

Employee Handbook

prepared for

shari kline inc

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Employee Handbook

TRADITIONS LINENS

SHARI KLINE, INC.

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INTRODUCTION

Welcome to shari kline, inc., hereinafter referred to as “Traditions” or “the Company”. Whether you have just joined Traditions or have been an employee for some time, we are confident you will find our work environment fosters and rewards innovation, encouraging employees to find the best possible solutions, whatever the challenges.

We believe the success of Traditions depends on the ability, skill, cooperation and pride of workmanship of every employee. We sincerely hope that you share our desire to continue our successful operation.

As a Traditions employee, you need to know the policies and rules that affect you in your relationships with other employees and with Traditions. The purpose of this handbook is to provide a clear understanding regarding this relationship. It should answer most questions that will arise in the course of your employment.

This handbook has been prepared as a guide and reference to the general policies and procedures of Traditions and not intended to be all-inclusive. The policies and information contained in this handbook do not and should not be considered to create a contract of employment between you and Traditions, and nothing in the reference book binds Traditions to any specific policies, procedures, benefits or definite period of employment.

Aside from the employment at-will relationship explained in this section, no one other than Traditions owner, Shari Kline, has the authority to enter into an employment contract of any kind between you and the Company. Any such contract must be by individual agreement, in writing and signed by you and Shari Kline. No one other than Shari Kline has the authority to make any verbal statements of any kind or at any time, which are legally binding on the Company.

The procedures and policies in this handbook may be updated, modified or discontinued from time to time. Matters are constantly changing, and, therefore, we retain the right to change or cancel this handbook or any other interpretation of it in any manner, with or without notice and with or without consideration. We will try to give notice of changes whenever possible. If you have any questions as to whether a procedure, policy or benefit does or does not pertain to you, please contact the Human Resource Department.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Traditions is committed to a policy of Equal Employment Opportunity and will not discriminate against any employee because of race, color, religion, creed, sex, disability, age, marital status, sexual orientation, gender identity, genetic information, genetic predisposition, national origin, citizenship status or because he/she is a veteran, disabled or otherwise, in regard to any position for which the employee or applicant for employment is qualified.

This commitment extends to all terms and conditions of employment including hiring, job assignment, upgrading, demotion, job posting, layoff or termination, rates of pay or other forms of compensation.

The decisions on hiring are based on the furtherance of the principle of equal opportunity. Promotion opportunities are open to all on an equal basis with valid requirements considered in filling each promotion opportunity. We are committed to furthering each worker's professional success and providing constructive feedback to employees when needed.

Each employee is to have the same consideration and treatment insofar as compensation, benefits, job assignment, transfers, layoffs, return from a layoff, company sponsored training, education, social and recreation programs. These areas will be administered without regard to race, color, religion, creed, sex, disability, age, marital status, sexual orientation, gender identity, genetic information, genetic predisposition, national origin, citizenship status or because he/she is a veteran, disabled or otherwise.

AMERICANS WITH DISABILITIES ACT (ADA)

Traditions is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the policy of Traditions not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, reasonable accommodations will be provided to a qualified individual with a disability (as defined by the ADA), that has made Traditions aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the business.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resource Department. Traditions encourages individuals with disabilities to come forward and request reasonable accommodation. All such requests will be treated as confidential to the extent possible and no one will be retaliated against in any manner for exercising his/her rights under this policy.

EMPLOYMENT AT-WILL

Employment at Traditions is considered “at-will.” Although we hope our employment relationship will be long-term, either you or Traditions may terminate the employment relationship at any time and for any reason without prior notice.

The terms and conditions within this handbook do not imply an employment contract, nor are any promises or agreements made upon quantity of hours that will be scheduled or length of time a person will be employed.

FOR YOUR INFORMATION

COMMITMENT TO EMPLOYEES

Traditions is committed to implementing fair and effective policies and procedures for its employees.

Our commitments to our employees include:

- Providing equal employment opportunity and treatment regardless of race, color, religion, creed, sex, disability, age, marital status, sexual orientation, gender identity, genetic information, genetic predisposition, national origin, citizenship status, veteran status, or any other protected status in accordance with the requirements of all applicable federal, state and local laws.
- Providing all employees with a safe non-violent workplace.
- Monitoring and complying with applicable federal and state regulations.
- Providing competitive salaries and employee benefits.
- Establishing reasonable hours of work based on our business needs.
- Providing training consistent with our requirements for those whose needs, capabilities, and desires warrant such training.
- Accepting constructive suggestions, which relate to methods, procedures, working conditions, and the nature of the work performed.
- Encouraging open communication for employees to discuss matters of interest or concern with their managers or the Human Resource Department.
- Providing supportive environment to resolve work-related complaints or conflicts.

COMPANY CONFIDENTIALITY

As a condition of employment, each of us has agreed to safeguard all confidential information entrusted to us. The breach of such a confidence could affect the success of Traditions and, consequently, each of us as individuals. Therefore, employees must take all appropriate action to ensure the protection, confidentiality and security of confidential information, as hereinafter defined.

Employees will not, during or after their employment with Traditions (except in the performance of their duties and responsibilities with Traditions, or with Traditions prior written consent) in any form or manner, directly or indirectly, divulge, disclose or communicate to any person, firm, corporation, entity or other third party, or use for their own benefit, any confidential information.

Confidential information shall be divulged, disclosed or communicated only to other Traditions employees who have a need to know in carrying out their duties and responsibilities on behalf of Traditions. "Confidential Information means all information, documents and materials relating to our customers, potential customers, tenants, vendors, manufacturers, research and development, technical processes and procedures, products, raw materials, designs and patterns, human resources, equipment, organizational structure, business plans, financial data, customer credit card information, and any other confidential technical, business, or financial information which is not generally known to the public."

Further, all documents, magnetic media, other materials, or copies of materials containing confidential information made or compiled during the course of employment will remain the property of Traditions.

The removal of technical data, including electronic information, formulations, blueprints, instructions, etc. from company determined premises is prohibited without permission from your manager or the Human Resource Department, and could lead to discipline, up to and including termination.

Any employee who is uncertain about the confidential nature of specific information should ask his/her manager or the Human Resource Department for clarification. Employees will be subject to appropriate disciplinary action, up to and including termination, for knowingly or unknowingly revealing information of a confidential nature.

If you are aware of a breach of this policy, you must advise your manager or the Human Resource Department immediately.

PERSONAL INFORMATION

It is important that employee information, and related information about family status, be kept up to date. Every employee is responsible for reporting personal information changes, such as those listed below, to the Human Resource Department in a timely manner.

- Address
- Telephone numbers
- Emergency contact
- Legal name changes and/or marital status change
- Income tax exemption withholding
- Profit sharing plans
- Insurance information changes

PERSONNEL FILES & INQUIRIES

The company maintains confidential employment records. This company will deny access to these files to creditors, collection agencies and other outside sources, except where you have given your written consent, or the company is subpoenaed.

Under no circumstances should an employee provide another individual or company with information regarding current or former employees of our company. If you receive a request for reference information, please forward it to the Human Resource Department.

It is our policy to protect the privacy of each employee. We also are committed to the proper handling of personal information that is gathered as a result of the employee/employer relationship.

CONFLICTS OF INTEREST

Traditions respects the rights of employees to engage in outside activities which are private in nature and do not conflict with, or reflect adversely upon, their responsibility to Traditions. Employees must not misuse Traditions resources or influences or discredit the Company's good name and reputation.

Employees shall refrain from using their positions with Traditions to supplement their income directly or indirectly or to obtain other material benefits. Employees shall also be free from any influence, interest or relationship that interferes or might be thought to interfere with the independent exercise of their judgment in the best interest of Traditions.

Although it is not possible to specify every action that may create a conflict of interest, this policy sets forth the ones that would most frequently present a problem. Examples of activities contrary to this policy include:

- Owning financial interest in, or holding a position with a supplier, customer, competitor or agent.
- Accepting fees, gifts, loans, favors, kickbacks or unusual entertainment from a supplier, customer, vendor, competitor or any agent of same.
- Competing with Traditions.
- Having an outside interest that keeps the employee from carrying out his/her duties fully or that is harmful to Traditions.
- Maintaining employment outside of Traditions that interferes with his/her ability to successfully perform his/her duties with Traditions.
- Giving out confidential information or taking it from company offices for any reason not in the best interest of Traditions. This includes private discussions with, and the giving of advice to, others in any of Traditions' areas of business.
- Influencing company suppliers, banks, vendors, customers or any other entity to get special consideration or allowances connected with personal finances.

When employees represent Traditions off the work site, such as at a trade show, they are there to represent Traditions only. They may not engage in self-promotion of any kind while on company time.

Traditions must rely on the integrity of its employees and their ability to recognize and avoid activities that conflict with their duties to Traditions. If any employee has questions whether an action or proposed course of conduct would create a conflict of interest, he/she should immediately contact his/her manager, or the Human Resource Department, to obtain advice on the issue.

Employees must avoid even the appearance of impropriety by promptly disclosing in writing to their manager or the Human Resource Department any circumstance that might contravene this policy so the situation can be evaluated. Employees shall also report all attempts by individuals or entities to give them gifts of any amount to their manager or the Human Resource Department. Violation of this policy may result in disciplinary action, up to and including termination.

CLASSIFICATIONS OF EMPLOYMENT

For purpose of salary administration and eligibility for overtime payments and employee benefits, Traditions classifies its employees as follows:

Regular Full-time Employees – Employees who maintain continuous “regularly scheduled” hours of 40 or more per work week on a regular basis. Such employees may be “exempt” or “non-exempt” as defined below.

Regular Part-time Employees – Employees who maintain continuous “regularly scheduled” hours of less than 40 per work week on a regular basis. Such employees may be “exempt” or “non-exempt” as defined below.

Temporary Employees – Employees hired specifically to meet seasonal demand or hired short-term for circumstances such as a sudden increase in workload or special events. Temporary employees may work part-time or full-time and are not eligible for company benefits unless otherwise qualified by law.

Commissioned Salespeople - Employees hired with the arrangement that some or all their wages are earned on a commissioned basis. Commissioned salespeople will have a personalized sales agreement outlining how and when commissions are earned and paid. Such employees may be either part-time or full-time and “exempt” or “non-exempt” as defined below.

Additionally, employees are either exempt or non-exempt:

Exempt Employees – Employees who are not required to be paid overtime, in accordance with applicable state and federal wage and hour laws, for work performed beyond 40 hours in a work week. Executives, professional employees, outside sales representatives, and certain employees in administrative positions, are typically exempt from overtime compensation, provided they meet salary and duty tests.

Non-exempt Employees – Employees who are required to be paid overtime at the rate of one and one-half times their regular rate of pay for all hours worked beyond 40 hours in a work week, in accordance with applicable federal and state wage and hour laws.

Please direct any questions regarding your employment classification or exemption status to the Human Resource Department.

PAYDAY & PAYROLL PERIODS

Payday is every Thursday.

The pay period begins each Monday and ends on Sunday, with your pay stub being distributed the following Thursday. Wages may be received via check or direct deposit, with no fees to the employees associated with either payment method.

To ensure accurate payroll processing, employees are responsible for submitting all required paperwork (commission slips, mileage reimbursement, etc) and/or timecards in a legible and timely manner. All required paperwork must be submitted by noon on Monday. Failure to submit proper paperwork on time may delay payroll processing and disciplinary action may be taken.

Payroll checks/direct deposit stubs will only be distributed to you. Written authorization for another individual to pick up your paycheck/direct deposit stub in case you are not able to pick it up can be given to the Human Resource Department.

If you discover any error in your pay, please notify the Human Resource Department immediately. Errors will be corrected and will be resolved in your next paycheck.

When payday occurs on a holiday, you will be paid on the day before the holiday.

PAYROLL DEDUCTIONS

The following will be automatically deducted from your paycheck:

FICA: your Social Security and Medicare contributions are based upon your gross wages up to a maximum as set by law

Federal Withholding Tax: deduction is based upon your marital status and number of exemptions per IRS Tax Tables

State Income Tax Withholding: deduction is based upon your marital status and number of exemptions per state-specific tax tables

New York State Insurance: deduction for employee's contribution to NYS Disability and NYS Paid Family Leave

Court-ordered Deductions: ex: Garnishments, Judgments or Liens

Elective Deductions: ex: health insurance, Aflac, Simple IRA

DIRECT DEPOSIT

All employees are encouraged to take advantage of direct deposit of their payroll check into the bank(s) of their choice. Enrolling in direct deposit is not mandatory and does not incur any fees to the employee. If you would like to take advantage of this benefit, please contact the Human Resource Department for the appropriate Direct Deposit Employee Authorization Form. Once enrolled, you may revoke authorization at any time by written request.

HOURS OF OPERATION

Traditions' main office and warehouse operate Monday through Friday from 8:30 AM to 5:00 PM. Employees will normally work between the hours of 8:30 AM and 5:00 PM. The standard workweek for full-time employees is 40 hours per week (not including meal periods). Schedule of days and hours may vary based on the position and the needs and requirements of each department. Employees will be informed of their work schedule by their manager.

At any time, managers reserve the right to require changes in normally scheduled shifts and/or extended hours due to personnel shortages, increased workload, weather conditions, equipment failure and other unforeseen circumstances. Every effort will be made to give as much advanced notice as possible; however, that may not be possible in all circumstances.

ATTENDANCE & PUNCTUALITY

Attendance at work is a major responsibility of each employee. Employees are required to report to work and be prepared for duty at the beginning of their work period. Lateness or absence from work can cause delays, and/or require temporary assignments of other people and increase costs.

Employees who must schedule a personal appointment, such as for the dentist, during their normal work hours are encouraged to make the appointment either early in the morning or late in the afternoon, reducing the need to disrupt the entire workday.

If you are ill, or going to be late, you are expected to notify your manager or Shari Kline *by phone* as far in advance of your shift as possible. If neither is available, you must leave a voicemail message with a callback number for either your manager or Shari Kline. An email or text notification is not acceptable.

Vacation and/or PTO must be used for this time away from work. Failure to contact your manager or Shari Kline under these circumstances may result in disciplinary action, up to and including termination. If you are absent for 3 consecutive days without notifying your manager or Shari Kline, it will be considered job abandonment and employee has voluntarily quit.

Some positions may require travel. This may include day long trips or overnight multi-day travel, such as for events or shows. Some travel may require the need to fly or utilize other means of public transportation, whereas some travel may require the use of your own personal vehicle or rental vehicle. Upon hire, your manager will advise if your position is subject to potential travel.

TIME CLOCK & RECORD KEEPING OF TIME

It is the policy of Traditions to comply with applicable laws that require records to be maintained of the hours worked by our employees. To ensure accurate records are kept of the hours you actually work (including overtime hours where applicable), of leave time you have taken, and to ensure that you are paid in a timely manner, you will be required to record your time worked.

Hourly employees are required to punch a time clock at the beginning and end of their shift, as well as in/out for all meal periods. All overtime needs to be pre-approved by your manager.

Salaried employees are required to complete a time sheet itemizing time of arrival and departure for all shifts, meal periods and unpaid time off. This time sheet must be submitted to the Human Resource Department on a weekly basis.

Falsifying or altering your own or another employee's time records is a violation of this policy and is grounds for immediate termination. Any errors or necessary corrections to timecards must be done so by the Human Resource Department. Any questions as to how to maintain and record hours of time worked should be directed to the Human Resource Department.

MISCELLANEOUS

When leaving the building other than lunch or quitting time, (ex: when leaving for a dental or doctors. appointment), you must have the consent of your manager. As a professional courtesy and in the case of an emergency, all employees should communicate with their manager when leaving the building at any time.

DRIVE TIME & MILEAGE REIMBURSEMENT

Should the need arise for employees to use their own personal vehicle for authorized company business; the Company will reimburse mileage at the current IRS Standard Mileage Rate. Bridge toll reimbursement will be the price paid at the toll booth.

Mileage and/or toll reimbursement does not cover miles and bridge crossings for normal commutes to and from the office or other local location in which the employee is scheduled to work for the day. Additionally, time spent commuting to the applicable office or local site is not considered time worked, rather the time clock starts when the employee is engaged to work at the office or location and ends when the employee leaves the site to go home.

If an employee works an event or special assignment outside our local area and returns the same day, time spent driving from home to and from the train or bus station is considered normal commute time, however, the Company will pay the employee their normal wage for time spent traveling on the train or bus to and from the destination.

Employees who are instructed by management to drive between office and/or event locations during the workday using their own personal car will be reimbursed for mileage at the IRS Standard Mileage Rate. For toll reimbursement, the employee needs to request a receipt at the toll booth upon crossing. Hourly employees who must transport between office and/or event locations during the workday, this will be considered time worked and be paid at their normal hourly rate.

To be reimbursed for mileage and/or tolls, the transport must have been preapproved by your manager or the Human Resource Department. The employee must submit to the Human Resource Department a written expense report before the end of the pay period, indicating the date, purpose of the trip and mileage involved. Toll receipts must be submitted along with the expense report in order to be reimbursed for toll charges. Mileage and/or tolls may not be reimbursed if it is not claimed in the pay period it was incurred.

MEAL PERIODS

Employees will receive a 30-minute unpaid meal period when working a shift of 6 hours or more. Employees are expected to consult with each other to organize meal periods to ensure continual coverage throughout the day. Employees may leave the building if they choose to do so.

At any time, managers reserve the right to change normally scheduled meal periods due to unforeseen circumstances. Every effort will be made to give as much advanced notice as possible; however, that may not be possible in all circumstances.

Additional meal periods as required by Labor Law §162 shall be provided under the applicable circumstances. You must record on your time sheet and/or punch in and out for all meal periods; failure to do so may result in disciplinary actions.

BREAK PERIODS

All employees working an 8-hour shift are allowed one (1) 10 minute break in the morning and one (1) 10 minute break in the afternoon if workloads permit. Breaks are not guaranteed, and employees must be readily available to return to work should department coverage be needed.

OVERTIME

All hours worked in excess of 40 hours per week for non-exempt employees will be paid at one-and-a-half (1½) times your regular rate of pay.

To receive overtime, you must have worked in excess of 40 hours in the current week. Time off on personal, sick or vacation time, holidays, or any leave of absence will not be considered hours worked when calculating overtime.

Every effort will be made to give you adequate notice whenever overtime work will be required. Employees may not work overtime on their own initiative; overtime must be pre-approved by managers.

BAD WEATHER POLICY

Unless Traditions is closed, all employees are expected to come to work. Employees may choose to stay home but will have to use their available vacation and/or PTO. Employees **MUST** notify their manager if they are not going to be at work. All managers are then required to inform the Human Resource Department of any absences. If your manager is unavailable, please notify the Human Resource Department directly.

If Traditions is open for business and you arrive at work after your scheduled shift time, that time is charged to you as vacation and/or PTO. If you have no vacation and/or PTO remaining, this time will be unpaid.

If a county-wide State of Emergency travel ban should be declared, either in Columbia County or in an employee's county of residence, persons may not travel on that county's roads for any purpose other than emergencies. Employees who are affected by such declarations will not be paid for the hours lost but may choose to use any accrued and unused vacation and/or PTO for those hours.

It is the responsibility of each employee to be aware of any State of Emergency travel ban declaration and it is not the responsibility of the Company to inform employees when not to report for duty.

If management decides to open late due to bad weather, or should potentially dangerous weather develop during the day and a decision is made to close the business early, you will not be paid for the hours lost at the beginning or end of your shift. However, you may choose to use any accrued and unused vacation and/or PTO for those hours.

Other than a State of Emergency travel ban declaration, the Company will make every effort to notify employees in advance when it is not necessary to report to work. In the event you report for work without being notified in advance that your services are not needed, you will be compensated in accordance with applicable state and federal wage and hour laws.

EMERGENCY CLOSINGS

If it is necessary for the Company to close for any unforeseen circumstances, such as flood, power outage, fire, water main break, etc. employees will not be paid for the hours lost. However, you may choose to use any accrued and unused vacation and/or PTO for those hours. If you have no vacation or PTO remaining, this time will be unpaid.

The Company will make every effort to notify employees in advance when it is not necessary to report to work. In the event you report for work without being notified in advance that your services are not needed, you will be compensated in accordance with applicable state and federal wage and hour laws.

DRESS CODE POLICY

Traditions' personnel are expected to wear appropriate business casual attire. Employees are always to observe good personal hygiene habits. Clothing must be clean, in good condition and not a safety hazard. If a manager feels that an employee's personal appearance is not appropriate, the employee may be asked to wear a company issued smock for the remainder of the workday.

If you need clarification regarding any of the above guidelines, please direct questions to your manager.

ANSWERING THE COMPANY PHONE

All employees are to answer the phone using the company name in a respectful manner. It is preferred that the phone be answered within three rings.

PERSONAL CALLS & CELL PHONE USE

Telephones are installed for the purpose of conducting company business. Personal telephone calls take time away from work, and spending time on the phone can put a greater workload on other employees. Although necessary at times, incoming and outgoing personal calls should not detract from your work.

Cell phone use, which includes texting, is restricted to meal and break periods or emergency situations only. While at work, all employees are required to stay compliant with federal and state cell phone laws. The Company prohibits the use of cell phones that create unsafe work situations.

Employees should inform their friends and family members of this policy and instruct them to make phone calls to you during non-work time whenever possible. The Company is not liable for the loss or damage of personal cell phones brought into the workplace.

COMPUTER, INTERNET, SOCIAL MEDIA & EMAIL USAGE

The computer and email systems are owned by Traditions and are provided and intended for business use. All messages and other information communicated through these systems are the property of Traditions. The use of this equipment for personal purposes is prohibited.

Visiting web sites or opening an email that may contain inappropriate material is grounds for disciplinary action. Any spam email that is received must be immediately deleted. The downloading of information should be kept to a minimum. It is extremely important that you are aware of the dangers of opening attachments that may contain a virus. A virus could contaminate Traditions entire computer system. Internet and email usage may be monitored. Misuse of these systems may result in disciplinary actions, including termination.

Examples of misuse of the systems include, but are not limited to: offensive or harassing statements based on age, race, sex, sexual orientation, national origin, disability or other characteristics; statements that could be construed as defamatory; profane or obscene material; violations of copyright or trade secrets; sending chain letters; soliciting money for religious or political causes; or participation in chat rooms or bulletin boards. Employees encountering or receiving this kind of material should immediately report the incident to the Human Resource Department.

Employees should always conduct themselves in a professional manner. Email messages are sometimes misdirected and often forwarded and may be seen by persons other than the intended recipient. Users should create messages with the same care, judgment and responsibility they would use for letters and memoranda written on Traditions letterhead. Email passwords must always be made available to the Company. Please notify your manager if you need to change your password.

Employees cannot use employer-owned equipment, including computers, phones, company-licensed software or other electronic equipment, facilities on company time to conduct personal blogging or social networking activities. Use of personal devices while on work time is discouraged and may be addressed as a performance issue.

Consistent with applicable federal and state law, Traditions reserves the right to monitor usage of the computer and email systems for any reason. The privacy of email, and similar data should not be presumed. Employees shall not use unauthorized codes or passwords to gain access to others' files. Traditions reserves the right to terminate any user's access to the mail system and to take other appropriate disciplinary action in the event of misuse or abuse of the mail system.

Questions regarding this policy should be addressed to the Human Resource Department.

SMOKING POLICY

Traditions is a non-smoking facility. Smoking, which includes e-cigarettes and vaping, is not allowed in Traditions' buildings, on company grounds or in company vehicles. Smoking while on a job or event site must follow the rules applicable at that site. Cigarette butts must always be disposed of properly.

EMPLOYEE PARKING

To allow adequate parking for customers and guests, employees are expected to park in the designated areas located in the back of the building at the Claverack location, unless preapproved or directed otherwise by management.

MAINTAINING WORK AREAS

Employees are required to keep all work areas of Traditions clean and in orderly condition. Prior to the end of each shift, employees are expected to put away all tools, materials and equipment; properly dispose of any garbage; and make sure the showroom and offices, as well as all other areas of Traditions, are organized and clean.

PERSONAL PROPERTY

Traditions assumes no risk or responsibility for any loss or damage to employee personal property in facilities, vehicles or parking areas, whether on Traditions property or while on a job site. All employees should be certain their own personal insurance covers the loss of any belongings. Traditions recommends all employees leave valuables at home.

Any personal items brought on premises or a job site deemed inappropriate by Traditions will be removed immediately, with or without notice.

COMPANY PROPERTY

The protection of our property and company assets is vital to the interests and success of Traditions. No Traditions related information or property, including documents, files, records, computer files, equipment or office supplies may be removed from Traditions premises (except in the ordinary course of performing duties on behalf of Traditions) without prior authorization.

In addition, if an employee leaves the employ of Traditions the employee must return all Traditions related information and property that the employee has in his/her possession to Traditions. This includes information stored on a personal computer or computer disk.

Employees are expected to exercise care in the use of company equipment and property and use such property only for authorized purposes. No property may be removed from the premises without the proper authorization from management. Loss, damages or theft of company property should be reported at once to your manager or the Human Resource Department. Negligence in the care and use of company property, or other violation of this policy will result in appropriate disciplinary action, up to and including termination.

COMPANY CREDIT CARDS

The Company may provide eligible employees the opportunity to use company credit cards for approved company expenses. Company credit cards are to be used for business expenses only and not to be used for personal expenditures. Employees are expected to keep ALL receipts of charges made to the credit card and must submit expense reports weekly for reimbursement of the expenses, along with their weekly timesheets or attendance records.

Employees shall be personally responsible for any charges to company credit cards, or charges placed on the employee's personal credit card with the expectation of company reimbursement, that are not preapproved by the Company. Likewise, employees shall be personally responsible for any charges without accompanying receipts. Employees are subject to appropriate disciplinary action by reason of their failure to follow this policy, which may include, but not limited to, termination and/or criminal charges. Additionally, all unauthorized expenses must be paid back to the Company immediately, even upon termination of employment.

If a company credit card becomes lost or stolen, your manager, the Human Resource Department and the card issuer must all be notified as soon as possible. It is the employee's responsibility to take appropriate care to ensure against loss or theft. Upon an employee's termination, the card must be returned to the Company immediately.

HANDLING CUSTOMER PAYMENTS

All payments received from Traditions' retail customers (cash, checks and/or credit card receipts) are required to be placed in the cash register immediately. All payments received from Traditions' wholesale customers (checks and/or credit card information) must be entered in the system properly, then filed securely and/or shredded per credit card handling procedures available from management. At no time should sensitive customer information be left in the open or stored improperly.

Company cash is never to be used for purchasing or personal use, even for a short amount of time. No bank deposit shall be made, nor should any monies be removed from the premises, without consent from management. Violation of this policy may result in disciplinary action, up to and including termination.

VEHICLES GUIDELINES

All employees who operate a vehicle on company business must drive defensively and adhere to the Vehicle Guidelines below:

1. At no time shall any company vehicle, or personal vehicle used in the course of employment, be operated in an unlawful or reckless manner. Operate your vehicle to prevent accidents in spite of the incorrect actions of others and adverse conditions.
2. Any vehicle utilized while on company business is only authorized to carry company personnel or other business-related passengers (co-workers, customers, vendors, trainees, etc.). Unauthorized personnel are prohibited from operating or riding in vehicles during company related usage.
3. All occupants in company vehicles are always required to wear the shoulder and lap seat belts while in transit.
4. Employees will adhere to the established Traditions' guidelines for safe cell phone use, including those owned and/or assigned by Traditions.
5. Observe county, state, and federal traffic regulations always while operating company vehicles. A valid driving license must be carried in the employee's possession while operating company vehicles.
6. No consumption of alcoholic beverages or drugs while operating or occupying company vehicles. Operation of vehicles while under the influence of alcohol or drugs is strictly prohibited. The possession of alcoholic beverages or drugs in a company vehicle is strictly prohibited.
7. Employees are not allowed to smoke in any company owned vehicle.
8. Complete an accident report for any accident with a company vehicle, regardless of amount of injury or damage, and turn it into your manager. If you are involved in an accident:
 - Stop at once
 - Protect the scene
 - Do not argue
 - Record names and addresses
9. Company vehicle(s) are to be used for company business only. Personal use of company vehicles is strictly prohibited.
10. An employee who has used a company vehicle is expected to report any issues with the operation or maintenance of the vehicle to his/her manager upon return to company grounds.

DRIVING RECORD

Employees in positions where the operation of a motor vehicle is an essential duty of the position must present and maintain a valid driver's license and acceptable driving record to our insurer. Changes in your driving record must be reported to your manager or the Human Resource Department immediately. Violations of this policy could affect your wages/salary or be sufficient cause for termination or job reassignment.

EMPLOYEE GIFT POLICY

To avoid impropriety and maintain unbiased professionalism, Traditions employees or members of his or her family may not seek or accept any payment, cash, service, gratuity, gift, entertainment, personal travel, or other favor, from any individual or organization doing or seeking to do business with Traditions. Employees must inform their manager in the event any such offers are made.

EMPLOYEE PURCHASES

Products sold by Traditions which are for the personal use of the employee may be purchased at a discounted price. Purchases may only be made at the end of your shift or during your breaks. No items will be removed from the premises unless it is paid for by the employee.

MATERIAL PURCHASES ON BEHALF OF COMPANY

Any supplies or materials purchased with Traditions funds, or with the expectation of reimbursement from Traditions, must be approved by management prior to the purchase. Purchases which have not been pre-authorized will not be reimbursed.

SOLICITATION & DISTRIBUTION OF LITERATURE

Solicitation while at work is a problem for both employees and Traditions. The problem for employees is that of being pressured by fellow employees into supporting, contributing or buying an unwanted item in order to “get along with” the solicitor. For Traditions, solicitation of any kind during working hours interferes to some extent with productive work and, therefore, increases costs. No Solicitation & Distribution Rules:

- Solicitation and/or distribution of literature by non-employees on company property is always prohibited.
- Solicitation by employees on company property is prohibited when the person soliciting, or the person being solicited is on working time. Working time is the time employees are expected to be working and does not include authorized lunch or break periods.
- Distribution of literature by employees on company property in non-working areas during working time, as defined above, is prohibited.
- Distribution of literature by employees on company property and in working areas is always prohibited.

Examples of solicitation include: distribution and posting of literature on bulletin boards or other public places including electronic mail or voicemail; collection for Christmas gifts or gifts to sick or retiring employees; church or school building fund drives; drives for various charities; the sale of raffle tickets, chances, fair tickets, foodstuffs, and other products. The sole exception to this rule’s restrictions is solicitation authorized by Traditions for business purposes. If you have any questions, please contact the Human Resource Department.

RULES AND STANDARDS OF CONDUCT

Rules are necessary for the safe and efficient operation of the Company. These rules and those found elsewhere in this book were established for your protection and welfare, as well as that of the Company. Violation of any company rule may result in disciplinary action, up to and including termination.

Examples include, but are not limited to:

- Employees are always to be sensitive to the importance of providing courteous treatment to coworkers and customers.
- Consumption or taking of any company merchandise (unless authorized) is theft and may result in immediate termination.
- The use of racial slurs aimed directly or indirectly at any employee of Traditions will not be tolerated and may be considered grounds for termination.
- No employee shall interfere with, restrict production, or contribute to the slowdown of work of other employees.
- Gambling is not permitted on company property.
- No employee shall willfully or negligently tamper with, misuse, waste, mutilate, deface, destroy, or damage any equipment, supplies, merchandise, notice, bulletin, or sign belonging to the Company.
- Solicitation of funds for any purpose is not allowed.
- All recyclable materials are to be disposed of properly in available recycling containers.
- Any solid waste disposal dumpster on company grounds shall be used for business only. No personal trash may be discarded in company dumpsters.
- No employee shall make slanderous comments about Traditions, or any of its employees or customers, on any social media outlet, whether on or off working hours.
- Employees are not to destroy or delete any paperwork or document until the appropriate time frame passes per applicable document retention guidelines.

Any questions pertaining to any of these rules or standards of conduct should be directed to the Human Resource Department.

TRAVEL BEHAVIOR

At company functions, including promotional events with clients, lunches, dinners, parties and/or any event where an employee is representing Traditions, employees are always expected to behave in an appropriate and professional manner.

JOB POSTING

The Company encourages the personal and professional growth of its employees. When at all possible, positions available at Traditions will be offered to employees first.

EMPLOYEE REVIEW

The purpose of an employee review is to provide for an exchange of information between manager and employee on job performance, as well as establish plans and goals for the upcoming year. Managers will conduct reviews at least once per year, at which time the review will be discussed openly with you.

DISCIPLINARY ACTIONS

Traditions holds each of its employees to standards of conduct and policies as outlined in this handbook. When an employee deviates from these rules and standards, Traditions will take corrective disciplinary action.

Disciplinary actions may entail verbal, written, suspension, final warnings, or termination and it is at the Company's discretion to determine if/when corrective action will be taken. In deciding which initial corrective action would be appropriate, your manager will consider the severity of the infraction and the circumstances surrounding the matter, along with the employee's previous record. Traditions considers certain rule infractions and violations of standards as grounds for immediate termination of employment.

Further, since employment at Traditions is "at-will", employees may be terminated at any time with or without cause and with or without prior disciplinary counseling or notice. Nothing in this Handbook or any other Traditions document is intended to modify this "at-will" employment; promises progressive discipline or disciplinary counseling; or promises notice in circumstances where Traditions determines immediate termination or discipline to be appropriate.

TERMINATION OF EMPLOYMENT

Employees are expected to provide a minimum of 2 weeks' notice of their intention to separate from the Company in order to allow a reasonable amount of time to transfer ongoing workloads. It is expected that written notification will be provided to the Human Resource Department.

Upon termination, whether voluntary or involuntary, all company-issued keys, handbooks, tools and equipment must be returned to Traditions. If any item belonging to Traditions, or any of its customers, vendors, or affiliates, is not returned in acceptable condition, applicable reimbursement costs may apply.

For voluntary separations, provided a minimum of 2 weeks' notice was given of intent to resign, all accrued and unused vacation time will be paid out. Upon separation of employment for any reason, unused PTO is forfeited. Employees may not use PTO or vacation time during this 2-week final period. In the event you are terminated involuntarily or do not give a minimum of 2 weeks' notice, no vacation time will be paid out.

To obtain information regarding any benefits you are currently receiving, please contact the Human Resource Department. It is your responsibility to notify the Company if your address changes during the year in which you separated employment from the Company so your tax information can be sent to the proper address.

COMPANY BENEFITS

WORKERS' COMPENSATION INSURANCE

Traditions provides workers' compensation insurance at no cost to its employees. This policy covers any injury or illness sustained in the course of employment with the Company. Any work-related injury or illness should be reported immediately to your manager and the Human Resource Department, no matter how minor the on-the-job injury may appear.

Neither the Company nor its insurance carrier will be liable for workers' compensation coverage for any injury sustained during an employee's voluntary participation in any off-duty recreational, social or athletic event arranged by the Company.

If an employee is absent from duty on a workers' compensation related claim and wages are not being paid to the employee by the Company, then continuation of any payroll deductions are the responsibility of the employee.

A fitness for duty release must be presented prior to the employee returning to work. If your doctor has released you for duty yet you fail to report to work on your expected date of return, this will be viewed as job abandonment and your employment will be terminated.

Workers' compensation fraud is a punishable Class E felony. Fraud occurs when someone knowingly, with intent to defraud, makes a false, material statement to obtain or deny a benefit. Any fraud violation is punishable by law up to and including imprisonment. Any employee convicted of a fraud violation may be subject to disciplinary action up to and including termination.

NYS DISABILITY BENEFITS

The New York State Disability Law protects you when you are unable to work for more than 7 calendar days, due to illness or injury that occurs off the job. This benefit can pay up to 26 weeks of benefits after the 7 working day waiting period. Employees are eligible for this coverage after four or more consecutive weeks of full-time employment or 25 days of regular part-time employment with the Company. Other employees may also be eligible for this insurance, depending on the employee's previous employer. If you need to apply for disability benefits, please contact the Human Resource Department for the appropriate forms.

NYS PAID FAMILY LEAVE BENEFITS

The New York State Paid Family Leave Law (PFL) provides employees partial wage replacement benefits while you are out of work to bond with a child, care for a close relative with a serious health condition, or during times when some family members are called to active military service, for up to 12 weeks (a 4-year phase in period starts January 1, 2018) during a 52-week period. In addition, employees are guaranteed to be able to return to their job/comparable position and continue their health insurance while on PFL.

Per NYS, participation in PFL is mandatory for most positions and will be payroll deducted. The employee's cost of coverage is a percentage of their weekly wage (currently 0.126%), up to a maximum as determined by law. This may change each year as NYS releases updated guidelines. To be eligible to take PFL, employees averaging 20 hours or more per week must be employed for 26 weeks and employees averaging less than 20 hours per week must have worked for 175 days. Length of time is determined from date of hire/rehire. Time off for paid vacation, sick and personal leaves, as well as layoff situations and breaks for seasonal positions with expectation of returning, constitute continual employment. Time off for qualified NYS Disability or workers' compensation leave, as well as any unpaid personal leave of absence will not count toward eligibility determination.

Employees hired on a temporary, seasonal or intermittent basis may be eligible to waive participation. If you elect to waive participation and your position changes in the future rendering you eligible, the waiver will automatically be revoked by law and you may be responsible for retroactive deductions from your initial date of hire/rehire. See management for waiver forms and guidelines.

To determine if your situation meets the requirements for PFL, please see the Human Resource Department for specific details on which life events qualify. Employees must provide the Human Resource Department with at least 30 days' advance notice before leave is to begin if the qualifying event is foreseeable, such as expected birth, adoption, or planned medical treatments. When 30-day advance notice is not feasible, such as for medical emergencies, notice must be given as soon as both possible and practical. Time off for PFL may only be taken in full day increments.

Employees must notify Human Resource Department before each event expressing the type of leave requested, anticipated timing, and duration of the leave. Claim forms may be obtained from the Human Resource Department. The Company will not file a claim on behalf of any employee. Employees are responsible for completing and submitting a Request for Paid Family Leave and Certification, along with all supporting documentation, to the insurance carrier directly within 30 days or claims may be denied.

Should a family member be employed by the Company who is also eligible for the same qualifying event, employees may not take PFL concurrently. Should an employee also be eligible for NYS Disability (DBL) benefits for his/her own short-term disability, the maximum amount of time that can be taken for both DBL and PFL combined cannot be more than 26 weeks during a 52-week time period.

Employees may not use available vacation and/or PTO concurrently with PFL, however, if you request time off for PFL and you don't submit a claim or your claim is denied, you will be required to allocate available vacation and/or PTO for that time off. If you do not have any vacation and/or PTO available, this will be considered an unexcused absence and be subject to other applicable company attendance policies. Employees have the right to arbitrate denied claims with the insurance company. An employee who fraudulently obtains PFL, or who uses PFL for unauthorized events, is subject to disciplinary action, up to and including termination.

Employees who contribute to the cost of their health insurance must continue to pay their portion of the premium cost while on Paid Family Leave. Failure to pay your portion of the premium in a timely manner may result in termination of coverage. It is the employee's responsibility to ask the Human Resource Department about how to handle any and all payroll deductions while on leave.

VACATION

After 90 days of continuous employment, regular full-time employees are granted vacation time on a calendar year basis (January 1st to December 31st) as follows:

- At the end of a 90-day waiting period following initial employment, employees will accrue 0.02 hours vacation time for each regular hour worked, overtime not included. For employees working a normal 40-hour work week, this will accumulate to one-week (40 hours) vacation time in one full calendar year.
- On January 1st after 3 completed years of continuous employment, employees will accrue 0.04 hours vacation time for each regular hour worked, overtime not included. For employees working a normal 40- hour work week, this will accumulate to two weeks (80 hours) vacation time in one full calendar year.

Vacation leave must be pre-approved and must be requested no less than 30 days in advance. Employees are encouraged to submit vacation requests as far in advance as possible. Employees may take up to one-week (40 hours) vacation at a time.

The Company may or may not approve the requested vacation depending on workload and other conditions. Managers will resolve conflicting leave requests within a department by considering factors such as staffing needs, seniority, length of desired vacation and elapsed time since employee's last vacation.

If a paid holiday occurs during an employee's vacation, the employee will receive holiday pay for that day instead of vacation pay.

Vacation time is granted at the start of each calendar year; if not taken, it will be lost. Upon termination, if you give the Company a minimum of 2 weeks written notice of your intention to resign you will receive any unused accrued vacation time on a prorated basis.

NYS PAID SICK LEAVE

Employees receive 1 hour of paid sick leave for every 30 hours worked. TL at Home provides 40 hours sick leave per calendar year.

Sick leave may be used:

- For mental or physical illness, injury, or health condition, regardless of whether it has been diagnosed or requires medical care at the time of the request for leave.

- For the diagnosis, care, or treatment of a mental or physical illness, injury or health condition or need for medical diagnosis or preventive care.

Safe leave may be used:

- For an absence from work when the employee or employee's family member has been the victim of domestic violence as defined by the State Human Rights Law, a family offense, sexual offense, stalking, or human trafficking.

Leave Increments of 15 minutes, 1 hour, as needed. Maximum is 40 hours per calendar year, paid at normal rate of pay and cannot be rolled over to the next calendar year start January 1st.

PAID TIME OFF (PTO)

After 90 days of continuous employment, regular full-time employees are granted PTO on a calendar year basis (January 1st to December 31st) as follows:

- At the end of a 90-day waiting period following initial employment, employees will receive 16 hours of PTO time, and at the beginning of each calendar year thereafter.

If you need to request PTO for “personal” reasons and/or scheduled appointments, you must notify your manager or Shari Kline as far in advance as possible. When using PTO for “sick” time, if you are unable to report for work because of illness or for any other reason, you are expected to notify your manager or Shari Kline before your scheduled start time.

For regular full-time employees, if you work less than 40 hours in any one week, PTO will be used for the additional time to bring your total hours paid to 40. PTO time may not be used to call in sick the day before or after a holiday. If an employee does call in sick and is not able to provide a doctor's note for the illness, he/she will not be paid for that day or the holiday.

Paid time off is granted at the start of each anniversary year; if not taken, it will be lost. Employees who develop a pattern of abuse surrounding PTO may be subject to disciplinary action, up to and including termination. Upon separation of employment, no unused PTO will be paid out.

UNPAID TIME OFF

Each employee is responsible for monitoring what time he/she has remaining for vacation and PTO. Employees are only allowed to take vacation and PTO that is allotted to them. If allotted vacation and/or PTO is exceeded there may be disciplinary actions taken. Time off without pay is not allowed unless preapproved by management.

HOLIDAYS

The Company observes the following six holidays each year:

New Year's Day	January 1 st
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25 th

All regular full-time employees normally scheduled to work these days will have the day off with pay. Unless the time off has been pre-approved, employees must report for work the working day before and after a holiday, or they will not be paid for that day, or the holiday plus disciplinary action may be taken. The only exception would be if the employee provides a doctor's note for calling out sick.

Holidays falling on a Saturday or Sunday may be celebrated on a day to be designated by the Company. Depending on which day of the week the holiday falls on, Traditions reserves the right to close the business for an additional day. This additional day would be unpaid. Hourly employees may choose to use available vacation and/or PTO if they wish to receive pay for any additional day(s) the Company chooses to close.

BEREAVEMENT LEAVE

Up to three consecutive days off will be paid at your regular wages due to the death of a member of your immediate family, such as: spouse, child, father, mother, sister, brother, mother-in-law, father-in-law, grandchild or grandparent.

Requests for bereavement leave should be made to your manager and the Human Resource Department as soon as possible. The Company reserves the right to request written verification of the employee's relationship to the deceased as well as his or her attendance at the funeral service as a condition of bereavement leave. Paid bereavement leave is granted only those days an employee is regularly scheduled to work.

PARENTAL LEAVE

For new parents, the Company will grant a temporary unpaid leave of absence for regular employees for up to 12 weeks without loss of job. Employees may submit a claim for NYS Paid Family Leave Benefits and/or use any available accrued and unused vacation and/or PTO if they wish to be paid for this time away from work. You must apply for the leave of absence in writing to your manager as soon as possible.

It is your responsibility to inform your manager of your availability to return to work. You will be returned to your previous position, if possible; otherwise, you will be returned to a similar position. Unless subsequent arrangements have been made, if you are granted parental leave yet fail to report to work on the date you are expected to return, this will be viewed as job abandonment and your employment will be terminated. It is the employee's responsibility to ask about how to handle any payroll deductions while on leave.

For employees who gave birth, you may be eligible to receive compensation from our New York Disability Insurance plan. Please contact the Human Resource Department to obtain disability forms.

NURSING MOTHERS

Nursing mothers, upon their return to work, will have the right to take unpaid breaks for the purpose of expressing breast milk. Breaks for this purpose will be 20 minutes in length and will be permitted every 3 hours for up to 3 years after giving birth. We will make every effort to provide a private room or other location for you to express milk and said room or location shall be in close proximity to your work area.

Should you wish to avail yourself of this benefit, please contact the Human Resource Department or so that we may establish a room or location and schedule your break times for the purpose of expressing milk.

BLOOD DONATION

Employees who work an average of 20 hours or more are entitled to 3 hours of leave in any 12-month period for purposes of donating blood. Leave time shall be unpaid, unless the donation occurs on our premises or is otherwise sponsored by the Company. In order to qualify for leave time, the employee must give the Human Resource Department at least 2 business days' notice. Moreover, upon your return from such leave, you must forward proof of your donation to the Human Resource Department within 3 business days. Employees may use any available accrued and unused vacation and/or PTO if they wish to be paid for this time away from work.

BONE MARROW DONATION

Employees who work an average of 20 hours or more who need scheduled work time off to undergo a medical procedure to donate bone marrow are eligible for unpaid leaves not to exceed 24 hours unpaid leave in combined length. This leave should be scheduled in advance with your manager. The company may require verification by a physician as to the purpose and length of each such leave requested. Employees may use any available accrued and unused vacation and/or PTO if they wish to be paid for this time away from work.

JURY DUTY

If you are required to serve on jury duty, you should immediately advise your manager and the Human Resource Department. According to NYS Judicial Law #519, if you are a non-exempt employee, you will be paid \$40.00 per day for the first 3 days of jury duty by the Company and the remainder of days by the court. Exempt employees will be paid according to applicable wage and hour laws.

It is expected that you will return to your job if you are excused from jury duty during your regular working hours.

If it is necessary for you to serve for over 3 days, you will be granted an unpaid leave of absence for the remainder of the days you are mandated to serve. Employees may use any available accrued and unused vacation and/or PTO if they wish to be paid for this time away from work. You must present a statement of jury service and any payment received from the court to the Human Resource Department.

VICTIM/WITNESS LEAVE

If you should be subpoenaed to appear in court as either a victim or a witness, you should immediately advise your manager or the Human Resource Department. As outlined in NYS criminal procedure law you will be granted an unpaid leave for the time required by the court. You must present a statement of court appearance to the Human Resource Department. Employees may use any available accrued and unused vacation and/or PTO if they wish to be paid for this time away from work.

VOTING

Employees who do not have enough time outside their working hours to vote may take off up to 2 hours at the beginning or end of their shift, with pay, to allow time to vote. Enough time is defined as 4 consecutive hours either between the opening of the polls and the beginning of your working shift OR between the end of the employee's working shift and the closing of the polls.

You must notify your manager or the Human Resource Department between 2 and 10 days before the day of the election that you will need to take that time. Your manager may specify the hours during which this time may be taken.

VOLUNTEER EMERGENCY RESPONDER LEAVE

If a "Local State of Emergency" or a "State Declaration of Disaster Emergency" is declared, volunteer firefighters and ambulance service members will be granted an unpaid leave of absence to employees acting as volunteer first responders. Volunteer Emergency Responder Leave will be unpaid. Employees may use any available accrued and unused vacation and/or PTO if they wish to be paid for this time away from work.

To qualify for leave, the employee must have previously submitted written documentation from the head of the fire department or volunteer ambulance service from which you are a member of volunteer service. The leave only applies "while engaged in the actual performance of his or her duties as a member of the volunteer service" and when such duties are "related to the declared emergency."

Pursuant to NYS Labor Law Section 202-L, leave may be denied under certain circumstances. The Company requires the employee to provide a notarized statement from the head of the volunteer fire department or volunteer ambulance service certifying the period of time the employee responded during the declared emergency.

Questions regarding this policy should be directed to the Human Resource Department.

MILITARY LEAVE

The Uniformed Services Employment and Re-employment Rights Act (USERRA) provides employment and re-employment rights to employees who leave their jobs, voluntarily or involuntarily, to serve in the Armed Forces of the United States, National Guard or Reserves.

Traditions will grant an unpaid military leave of absence to employees who are absent from work because of service in the US uniformed services in accordance with USERRA.

Advance notification to your manager and the Human Resource Department is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable. A copy of your orders must be provided to the Human Resource Department.

Eligible employees who are the spouse of a member of the Armed Forces of the United States, National Guard or Reserves who has been deployed during a period of military conflict to a combat theatre or combat zone may take up to 10 days of unpaid family military leave during the military service member's leave or deployment.

To be eligible for family military leave, employees must work an average of 20 hours or more per week. Military and family military leaves are unpaid; however, employees may submit a claim for NYS Paid Family Leave Benefits and/or use any available accrued and unused vacation and/or PTO if they wish to be paid for this time away from work.

Further information regarding USERRA and company authorized military leave of absence can be obtained from the Human Resource Department.

BONUSES

Bonuses are strictly dependent on company profits and are not guaranteed.

SIMPLE IRA RETIREMENT PLAN

All employees are eligible to participate in the Traditions Linens Retirement Plan after one (1) year of employment (a period of 12 consecutive months), provided they are attainment of age 18 and have earned at least \$5000 in the preceding 2 years.

Once initial eligibility requirements have been met, and you are reasonably expected to continue to earn the minimum threshold, please contact the Human Resource Department if you wish to enroll in the plan. You may elect to have a percentage of your weekly gross salary, or a flat amount each week, deducted from your pay on a pre-tax basis.

Employee Simple IRA deferrals are limited to an annual maximum dollar amount as determined by the federal government each year. Please check with the Human Resource Department for the current annual limitation.

Traditions Linens will provide a Match on employee IRA deferrals equal to 100% of the first 3% of an employee's salary that is contributed through payroll deduction. Rollovers from other plans are accepted.

This information is not a substitute for official Plan documents. Refer to your Summary Plan Description for in-depth descriptions of your plan provisions. If you have questions about retirement plan provisions, please contact the Human Resource Department.

HEALTH INSURANCE

Traditions offers a health care plan to all regular full-time employees. Coverage becomes available following 90 days of continuous full-time employment from date of hire/rehire.

To accept or decline coverage, employees must sign an enrollment/declination form available from the Human Resource Department. Any employee responsible portions of insurance premiums will be payroll deducted on a pre-tax basis under an IRS qualified Section 125 Plan (cafeteria plan). Coverage will be continued as long as you remain on active employment status and pay any employee responsible portions of required premiums in a timely manner.

If the employee declines coverage, the employee will *not* receive any company-paid portion of health insurance as extra compensation. If you currently have insurance with a spouse, you and your spouse may switch to our plan, but you may not have both. Eligible employees who do not elect to take advantage of company offered insurance after the waiting period, but who wish to take advantage at a later date may do so.

Health insurance will be offered from a carrier of the Company's choosing, and this carrier may be changed from time to time. The most up-to-date and detailed information can be found in the company's Summary Plan Description (SPD) available from the Human Resource Department.

In order to prevent loss of coverage while on any leave of absence, you must make arrangements with the Human Resource Department to continue paying your premium.

VOLUNTARY SUPPLEMENTAL INSURANCE

All regular employees are eligible to participate in voluntary insurance plans, such as Aflac. They typically offer cancer, accident, hospital, dental, vision, specified disease as well as other policies. Benefits include services not covered under most medical plans, such as lost wages and travel expenses, while seeking treatment and home care.

Most policies qualify for deductions on a pretax basis under an IRS qualified cafeteria benefit plan. See the Human Resource Department for more detailed information. Payments for these supplemental policies are the responsibility of the employee and may be payroll deducted.

In order to prevent loss of coverage while on any leave of absence, you must decide with the Human Resource Department to continue paying your premium.

NYS MINI-COBRA INSURANCE

You and/or your covered eligible dependents may choose to continue health insurance coverage for up to 36 months if you leave Traditions. This coverage is available for 102% of the total cost of the benefits provided to other covered individuals. Coverage may be continued for up to 36 months under NYS mini-COBRA by survivors and dependents of deceased employees or retirees, by a covered spouse upon divorce or legal separation, by a dependent child when he or she reaches the maximum age for dependent coverage, or by a dependent child who marries.

You may also choose to purchase continuous coverage from the Health Insurance Marketplace. For additional information, please see the Human Resource Department or your Summary Plan Description.

FOR YOUR SAFETY

ACCIDENTS

If you have an accident while working, it is mandatory to report any personal injury to your manager immediately. Managers must complete an accident report, including the employee's signature, as soon as possible and turn it into the Human Resource Department.

Any accident involving vehicles and/or property damage must be reported immediately. A report with full details must be made to your manager, by phone if away from company premises, and turned into the Human Resource Department.

Failure to report an incident within 24 hours may result in progressive discipline.

ANTI-HARASSMENT POLICY

Traditions is strongly committed to providing a working environment free from harassment of any kind, including sexual harassment and harassment based on race, color, religion, creed, sex, disability, pregnancy, age, marital status, sexual orientation, gender identity, genetic information, genetic predisposition, national origin, citizenship status or because he/she is a veteran, disabled or any other basis proscribed by applicable nondiscrimination laws.

This policy applies to all employees of Traditions as well as those with whom the company does business (ex: customers, temporary workers, consultants, independent contractors, vendors).

Unlawful harassment may exist where:

- An employee who is a member of one of the protected classifications listed above reasonably believes that he or she has been subjected to unwelcome conduct by management, another co-worker or a non-employee.
- The conduct is based upon or is because of the employee's protected classification; or
- The conduct creates an intimidating, hostile or offensive work environment that is sufficiently severe or pervasive to have the effect of altering the conditions of the employee's employment.

SEXUAL HARASSMENT POLICY

Sexual harassment deserves special mention. In the case of sexual harassment, the conduct in question may be, for example, unwanted sexual advances or unwanted visual, verbal or physical conduct of a sexual nature. Sexual harassment also may exist where an individual's job, compensation or other employment benefits are conditioned on granting sexual favors.

Although it is not possible to set forth all possible examples of sexual harassment, the following are examples of conduct that may be considered or may contribute to sexual harassment:

- Asking for dates, or making sexual advances, where it is clear or becomes clear that the overture is unwelcome.
- Threatening or engaging in reprisals or retaliation after such an overture is rejected.
- Displaying sexually suggestive objects, pictures, magazines, cartoons, posters or internet materials.
- Conduct of a sexual nature while on company business or at company-sponsored events or in company facilities.
- Making inappropriate statements, such as sexually suggestive jokes, derogatory or sexually degrading comments, or comments about an individual's body or appearance.
- Composing or transmitting inappropriate written material, such as sexually suggestive jokes, drawings, letters or notes, whether by hand, computer or otherwise.
- Inappropriate physical conduct, such as unwanted touching, leering or making sexual gestures.
- Offering a job benefit in exchange for a sexual favor, withholding a job benefit unless a sexual favor is given, or otherwise conditioning an employment decision on the receipt of a sexual favor.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a manager, harassment by clients or visitors, or harassment by persons doing business with or for Traditions.

FRATERNIZATION POLICY

Traditions recognizes that consenting romantic or sexual relationships may develop between a manager and a subordinate (whether such supervision is direct or indirect), or between coworkers. These relationships may at some point lead to unhappy complications and significant difficulties for the manager, the employee and the company. Accordingly, Traditions strongly discourages such relationships.

If a consenting romantic or sexual relationship between a manager and subordinate should develop, the Company encourages the manager to promptly disclose the existence of the relationship to the Human Resource Department. Upon being informed or learning of the existence of such a relationship, Traditions may take all steps that it, in its discretion, deems appropriate to avoid issues of favoritism, negative impact on others in the work environment, appearance of impropriety, or conflict of interest.

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

RAISING A COMPLAINT

Traditions has an internal complaint procedure for reporting and investigating allegations of unlawful harassment. Any employee who believes he or she is the subject of potentially unlawful harassment, or who observes or becomes aware of potentially unlawful harassment against another individual, promptly must report the situation to one or more of the individuals listed below:

- His or her immediate manager.
- The Company's Human Resource Department.
- Any officer of Traditions.

In the event the complaint or concern involves someone in the employee's direct line of command, the employee may bring his or her complaint or concern to any other manager or division head.

All managers have an obligation to bring any complaint or concern raised with them, or any situation they observe that might violate this policy (even when not reported to them), to the appropriate Human Resource representative. This obligation exists even where an individual raising a complaint has requested that it not be reported or investigated.

COMPANY INVESTIGATIONS

Traditions will investigate any complaint or concern raised under this policy. The Company strives to keep all complaints of harassment confidential to the greatest extent possible, consistent with its need to conduct a complete investigation.

If the investigation reveals that prohibited or inappropriate conduct has occurred, Traditions will take prompt corrective action that is calculated to stop the offensive behavior. Such corrective action may include disciplinary action against offending employees up to and including termination. When appropriate, the Company will inform the individual who has raised the complaint or concern that the Company has concluded its investigation.

RETALIATION PROHIBITED

Traditions strictly prohibits any type of retaliation against an individual who raises a concern of unlawful harassment, who opposes unlawful harassment, who participates in any investigation under this policy, who files any charge or complaint of harassment with an appropriate government agency, or who provides assistance in any proceeding or hearing by the government agency (ex: testifying, participating, etc.).

Any employee who engages in such retaliation will be subject to discipline, up to and including termination. At the same time, any individual who knowingly raises a false claim that this policy has been violated or knowingly provides untruthful or misleading information in the course of an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy prevents or discourages any employee from filing or seeking to file a charge or complaint of unlawful harassment with the appropriate local, state or federal governmental agency responsible for investigating such claims.

DRUG FREE WORKPLACE POLICY

The use of illegal drugs and alcohol and prescription drug misuse by employees are inconsistent with Traditions' long-standing commitment to a safe and productive work environment. Illegal drugs are controlled substances which are not being used or possessed under the supervision of a licensed health care professional.

Whenever employees are working, operating company vehicles or equipment, present on Traditions premises, or present in any other location performing services for the Company, they are prohibited from:

- using, possessing, buying, selling, manufacturing, distributing, dispensing, consuming or transferring illegal drugs.
- being under the influence of illegal drugs or alcohol.
- misuse of prescription drugs.
- and possessing or consuming alcohol.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors or other licensed medical practitioners about the effect of prescribed medications on their ability to work safely, and promptly disclose any restrictions to their managers.

Employees who violate any aspect of this substance abuse policy will be subject to appropriate disciplinary action up to and including termination of employment. Depending on the circumstances, an employee's continued employment, reinstatement, or return to work, may be conditioned on the employee's successful participation in and/or completion of any and all evaluations, counseling, treatments, and rehabilitation programs, and other appropriate conditions as determined by Traditions.

The Company reserves the right to test its employees for illegal drugs and alcohol in accordance with the requirements of applicable law. It is a condition of employment that any employee who is convicted of a criminal drug offense notify the company within 5 days of the conviction.

VIOLENCE FREE WORKPLACE POLICY

No employee shall, either verbally, physically or through social media outlets, threaten, intimidate, coerce, or interfere with fellow employees, customers or any third party on company premises. If you receive or overhear any threatening communications, or in the event of unpleasant developments or disagreements with a fellow employee, customer, or third party, employees should maintain their composure and report the matter immediately to their manager.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation. If you encounter anyone threatening immediate harm, contact an emergency agency (such as 911) immediately.

Violations of this policy, including your failure to report or fully cooperate in the company's investigation may result in disciplinary actions, up to and including termination.

EMPLOYEE ACCESS DOOR

Some employees may be issued a key to unlock the facility. For the safety of all employees, any employee that is issued a key should adhere to the following guidelines:

- No employee shall enter the facility during non-working hours unless preapproved by management.
- No employee shall bring a non-employee into the building at any time.
- No employee shall lend the key to any other individual, or copy the key, without preapproval by management.
- Any lost or stolen keys must be reported to management immediately. There will be a fee of \$50 to replace any lost or stolen keys.

Upon separation of employment, any employee who fails to return company issued keys within 7 days of his/her last day of service will be billed for the expense of replacement key(s) or rekeying of lock(s).

SAFETY RULES

It is Traditions' policy to provide a safe working environment for all employees. You are expected to respect the safety of others and comply with all safety rules. Prior to using any equipment or undertaking any activities on behalf of the Company, the employee acknowledges that he or she has been properly and adequately trained and is fully familiar with the proper operation and safety procedures.

If you have any safety issues or concerns, please present them to management immediately. Any violation of these safety rules may result in disciplinary action, up to and including termination.

Examples include, but are not limited to:

- No employee shall be permitted to carry any weapon on his/her person while on company premises or while working off premises.
- No employee shall be permitted to sell, consume, possess, or be under the influence of alcoholic beverages or illegal drugs during working hours, or while on company property. If an employee is suspected of being under the influence of alcohol or illegal drugs, you may be asked to take a test.
- Employees will maintain clean, sanitary housekeeping conditions at all times.
- Use proper lifting procedures and assistance when lifting or moving heavy objects.
- The use and repair of all equipment in the course of employment should always be consistent with the manufacturer's instructions.
- All employees are expected to know where all first aid and safety equipment is located, as well as how to properly use such equipment.
- Visitors are not allowed on company premises without the consent of your manager and then accompanied by an authorized employee. Under no circumstances will visitors be allowed in confidential, unauthorized or potentially hazardous areas.
- Management should be notified immediately of any emergency situation or if you, or anyone else, become sick or injured, even if no medical attention is necessary.
- Any suspected safety hazard in the workplace, such as a practice or condition, regarding the safety, use or repair of tools, equipment or machines are to be directed to management
- The use of hazardous or toxic materials shall be in compliance with all laws, rules and regulations concerning their safe handling, use and disposal.
- It is the responsibility of each employee to make sure the Company has their personal emergency contact information up to date at all times.
- Headphones/earphones/earbuds may only be used with approval and direction from your manager.

INSPECTIONS

To safeguard the property of our employees, customers, and Traditions, the Company reserves the right to inspect any areas at any time, including desks, lockers, toolboxes, file cabinets, computer files, electronic mail, and vehicles. The Company also reserves the right to inspect any employee's package, purse, briefcase, toolbox, lunch box or other container brought onto company premises; and any personal vehicle brought onto company premises.

In this connection, it should be noted that all offices, desks, computers, phones, files and so forth are the property of Traditions and are issued for the use of employees only during their employment with the Company, with no expectation of privacy.

Inspections may be conducted at any time at the discretion of the Company. All inspections under this policy will occur with the utmost discretion and consideration for the employee involved. Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises. Employee's refusal to cooperate with such inspections will result in disciplinary action, up to and including termination.

EMPLOYEE ACKNOWLEDGMENT FORM

I acknowledge I have received a copy of the Traditions Employee Handbook. I have read it thoroughly and will seek clarification from my manager or the Human Resource Department for any policy or procedure in this handbook that I do not understand.

I understand the contents of this Employee Handbook are presented as guidelines for some of Traditions current policies, procedures and benefits and will be changed and updated by Traditions as necessary.

I recognize nothing in this handbook binds Traditions or any employee to any specific procedures, policies, benefits, working conditions, privileges of employment or definite periods of employment.

I realize that Traditions is an “at-will” employer and that either Traditions or I may end the working relationship at any time for any reason, with or without cause and without prior notice. I understand that this handbook is not an express or implied contract of employment and that it does not create any rights in the nature of an employment contract.

I am aware this Employee Handbook supersedes all other reference books issued by Traditions.

Signature: _____

Print Name: _____

Date: _____

I, _____, have read and understood this version of the Traditions Employee Handbook, which supersedes all prior versions.

TRADITIONS

ANTI-HARASSMENT POLICY

Harassment is a form of discrimination that consists of words, signs, jokes, pranks, intimidation, physical actions, or violence that is directed at an employee due to the following characteristics which include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

This policy applies to all employees of Traditions as well as those with whom the company does business (ex: customers, temporary workers, consultants, independent contractors, outside vendors, interns, volunteers). Traditions has a zero tolerance policy towards any type of harassment.

Unlawful harassment may exist where:

- An employee who is a member of one of the protected classifications listed above believes that he or she has been subjected to unwelcome conduct by management, another co-worker or a non-employee;
- The conduct is based upon or is because of the employee's protected classification; or
- The conduct creates an intimidating, hostile or offensive work environment that alters the conditions of the employee's employment.

SEXUAL HARASSMENT POLICY

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the bias of sex, sexual orientation, gender identity, and the status of being transgender. Sexual harassment also includes discrimination on the basis of gender identity, the status of being transgender, and discrimination on the basis of pregnancy.

In the case of sexual harassment, the conduct in question may be, for example, unwanted sexual advances or unwanted visual, verbal or physical conduct of a sexual nature. Sexual harassment also may exist where an individual's job, compensation or other employment benefits are conditioned on granting sexual favors.

Although it is not possible to set forth all possible examples of sexual harassment, the following are examples of conduct that may be considered or may contribute to sexual harassment:

- Asking for dates, or making sexual advances, where it is clear or becomes clear that the overture is unwelcome
- Threatening or engaging in reprisals or retaliation after such an overture is rejected
- Displaying sexually suggestive objects, pictures, magazines, cartoons, posters, music or internet materials

- Conduct of a sexual nature while on company business or at company-sponsored events or in company facilities
- Making inappropriate statements, such as sexually suggestive jokes, derogatory or sexually degrading comments, or comments about an individual's body or appearance
- Composing or transmitting inappropriate written material, such as sexually suggestive jokes, drawings, letters or notes, whether by hand, computer or otherwise
- Inappropriate physical conduct, such as unwanted touching, leering or making sexual gestures
- Offering a job benefit in exchange for a sexual favor, withholding a job benefit unless a sexual favor is given, or otherwise conditioning an employment decision on the receipt of a sexual favor
- Any type of gender specific stereotyping which is offensive or discriminatory
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job
 - Sabotaging an individual's work
 - Bullying, yelling, name-calling

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a manager, harassment by clients or visitors, or harassment by persons doing business with or for Traditions.

Traditions considers harassment and sexual harassment forms of employee misconduct and sanctions will be strictly enforced against individuals engaging in harassment or sexual harassment and against any managerial personnel who knowingly allow such behavior to continue.

SEX STEREOTYPING

Sex stereotyping happens when behavior or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of either sex should act or look. This includes harassment towards a person because they do not conform to gender specific stereotypes such as speech, dress, personality, or lifestyle. It also includes harassment because someone is performing a job that is typically performed or was performed in the past, by persons of the opposite sex.

FRATERNIZATION POLICY

Traditions recognizes that consenting romantic or sexual relationships may develop between coworkers or between a manager and a subordinate (whether such supervision is direct or indirect). These relationships may at some point lead to unhappy complications and significant difficulties for all parties involved, the manager, the subordinate and the company. Accordingly, Traditions strongly discourages such relationships.

If a consenting romantic or sexual relationship between a coworker or a manager and subordinate should develop, Traditions encourages the parties involved to promptly disclose the existence of the relationship to an officer of the Company. Upon being informed or learning of the existence of such a relationship, Traditions may take all steps that it, in its discretion, deems appropriate to avoid issues of favoritism, negative impact on others in the work environment, appearance of impropriety or conflict of interest.

RAISING A COMPLAINT

Traditions has an internal complaint procedure for reporting and investigating allegations of unlawful harassment. Any employee who believes he or she is the subject of potentially unlawful harassment, or who observes or becomes aware of potentially unlawful harassment against another individual, promptly must report the situation to one or more of the individuals listed below:

- His or her immediate manager
- Any other member of management
- Human Resource Department
- Any officer of Traditions
- An outside agency (Legal Protections and External Remedies section)

In the event the complaint or concern involves someone in the employee's direct line of command, the employee may bring his or her complaint or concern to any other manager or officer of the company.

In the event of a sexual harassment complaint or concern, an employee can make a report either verbally or in writing to any of the above. A complaint form for reporting sexual harassment is attached to this policy and is available to all Traditions employees. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

All managers are required by law to bring any complaint or concern raised with them, or any situation they observe that might violate this policy (even when not reported to them), to the appropriate officer of the company or to an outside 3rd party. This obligation exists even where an individual raising a complaint has requested that it not be reported or investigated

COMPLAINT AND INVESTIGATION OF SEXUAL HARASSMENT

Traditions will promptly and thoroughly investigate all verbal and written complaints. Investigations will be conducted in a timely matter and will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation or suspected sexual harassment. Employees who participate in any investigation will not be retaliated against.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

1. Upon receipt of complaint, Traditions will conduct an immediate review of the allegations, and take any appropriate interim actions. All verbal complainants are encouraged to also complete the complaint form in writing. If the complainant does not complete the complaint form, then Traditions will prepare one based on the verbal reporting.
2. If documents, emails or phone records are relevant to the investigation, steps will be taken to obtain and preserve them.
3. All relevant documents, including all electronic communications are to be requested and reviewed.
4. All parties involved, including any relevant witnesses will be interviewed.
5. A written documentation of the investigation (such as a letter, memo or email) will be created and contains the following:
 - list of all documents reviewed, along with a detailed summary of relevant documents
 - list of names of those interviewed, along with a detailed summary of their statements
 - timeline of events
 - summary of prior relevant incidents, reported or unreported
 - the basis for the decision and final resolution of the complaint, together with any corrective action(s)
6. Keep the written documentation and associated documents in a secure and confidential location.
7. Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
8. Inform the individual who reported the harassment/sexual harassment charge of their right to file a complaint or charge externally.

RETALIATION PROHIBITED

Traditions strictly prohibits any type of retaliation against an individual who raises a concern of unlawful harassment, who opposes unlawful harassment, who participates in any investigation under this policy, who files any charge or complaint of harassment with an appropriate government agency, or who provides assistance in any proceeding or hearing by the government agency (e.g., testifying, participating, etc.).

Any employee who engages in such retaliation will be subject to discipline, up to and including termination. At the same time, any individual who knowingly raises a false claim that this policy has been violated or knowingly provides untruthful or misleading information in the course of an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy prevents or discourages any employee from filing or seeking to file a charge or complaint of unlawful harassment with the appropriate local, state or federal governmental agency responsible for investigating such claims.

LEGAL PROTECTIONS AND EXTERNAL REMEDIES

Sexual harassment is not only prohibited by Traditions but is also prohibited by state, federal, and where applicable, local law. All harassment/sexual harassment investigations are subject to NYS's mandatory arbitration law.

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

The State of New York:

State Human Rights Law (HRL) The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed **any time within one year of the harassment**. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years of the alleged sexual harassment**. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Traditions does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR. DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: **NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov. Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.**

Federal Government:

On page 8 of 8 in the Civil Rights Act of 1964, The United States Equal Employment Opportunity Commission (EEOC) enforces federal antidiscrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC **anytime within 300 days from the harassment**.

There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court. The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC. An employee alleging discrimination at work can file a “Charge of Discrimination.”

The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669- 4000 (TTY: 1-800-669-6820); visiting their website at www.eeoc.gov; or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Law Enforcement:

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. Employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights.

Contact their main office at:

Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York;
call 311 or (212) 306-7450; or
www.nyc.gov/html/cchr/html/home/home.shtml

Traditions also encourages employees to contact the Local Police Department if the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime.

TRADITIONS

Complaint Form for Reporting Sexual Harassment

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, Traditions encourages you to complete this form and submit it to any of the following:

- Your immediate manager
- Any other member of management
- Human Resource Department
- Any officer of Traditions
- An outside agency (Legal Protections and External Remedies section)

You will not be retaliated against for filing a complaint. If you are more comfortable reporting verbally or in another manner, your employer will complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

(For additional resources you can visit: ny.gov/programs/combating-sexual-harassment-workplace)

COMPLAINANT INFORMATION

Name:

Job Title:

Email:

Work Address:

Work Phone:

What is your preferred method of communication: Email Phone In person

MANAGERY INFORMATION

Immediate Manager's Name:

Title:

Work address:

Work Phone:

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Manager Subordinate Co-Worker Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but may help the investigation

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information:

Complainant Signature: _____ Date: _____

**Adoption of this form does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.*

Instructions for Employers

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

EMPLOYEE ACKNOWLEDGMENT FORM

I acknowledge I have received a copy of the Traditions Anti-harassment/Sexual Harassment Policy. I have read it thoroughly and will seek clarification from management for anything I do not understand or that I have questions about.

I understand the contents of this policy are presented as guidelines for Traditions Anti-harassment/Sexual Harassment Policy and will be changed and updated by Traditions as necessary and in compliance with NYS Laws.

I am aware this Anti-harassment/Sexual Harassment Policy supersedes all other Anti-harassment/Sexual Harassment Policy's issued by Traditions.

Signature: _____

Print Name: _____

Date: _____

I, _____, have read and understood this version of the Traditions Anti-harassment/Sexual Harassment Policy, which supersedes all prior versions.

Employee Directions to set up Online Login for Pay Stubs

Have a current pay stub in front of you, *if any information on your stub is incorrect **STOP** and notify management before proceeding
** iPhones/iPads may not be compatible with account setup, if it doesn't work, use another device to set up the account. Once created, those devices are ok to view stubs/data - READ FULL INSTRUCTIONS BELOW BEFORE STARTING THE PROCESS **DO NOT USE WORK EMAIL

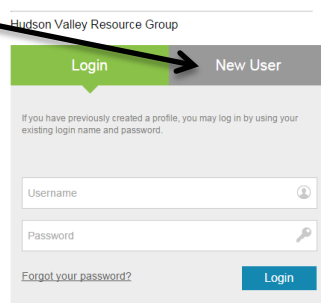
1. If all stub information is accurate, go to www.hvrginc.com:



2. Click on **EMPLOYEE** Online Login in left margin (NOT **EMPLOYER**)

This takes you to the Hudson Valley Resource Group CyberPay Phoenix Online login screen

3. Click "New User":



4. Enter information from your current pay stub as follows:

Company Code is **TRAD**

First Name & Last Name must match your pay stub exactly, no middle initials are used

Enter last 4 digits of your SS#

After SUBMIT it will ask you for an Email Address (used for "forgot password" retrieval when necessary), a User ID and a Password. **DO NOT USE YOUR WORK EMAIL**, use your personal email. Remember what you entered for this setup. Fields are case sensitive.

Once logged in you are able to view/print your pay stubs.

DO NOT CHANGE OR ADD any of your information. Although these functions appear to work, they have been disabled.

Should you have a change (ex: address, name, bank, etc.), notify your manager immediately so they can maintain accurate payroll records as required by law. Management will then relay the appropriate changes to us.