888-390-7936.

Lactation Accommodation

The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's child. The Company will provide this break time for up to two years following the birth of a child.

Nursing mothers can elect to take time to express breast milk during their regularly scheduled meal and rest breaks. If the break time cannot run concurrently with the meal and/or rest breaks already provided to the employee, the break time will be

unpaid for nonexempt employees. Where additional breaks are required, employees should work with their supervisor regarding scheduling.

The Company will make reasonable efforts to provide employees with the use of a private location, other than a toilet stall, in close proximity to the employee's work area for the employee to express milk.

Employees should provide reasonable notice to the Company that they intend to take breaks for expressing breast milk upon returning to work. Employees should discuss with their supervisor, a Human Resources representative, the location to express their breast milk and for storage of expressed milk and to make any other arrangements under this policy.

The Company reserves the right to not provide additional break time or a private location for expressing breast milk if doing so would substantially disrupt the Company's operations.

The Company will not demote, terminate or otherwise take adverse action against an employee who requests or makes use of the accommodations and break time described in this policy.

Discussion of Wages

No employee is prohibited from inquiring about, disclosing, comparing or otherwise discussing their wages. The Company will not terminate, discipline, coerce or otherwise discriminate against employees because they make such inquiries, disclosures, comparisons or otherwise engage in such discussions of their wages.

Safety and Security

Smoke-Free Workplace

The Company prohibits smoking marijuana or any other substance that is illegal under federal law or Colorado law anywhere on its premises.

The Company prohibits smoking in the workplace and within 15 feet of any window, ventilation intake or entrance to the workplace. For purposes of this policy, smoking includes the use of electronic smoking devices (e.g., e-cigarettes or vaping). Employees wishing to smoke must do so outside of company's facilities, in locations where smoke does not migrate back into the workplace, during scheduled work breaks.

Employees that observe other individuals smoking in the workplace have a right to object and should report the violation to their supervisor or to another member of management. Employees will not be disciplined or retaliated against for reporting smoking that violates Colorado law or this policy.

Employees that violate this policy may be subject to disciplinary action up to and including termination.

Cell Phone Use/Texting While Driving

As set forth in the National Handbook, the Company prohibits employees from using cellular phones for business reasons while driving, for any reason while driving for work-related purposes and while driving a company-owned vehicle.

Employees should also be aware that texting while driving is a violation of Colorado law, in addition to being a violation of company policy. It is also a violation of Colorado law and company policy to use earphones while driving, unless the earphone is built into protective headgear or is a device that only covers one ear and is connected to a wireless, handheld telephone.

Acknowledgement

I acknowledge that I have received a copy of the Hyde Park Burgers “Guidelines for All Team Members and States’ Addendum Supplement”. I understand the guidelines contained in it, and I have had the opportunity to ask questions about it and discuss the guidelines with my Supervisor or another representative of the Company. I agree that I will conform to these guidelines. I also acknowledge that I have been provided with a copy of the Colorado Overtime and Minimum Pay Standards Order (COMPS ORDER #37) poster information, as shown under the Colorado supplement section.

I understand that the guidelines contained in this document have been adopted voluntarily by Hyde Park Burgers and are not to create, nor should be construed to constitute, a contract between Hyde Park Burgers and any of its Associates (including me). I am an “at will” employee, meaning that my employment is for no definite period of time and may be terminated by me or Hyde Park Burgers at any time, with or without notice for any reason or no reason.

I understand that these are guidelines for All Team Members. I also understand that Hyde Park Burgers reserves the right to change or alter the policies and practices at any time.

Name: _____

Signed: _____

Date: _____