

# PRPL Employee Handbook

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## Foreword

### (Some legal stuff)

For those who have just joined our staff and those who have been at **Purple, Rock, Scissors** (referred to as “PRPL” or the “Company”) for a while, we are confident that you will find PRPL a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of PRPL to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Human Resource department or any member of PRPL’s Leadership Team comprised of our Founder / CEO, Vice President, Operations Manager, and Department Leads.

Neither this handbook nor any other company document confers any contractual right, either express or implied, to remain in the company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the company, or you may resign for any reason at any time. No supervisor or other representative of the company (except the Founder / CEO) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will do our best to inform you of any changes as they occur.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

## Introduction

### Welcome to PRPL!

Whether you're studying these materials on your first day (good start!) or browsing through for reference, we're happy that you're here, and that you care that much.

In this handbook, you'll find guidelines for your employment at PRPL, from [Attendance](#) to [Work Remote Wednesday](#) (yep, it's a thing) and everything in between. There's no test at the end, but we do expect you to read and take these guidelines seriously.

Have questions? Please feel free to consult the Leadership team.

PRPL is not your typical workplace. There are no cubicles or breakrooms. We hang out outside of work. Jeans and tees are our preferred “uniform.” We enjoy ping pong, happy hour, and hilarious GIFs. So just be yourself, have some fun, and you'll fit right in.

We know that it takes people **like you** to make our vision a reality. Creativity, humor, and hustle are [valued commodities](#), and together, we continue to do great work for our clients.

Work isn't *work* when you love what you do.

I dub thee: Purple.

*Bobby Jones (Founder, CEO) & the PRPL Fam*

## Culture & Philosophy

### PRPL Perspective

Welcome to the **family**. You're officially a valued member our tight-knit group.

While we hope that you fall in love with our culture and your work, don't mistake our casual clothes with casual standards. **We mean business.**

PRPL began as a company called **Hydra Studio**, which was originally established in 2002 by Bobby Jones. A digital enthusiast and designer at heart, Bobby envisioned a company where people could work and play, helping businesses grow through digital marketing, while hanging out with a family of creative people.

This is a home of innovators, creatives, and engineers. Beyond advertising, we thrive on connecting people with technology through innovative digital solutions, with services spanning strategy, design, development, and marketing.

Since our inception, PRPL has only continued to grow, which is demonstrated by our proven track record of success. We sport a client roster that includes global tech companies, non-profits, healthcare corporations, and educational organizations.

### Values

Though we have grown and morphed over the years, PRPL still operates with the same core values and commitment to excellence with which we started. Our business and relationships with clients and employees are guided by **six immutable principles**, from which PRPL will not deviate. They are:

1. **Authenticity**: To be genuine, vulnerable.
2. **Simplicity**: Distill to the meaningful and balanced.
3. **Drive**: Do what you love.
4. **Adventure**: Take risks, and embrace where they take you.
5. **Mindfulness**: Exercise a nuanced, articulate understanding of the world around you.
6. **Appreciation**: Dwell on the good.

We promote and encourage cooperation, honest communication, and treating your coworkers as you would like to be treated. In short, **we are all in this together.**

## The Family

We hire talented people who are committed to our values and purpose to help PRPL succeed. We base all of our employment related decisions on **integrity** and **honesty**. Therefore, if you falsify any Company forms (including your application) or references, it's a clear sign that you don't share our core beliefs.

Falsification of any Company form may result in discipline, up to and including termination.

The first day you report to work is your official **anniversary date**, which we will use to determine and track eligibility for various benefits and programs. If you leave and are re-hired, you will have a new anniversary date corresponding to the first working day after you are rehired.

## Our Doors Are Open

One of primary goals at PRPL is to **build trust** amongst our employees by developing a culture that encourages you to communicate your opinions, challenges, suggestions, and comments.

Leadership's doors are open at all times, and you may speak with any member of management with whom you are most comfortable. No limits. No restrictions.

We will do our best to make sure that your concerns are addressed and needs satisfied. This policy reflects our commitment to respecting each individual, in the true spirit of our culture.

## Conduct And Behaviour

### A Focus on Our Clients

Above all else, the quality of our **relationships with our clients** is how we grow and succeed. Therefore, **quality service and integrity** are our primary objectives.

Our clients' impression of PRPL and our willingness to use our services is formed by the people who serve them, which is all of us (including you!).

Thus, the more **goodwill** you promote through **hard work and dedication**, the more our clients will respect and appreciate you, our company, and our services.

The following are critical requirements that will help ensure successful relationships with our clients:

1. Always treat visitors and clients in a positive, professional, and cheerful manner.
2. Do not raise your voice to a client, or treat a client in a rude, uncooperative, or disrespectful manner.
3. You may not engage in an argument with a client. If a client disagrees with you after you have communicated the facts of a situation, listen to the client's concern, politely excuse yourself, and find a Plaid to help resolve the situation.
4. You may not lie about the services that PRPL provides.
5. You may not engage in any type of conversation with clients that may make them feel uncomfortable. You may not engage in any conversation that is any way provocative or suggestive.
6. When speaking with a client, you may not demean or degrade competitors. Only the facts of a given situation may be discussed when necessary.

### Standards of Conduct

PRPL is a professional business based on the trust and goodwill it garners from our clients.

Since clients tend to think in terms of the individual employees with whom they come in contact with at our company, the way you perform your job and treat our clients will determine the client's satisfaction with our company. You are expected to approach your job duties and responsibilities to PRPL's satisfaction.

Orderly and efficient operation requires that you maintain proper standards of conduct and observe certain procedures. These guidelines are provided for informational purposes only and are not intended to be all-inclusive.

PRPL views the following as inappropriate behavior and will be proper cause for disciplinary action, up to and including, termination:

- Negligence, carelessness, or inconsiderate treatment of any PRPL client and/or their matters, files,

and materials.

- Theft, misappropriation, or unauthorized possession or use of property, documents, records or funds belonging to PRPL, or any client or employee; removal of same from Company premises without authorization.
- Unauthorized disclosure of business secrets or other confidential information, which includes PRPL's protected trademarks, including logos, words, names, symbols, and others that are used to identify and distinguish the Company's products and services for a commercial purpose.
- Misuse or unauthorized disclosure of confidential information not otherwise available to persons or firms outside the Company.
- Disclosing confidential financial data, or other non-public proprietary information. Disclosing confidential information regarding business partners, vendors, clients, or customers.
- Changing or falsifying client records, our company records, personnel or pay records, including time sheets, budgets, and expense reports without authorization.
- Willfully or carelessly damaging, defacing, or mishandling property of a client, our company, or other employees.
- Taking or giving bribes of any nature, or anything of value, as an inducement to obtain special treatment, to provide confidential information or to obtain a position. Acceptance of any gratuities or gifts must be reported to Leadership immediately and in writing.
- Willfully or carelessly violating security, safety, or fire prevention equipment or regulations.
- Unauthorized use of a personal vehicle for company business.
- Rudeness, unprofessional, discourteous, or disrespectful behavior toward a customer or any member of the public while in the course and scope of company business.
- Insubordination or refusing to follow instructions of your immediate supervisor or management; refusal or unwillingness to accept a job assignment or to perform job requirements.
- Sleeping or loitering during regular working hours.
- For non-exempt Team members, recording time for another employee or having time recorded to or by another employee.
- Use or possession of illegal narcotics or drugs, on PRPL's premises or reporting to work under the influence of drugs so as to interfere with job performance.
- Unauthorized possession of a weapon on PRPL's premises, other than as permitted by state or federal law.
- Falsification of one's employment application, medical, or employment history.

## **Anti-discrimination & Harassment Policy**

**Discrimination:** It is PRPL policy to provide equal opportunity for all employees and applicants for employment without regard to race, color, religion, age, gender, sexual preference, national origin, veteran status, marital status, pregnancy, sexual orientation, physical or mental disability or any other characteristic protected by federal, state, or local law.

This policy extends to, but is not limited to recruitment and placement, promotion, demotion, reassignment, transfer, layoff and termination, rate of pay and other forms of compensation and benefits, training and other working conditions. All employment decisions shall be made without prejudice or discrimination in accordance with the principles of equal opportunity..

Any discrimination based on the characteristics mentioned above is strictly prohibited. This prohibition

covers discrimination by anyone in the workplace, including supervisors, co-workers, or non-employees. Any violation of this policy may result in discipline, up to and including termination of employment.

**Harassment:** Consistent with our policy of equal employment opportunity, harassment in the workplace based on a person's race, sex, religion, national origin, age, height, weight, marital status, veteran's status, genetic information, or disability will not be tolerated concerning employees or applicants for employment. One aspect of our policy requiring more clarification is the prohibition of any form of sexual harassment in the workplace.

In general, harassment includes verbal, physical, and/or visual conduct that creates an intimidating, offensive, or hostile work environment of that unreasonably interferes with one's work performance. Some examples include, but are not limited to: slurs, jokes, offensive statements, posters, emails, or cartoons based on any of the classes identified above. Additionally, examples of sexual harassment include: solicitation of sexual favors, sexual innuendos, unwelcome sexual advances, jokes about gender-specific traits, or other verbal, visual, or physical conduct of a sexual nature. PRPL also prohibits the making of any employment decision on the basis of any of the classes identified above.

**Complaint Procedure:** Any employee who feels that he or she has been unlawfully discriminated against or harassed based upon his or her race, age, color, religion, sex, pregnancy, marital status, national origin, disability or handicap, veteran's status, genetic information, or any other characteristic protected by law should immediately report the matter in writing to his or her direct supervisor, pursuant to the Complaint Procedure below. If the alleged discriminator or harasser is your direct supervisor, or if you would feel uncomfortable bringing it to your supervisor's attention, you may report it to Leadership or Human Resources.

Any employee who feels that he or she has been unlawfully discriminated against or harassed based upon his or her race, age, color, religion, sex, pregnancy, marital status, national origin, disability or handicap, veteran's status, genetic information, or any other characteristic protected by law should immediately report the matter in writing to Leadership. If the alleged discriminator or harasser is your direct supervisor, or if you would feel uncomfortable bringing it to your supervisors attention, you may report it to Human Resources.

Every complaint of discrimination or harassment that is reported in accordance with this policy will be investigated thoroughly, promptly, and impartially.

PRPL has a compelling interest in protecting the integrity of our investigations. In every investigation, we have a strong desire to protect witnesses from harassment, intimidation, and retaliation, to keep evidence from being destroyed, to ensure that testimony is not fabricated, and to prevent a cover-up. PRPL may decide, in some circumstances, that in order to achieve these objectives, we must maintain the investigation and our role in it in strict confidence. If we reasonably impose such a requirement and an employee does not maintain such confidentiality, that employee may be subject to disciplinary action, up to and including termination

The purpose of this provision is to encourage the reporting of any incidents of perceived discrimination and harassment, to enable PRPL to promptly end any discrimination or harassment, to protect the confidentiality of the employee who raises a complaint, and to protect the reputation of any employee

wrongfully charged with discrimination or harassment.

If discrimination and / or harassment is established, PRPL will discipline the offender, and take other necessary action designed to stop the harassment immediately and prevent its recurrence. Disciplinary action for a violation of this policy can range from verbal or written warnings up to and including immediate termination, depending on the circumstances. With regard to acts of harassment by our customers, clients, vendors and other non-employees, corrective action will be taken after consultation with the appropriate management personnel.

**Retaliation:** PRPL will not tolerate retaliation, coercion, intimidation, interference, discrimination, or harassment of or against any employee for making a good faith complaint of discrimination or harassment, for providing information related to such a complaint, or for assisting with such an investigation. An employee who believes they have been retaliated against as a result of making a complaint or otherwise assisting with an investigation should report this immediately to Human Resources or the Leadership Team. The registering of a complaint will in no way be used against the employee, nor will it ever have an adverse impact on the individual's employment status.

## **Bullying**

In addition to PRPL's anti-harassment policy, we believe it necessary to delineate a policy regarding workplace bullying, as such bullying has numerous negative effects on both individual employees and the Company as a whole. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale, and create legal risks.

PRPL believes all employees should be able to work in an environment free of bullying.

Workplace bullying refers to repeated, unreasonable actions of individuals (or a group) directed towards an employee (or a group of employees), which are intended to intimidate, degrade, humiliate, or undermine; or which create a risk to the health or safety of the employee(s). PRPL considers workplace bullying unacceptable, and will not tolerate it under any circumstances.

The Leadership Team assumes the responsibility to ensure employees are not bullied. Any employee who bullies a co-worker will be subject to disciplinary action, up to and including termination of employment.

PRPL encourages all employees to report workplace bullying to a member of management with whom the employee is comfortable speaking, or directly to Human Resources. All complaints of workplace bullying will be treated seriously and investigated promptly. In the investigation process, PRPL will attempt to maintain confidentiality to the extent possible. It is a violation of Company policy to retaliate or otherwise victimize an employee who makes a complaint or a witness who serves in the investigation of the workplace bullying allegation.

## **Workplace Violence and Security**

It is the intent of the Company to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for customers and others with whom the Company does business. The Company

has **zero tolerance** for violent acts or threats of violence.

Acts of violence or intimidation of others will not be tolerated. Any employee who commits, or threatens to commit, a violent act against any person while on Company premises, will be subject to immediate discharge.

Employees within the Company share the responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to their supervisor or a member of management. Any threat reported will be carefully investigated and employee confidentiality will be maintained to the fullest extent possible.

## **Progressive Discipline / Performance Improvement**

A **high level** of job performance is expected of all employees. In the event that an employee's job performance does not meet the standards established for their position, the employee should seek assistance from their supervisor to attain an acceptable level of performance.

If an employee fails to respond to or fails to make positive efforts toward improvement, progressive discipline may ensue, including demotion, reassignment, or termination of employment.

It is the policy of the Company to regard discipline as an instrument for developing total job performance rather than as punishment. A **Performance Improvement Plan (PIP)** is one tool that PRPL may select to enhance job performance. Consistent with the at-will nature of the employment relationship, PRPL is not required to take any disciplinary action before making an adverse employment decision, including immediate discharge.

Performance Improvement Plans are a form of corrective action that may be communicated in the form of a written or oral counseling constituting notice(s) of inadequate job performance, and will be applied in conjunction with the **Progressive Discipline Policy**. The Company reserves its prerogative to discipline, and the manner and form of discipline, at its sole discretion.

If an employee violates established Company procedures and guidelines, exhibits behavior that violates commonly accepted standards of honesty and integrity, or creates an appearance of impropriety, the employee may be subject to disciplinary action up to and including termination.

The Progressive Discipline Policy is to be used for most offenses; however, theft, drug use, fraud, sexual harassment, threat of bodily harm to an employee of PRPL or gross misconduct are grounds for **immediate termination**.

Consistent with the at-will nature of the employment relationship, PRPL is **not obligated** to follow the Progressive Discipline Policy in order or at all, and may, at our discretion, administer disciplinary action in the manner we see fit, not limited to immediate termination.

If an employee's performance is not satisfactory and / or the employee is not complying with certain Company policies and procedures disciplinary action may be appropriate. PRPL always reserves the

right, in our sole discretion, to skip any of the steps listed below and proceed immediately to discharge from employment in appropriate circumstances.

The following guidelines maybe followed for offenses / infractions of Company policy:

**Verbal Counseling:** A Plaid or Human Resources will discuss with the employee the circumstances that have prompted the need for verbal counseling and will advise the employee of ways to improve their work performance. Even though this is a verbal counseling, the Company needs to maintain documentation of the employee's performance issues. The person conducting the counseling will complete a verbal counseling form and e-mail this form to the employee. The employee is required to send a response acknowledging receipt of the form.

**Written Warnings:** A Plaid or the Human Resources Manager may feel that it is necessary to advise the employee in writing of poor performance in a certain area of responsibility or the failure to comply with an applicable Company policy or procedure. Depending on the severity of the situation, a Plaid may decide to give the employee a written warning without first giving the employee Verbal Counseling. A written warning indicates that the problem is serious or that it relates to a problem that was previously addressed in a Verbal Counseling session.

Written Warnings may include:

- The specific reason for the discipline.
- The specific policy, if any, which the employee violated.
- The means by which the employee can improve their performance through the Performance Improvement Plan.

The Plaid directing the Written Warning session, will review it with the employee, and will allow for the employee to comment and discuss the issues raised in the warning. The employee will be asked to sign the warning and the Performance Improvement Plan, which acknowledges that the counseling took place but does not necessarily indicate agreement. Written and verbal warnings do not expire; however, Performance Improvement Plans will have specific time frames for completion and review with the employee.

**Suspension:** If the employee receives

- Two written warnings in any 90-day period.
- Three written warnings in any 12-month period.

The employee will first be **suspended**, normally for **three (3) days without pay** (or longer if it is reasonably required). Depending on the nature and circumstances of the violation of the offense, PRPL, at all times, reserves the right to skip these steps and immediately suspend an employee.

This gives PRPL time to evaluate the case and to verify the facts on which the suspension has been based. PRPL will review any warnings or Acts of Misconduct and determine whether the suspension will be upheld and the employment terminated.

Depending on the nature and circumstances of the violation or offense, PRPL, at all times, reserves the right to skip these steps and proceed with immediate discharge from employment.

# Employment

## Introductory Period

When you begin your employment with PRPL, we want you to take the opportunity to get to know us and make sure you are comfortable working here. Your first ninety (90) days of employment at PRPL are considered an **Introductory Period**. Leadership and your fellow employees will work closely to help you understand the processes and requirements of the position. Employees are highly encouraged to ask questions and clarify any areas of concern throughout this process.

At the end of the introductory period, your Department Director will discuss your job performance with you at a **90-Day Review**. During the course of the discussion, you are encouraged to communicate your progress as well. We hope that you successfully complete your introductory period. Once you do, you will be well on your way to a productive working relationship with PRPL. However, please be aware that this completion does not guarantee your continued employment with PRPL.

## Employment Classifications

PRPL has established the following **Employee Classifications** for compensation and benefit purposes only. Please note, employees will likely fall into two of the categories listed below, describing their compensation structure and benefits eligibility.

Human Resources will inform all employees of their individual classification, status, and responsibilities at the time of hire, rehire, promotion, or at any time a change in status occurs.

- **Regular Full-Time:** An employee who is scheduled to work **no less** than 30 hours on a week to week basis. The employee may be **Exempt**, or **Non-Exempt**, and is eligible for all employment fringe benefits offered by PRPL after their introductory period.
- **Regular Part-Time:** An employee who is scheduled to work **no more** than 30 hours in a workweek and may be hired for only a specific period of time. They are **not** eligible for fringe benefits. The employee is Non-Exempt and is compensated on an hourly basis.
- **Temporary:** An employee who is hired to work either full-time or part-time on a temporary basis (e.g. an Intern or Contractor), for a specified project or length of time, generally not to exceed six (6) months. Full-time and Part-Time Temporary employees will work the same hours as their Regular counterparts. Temporary employment extending beyond its originally scheduled duration in no way guarantees or implies a change in employment status, and will remain a Temporary employee unless notified by a Plaid.
- **Salaried Exempt:** PRPL is committed to compliance with the **Fair Labor Standard Act (FLSA)** and all regulations interpreting the FLSA. While Exempt employees are generally entitled to their full salary regardless of the actual hours worked, Exempt employees are expected to work whatever hours are required to accomplish their duties, even if it exceeds their normal workweek. Certain deductions from an exempt employee's salary are permitted, such as, but not limited to, personal absences of a day or more, leave under the Family and Medical Leave Act, or deductions for disciplinary suspensions of a full day or more imposed in good faith for infractions of workplace conduct rules or safety violations of major significance. All pay deductions for exempt

team members must be authorized by the CEO or his designee. Pay deductions not permitted by the FLSA are strictly prohibited. If any exempt employee believes that a deduction is improper, he / she should immediately notify the CEO or his designee. PRPL will promptly investigate any reports of improper salary reductions and if an investigation reveals a salary reduced in error, PRPL will reimburse the employee for any improper reductions and will take such measures as may be reasonable and prudent to prevent improper deductions in the future. No overtime will be paid to Exempt team members.

- **Non-Exempt:** Some positions at PRPL may be classified as Non-Exempt. These Non- Exempt positions may be subject to over-time pay. Non-Exempt employees whose positions **do not** meet FLSA exemption tests and are paid a multiple of one and one half (1.5) their regular rate of pay for hours worked over forty (40) hours. Unless notified otherwise in writing by Management, all **hourly** employees of PRPL are Non-Exempt. Only Management has the ability to authorize overtime. Failure to follow this procedure may result in disciplinary action, up to and including termination.

## At-will notice

Employees are not hired for any definite or specified period of time even though wages are paid regularly. Accordingly, either employees or PRPL can terminate the employment relationship at any time **at will**, with or without cause, and with or without prior notice.

There have been no implied or verbal agreements or promises. There is no implied employment contract created by this Handbook or any other PRPL document or written or verbal statement or policy.

Nothing in this Handbook or in any document or statement and nothing implied from any conduct shall limit the Company's or employee's right to terminate employment at-will. Only the CEO or his designee is authorized to modify the Company's at-will employment policy or enter into any agreement contrary to this policy. Any such modification must be signed and in writing by the employee and the CEO or his designee.

## Pre-employment screenings

The Company **will** conduct pre-employment screenings on all candidates provided contingent offers of employment, which may include but will not be limited to, a drug, criminal / background, employment, and education check. Additional screenings, including but not limited to credit checks, may be performed for necessary positions.

Third-party services may be hired to perform these checks. PRPL conducts these in compliance with the [Fair Credit Reporting Act](#) and will provide a summary of an employee's rights at the time the authorization paperwork is completed.

## Employee References

The Company has strict provisions regarding information provided to people outside the Company for current and former employees. Information is restricted to the employment dates and positions held in the

Company for that person. This is done to protect PRPL and its employees. This information will only be released by the Human Resource department or other authorized management.

## **Job Assignments**

Usually, your job duties will remain consistent. However, employees may be assigned duties or responsibilities outside of their job description and employment particulars based on the Company's needs. If / when this occurs, we expect your cooperation and appreciate your flexibility so that we can best serve the needs of our business and, more importantly, our clients.

## **Conflicting Employee Referrals**

Any referral's potential for creating a conflict of interest will be taken into consideration by the Company.

## **Personnel Records**

The Company maintains various employment files in accordance with all applicable state and federal law. Examples of these files include personnel files, attendance files, I-9 files and files for medical purposes. Employees are required to notify Human Resources within five (5) business days of changes relating to personal information contained within their employment file.

All employment files have restricted access. Employees and management, or its designated agents, may have access. In the event an employee wishes to review their personnel file, the employee must provide a written request to the appropriate manager. The written request will become a permanent part of the employment file. If the request is granted, access will be provided to the employee under the supervision of Human Resources. Personnel files are property of the Company, and originals may not be removed from the Human Resources department.

## Hours of Operation

As a dedicated **service-based company**, our clients and projects control our work schedules, *not the clock*.

While we are expected to be available during the core hours of the business day (9:00 a.m. to 6:00 p.m.), there may be times when a client's needs require you to be available earlier or later than usual. PRPL expects that you are available and accessible during such times.

### Work Remote Wednesdays

Not only is it fun to say, it's fun to do. PRPL understands that you can get the job done working remotely from your phone, computer, and / or tablet. After your [90-Day Introduction period](#), you may work remotely on Wednesdays. In order to maintain productivity and accessibility for our clients, you must abide by the following protocols:

- Submit your status on the Wednesday on which you are working remotely by 9:30 a.m.
- Post the following message in the Basecamp Project, "Working Remote Status."
- CC relevant department heads, producers, and co-workers on your post.  
Call out any team member to assist with project tasks.
- Use the template provided to document your project status for the day.
- Be available via Slack, Google Hangouts, mobile, email, and Basecamp.
- You must be able to respond within fifteen (15) minutes or less during our core hours of operation.

While we offer Work Remote Wednesdays as a perk to you, please understand that this is a **privilege**. If you breach this protocol, we may, at our sole discretion, rescind this privilege, and you may be subject to discipline up to and including termination.

### Time Keeping for Non-Exempt Employees

As a culture focused on doing good work and not "watching the clock", only Non-Exempt employees are required to record their working hours. Failure by Non-Exempt employees to keep correct and accurate time records will result in discipline up to and including termination.

Employees and their supervisors will approve their time records each pay cycle. It is the employee's responsibility to report any discrepancies noticed on their timesheets from actual time worked. Falsification of time records will result in disciplinary action up to and including termination.

As part of employment with the Company, employees are expected to start their shift and leave their shift at the agreed upon times, except as permitted by federal and state law. Adherence to expected arrival and departure times will be taken into account as a normal part of an employee's annual performance evaluation.

### Meal Breaks

Standard meal breaks for full-time employees are in one-hour increments. For Non-Exempt employees, these meal breaks are unpaid, and must be taken away from the work area. Any exceptions must be approved by management. In certain circumstances, management may schedule thirty-minute lunch periods, which is the minimum allowable lunch period that must be taken by all employees.

All Non-Exempt hourly employees are required to clock out during scheduled lunch periods. While a Non-Exempt hourly employee is clocked out for their lunch, they are prohibited from performing any work.

### **Breaks**

Everyone at PRPL works hard and deserves time to recharge throughout the day. If you are a Salaried Exempt employee, we expect you to use your best judgement as to when to take breaks based on your project schedules.

All Non-Exempt hourly full-time employees are permitted two 15-minute paid breaks per 8 hour workday, based on business need. Breaks are to be taken away from the work area. Additional paid 15-minute breaks for shifts longer than 8 hours are subject to the discretion of the Company.

### **Hourly Employees Leaving the Premises**

A Non-Exempt hourly employee leaving the premises for non-work related reasons of any kind must clock out. Failure to adhere to this policy will result in disciplinary action up to and including termination.

### **Working Remotely**

PRPL understands that you may be able to complete your job duties remotely, especially outside of [core business hours](#). We consider working remotely to be a viable alternative work arrangement in cases where individual and job characteristics are suited to such an arrangement, as determined by PRPL's Leadership Team. It is not an entitlement; it is not a company-wide benefit; and it in no way changes the terms and conditions of employment. If you need to work remotely, you must seek prior permission from your direct manager or Leadership and follow the protocols listed under the [Work Remote Wednesday Policy](#).

All Non-Exempt Hourly employees who are in a remote-working arrangement must complete a daily time log to account for all time worked or considered on the clock. It is expected that the employee properly report a detail of all working hours each pay cycle to their supervisor on a time sheet. Any time worked beyond the telecommuting employee's normal scheduled workweek, or any time worked outside of normal business hours, must be pre-approved by the employee's supervisor and logged on the daily time log. Any remote-working arrangement made will be on an **indefinite trial basis**, and may be discontinued at any time at the request of either the employee or the Company, except as where permitted by federal or state law.

Equipment supplied by the Company is to be used for business purposes only. By working for the Company, you agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all Company property will be returned to the Company, unless other

arrangements have been made.

Employees working remotely are expected to maintain a standard level of security with the use of any Company asset or personal device connected to the Company's network. Steps include, but are not limited to, the application of an updated virus software (as applicable), use of locked desks, file cabinets, and password-protected media storage; regular password maintenance; and any other steps deemed appropriate for the job and the environment as determined by management. Failure to follow the required steps will result in revocation of the telecommuting benefit, and may lead to disciplinary action up to and including termination.

## Overtime for Non-Exempt Hourly Employees

If the need for overtime for Non-Exempt Hourly employees arises (hours worked in excess of 40 hours a workweek), it will be on a volunteer basis first. Due to the nature of the Company's business, if mandatory overtime is required, there is much flexibility with working hours that can be arranged with Management. Overtime will be paid at a rate of 1.5 times the regular rate. Each Non-Exempt Hourly Employee is required to obtain approval from their manager prior to working additional hours in excess of 40 hours in a workweek. Failure to follow this procedure may result in disciplinary action, up to and including termination.

## Attendance

As explained above, PRPL operates based on the needs of our clients, projects, and teams control our work schedules, not the clock. Given the nature of our business, physical presence at PRPL may not always be necessary to complete your job duties. However, you are expected to be available and accessible to our clients during normal business hours (9:00 a.m. to 6:00 p.m.), and sometimes after hours or on-call, as needed. Please be aware that not all of our clients operate in our time zone (Eastern Standard Time), or maintain a traditional work schedule. As such, you may need to work outside of your normal working hours to ensure that we are delivering the quality experience our clients have come to expect from PRPL. If you plan to work remotely, you must follow the [Working Remote Policy](#).

We understand that from time to time, people will get sick and that emergencies may happen. If you are unable to report to work or sign on remotely, you must log in to PRPL's online [Human Resources Platform](#) to request a "sick day" before 10:00 a.m. the same day on which you are out, except under extraordinary circumstances. Additionally, you must email your supervisor and active project team members before 10:00 am to inform them of your absence. Your supervisor will then coordinate with your project teams to assist with or reschedule your workload while you are out. Don't text, leave a voicemail, or pass a message to someone hoping that it will reach the Leadership Team. You must follow this process each day on which you are absent, unless you are on an approved leave of absence. Failure to report your availability may result in discipline up to and including termination. If we notice a pattern of unavailability, we will address this with you directly, consistent with federal and state law.

**Fitness For Duty:** Any illness-related absence that requires the employee to miss three (3) or more consecutive days of work, or any hospitalization, requires the employee to submit a physician's note permitting their return to work. An employee must present the fitness for duty note to the Human

Resources department before starting their scheduled shift, and the note will be placed in the employee's file.

**No Call / No Show:** An employee who is absent from work without properly communicating the absence to Leadership or management will have created a *no call, no show* event.

A *no call, no show* event will result in an unexcused, **unpaid** absence, and will be subject to disciplinary action up to and including termination. Except for extenuating circumstances that are consistent with federal and state law, an employee who is absent from work for three (3) consecutive days without prior permission or notification to the Company, will be considered to have **voluntarily resigned** effective immediately. PRPL will formally record the separation from employment and advise the employee of the separation by mail.

**Planned Absence:** If you have planned an absence, it must be approved in advance. Vacations must be scheduled according to the [Vacation Policy](#). If you have scheduled a medical or other appointment, you must obtain approval from management at least **two (2) weeks** in advance. If this is not possible, please let us know as soon as possible.

**Unplanned Absence:** In the event of an illness, emergency, or other similar circumstances, you must utilize the process outlined above.

**Recording Absences:** You must document any absences and the nature of such in PRPL's online [Human Resources Platform](#).

**Inclement Weather:** Employees are generally expected to work during inclement weather conditions if the Company **does not** declare an emergency closing. However, in the event that PRPL closes due to emergency conditions, you may be asked to work remotely to the extent possible and pursuant to the [Working Remote Policy](#). Except in cases of emergency, we expect that you will be available and accessible to our clients and your co-workers.

Should you elect to be unavailable or inaccessible during such times, you may be disciplined up to and including termination. In circumstances of inclement weather, PRPL will clearly communicate its expectations to you. If you have questions about whether you should report to work, whether physically or remotely, due to emergency weather, contact your manager or someone from Leadership for instructions.

## Time Off

PRPL believes that balance in its employees' lives is critical to their professional success. Therefore, PRPL encourages its employees to utilize their **ample vacation** time. PRPL is proud to offer this vacation time to its employees as part of PRPL's comprehensive benefits package. The sections that follow outline the policies for various forms of leave offered by the Company.

### Vacation

**Anniversary Date:** The employee's initial start date with the Company is his / her official employment anniversary date.

**Seniority / Years of Service:** Seniority is the length of service commencing on the employment start date. Should an employee leave PRPL and subsequently be rehired, we will take into account only **full years** worked prior to leaving, based on your anniversary date, and include those whole years when computing the total years of service.

**Vacation Policy:** Paid vacation is provided to Regular Full-Time employees according to the following accrual schedule. If you are eligible, you will **accrue** one (1) vacation day (8 hours) for each full calendar month worked. This means that you work your regular schedule for the entire calendar month, without any absences or use of vacation / sick time. If your employment begins on a day other than the 1st of the month, you will be eligible to accrue vacation the next month.

On your first year anniversary, your accrual amount will increase to two (2) days per full month worked. **After your first year anniversary, you may accrue a maximum of twenty-four (24) vacation days per anniversary year. Yes, that is a lot!**

**Carry Over:** If you have any accrued vacation time remaining at the end of the anniversary year, you are permitted to "roll-over" **up to five (5)** vacation days into the new anniversary year. Any accrued but unearned vacation beyond five (5) vacation days at the end of the anniversary year will be **forfeited**. You may not waive vacation in lieu of pay under any circumstances.

**Usage:** Vacation must be taken in the following increments: for [Exempt employees](#), you must take a **minimum** of a full day; for [Non-Exempt Hourly](#) employees, you must take a minimum of half-day (4 hours). While vacation may be earned during your introductory period, you are not permitted to use it. Normally, you **may not** be permitted to take more than five (5) consecutive vacation days. However the Leadership Team, in their own discretion, may make an exception to this limitation for exceptional circumstances. Every attempt will be made to accommodate individual requests; however, **PRPL reserves the right to approve or deny specific vacation requests based on business necessities**. We prefer that no two (2) employees in the same department or project team take extended vacation (five days) at the same time; however, should this situation arise, each employee must receive approval by the Leadership Team in advance.

**Holiday Blackout:** Given the nature of our business, **vacation days may not be used between December 1st and January 2nd**. Only a member of the Leadership Team may make an exception to this

restriction, depending on work volume.

**Pay:** Good news, your vacation is paid! If you are an [Exempt Employee](#), your salary will be unaffected. If you are a full-time [Non-Exempt Hourly Employee](#), you will be paid eight (8) hours at your regular hourly rate. If you are a [Part-Time regular Employee](#), you will be paid four (4) hours at your regular hourly rate.

**Scheduling:** If you wish to request days off, you must submit your request in PRPL's [online Human Resources System](#) at least **two (2) weeks in advance**. Should you fail to request your vacation within these respected timeframes, your request will be denied, absent extraordinary circumstances. If you must still take the request days off, they will be unpaid.

**Recording Vacation:** All employees are responsible for making sure vacation time is documented correctly via PRPL's [online Human Resources System](#). Failure to properly record vacation time may result in discipline up to and including termination.

**Unused Time Upon Termination:** Under no circumstance is accrued but unused vacation paid out when an employee leaves the company, for any reason.

## Sick Time

Full-time regular employees are given three (3) days (24 total hours) of Paid Time Off per calendar year to cover for illness, medical appointments, or for other similar reasons. This time is prorated for newly hired employees.

**Amount of Sick Time:** Upon hire, you will be given sick time that you may use following the successful completion of your [Introductory Period](#). The amount of sick time is based on the time of year in which you joined us. For example, if you are hired into a full-time regular position between January 1 and May 31, you will receive three (3) sick days. If you are hired into a full-time regular position between June 1 and September 31, you will receive two (2) sick days. If you are hired into a full-time regular position between October 1 and December 31, you will receive one (1) sick day.

After January 1, following your date of hire and successful completion of your introductory period, you will receive three (3) days of sick time to use during that calendar year and each calendar year thereafter.

**Carry-Over:** Any unused sick time at the end of a calendar year is forfeited. Sick time may not be waived in lieu of pay under any circumstances.

**Use of Sick Time:** Sick time must be taken in minimum full-day increments (8 hours) for [Exempt employees](#) and in a minimum half-day increments (4 hours) for [Hourly employees](#).

**Requesting Sick Time:** For an unplanned absence due to illness, you must follow the procedure set forth in the [Attendance section](#) of this handbook.

**Recording Vacation:** All employees are responsible for making sick time is documented correctly via PRPL's [online Human Resources Portal](#).

**Pay:** Pay for sick time is calculated the same as Holiday pay.

**Unused Time Upon Termination:** Under no circumstance is accrued but unused sick paid out when an employee leaves the Company, for any reason.

## Holidays

The Company provides Paid Holiday Time for all full- and part-time employees. The following are recognized holidays that the Company observes:

- New Year's Eve (Dec. 31)
- New Year's Day (Jan. 1)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in Sept.)
- Thanksgiving Day (Fourth Thursday in Nov.)
- Day after Thanksgiving
- Christmas Eve (Dec. 24)
- Christmas Day (Dec. 25)

If you are an [Exempt employee](#), you will receive your normal salary as if you had worked the Holiday. If you are a [Non-exempt full-time employee](#), you will receive your hourly rate multiplied by your regularly scheduled hours, not to exceed 8 hours. If you are a [non-exempt part-time employee](#), you will receive your current hourly rate multiplied by your regularly scheduled hours, not to exceed 4 hours.

If a recognized holiday falls on a Saturday, the Company may close on Friday for the observance of the holiday; likewise, if the holiday falls on a Sunday, it may be observed on the following Monday.

Based on business needs, some employees may be asked to work on one of the recognized holidays. If this happens, we will make every effort to notify you in advance. If you are asked to work on a holiday, you are permitted to take another day off within 30 days of that holiday, upon approval of your Department Director.

## Jury Duty Policy

The Company encourages its employees to engage in their civic duties through jury service. In the event that you are called to serve on a jury, the Company will require that you utilize vacation time, subject to the scheduling provisions above..

## Bereavement Leave

In the unfortunate event of death in your immediate family, please notify your Department Director or a member of Leadership. Should you need any time for bereavement leave, you will use your vacation time, subject to the scheduling provisions above.

## **Military Leave**

An employee who is a member of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia will be granted temporary leave of absence without pay while engaged in military duty as required by federal and state law. A letter from the commanding officer is required to establish the dates of duty.

## **Lactation / Breastfeeding**

For up to one (1) year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. PRPL has a designated room for this purpose. Nursing mothers wishing to express breast milk may contact the Human Resources department to request / reserve the room. Employees who work off-site or in other locations will be accommodated with a private area as necessary. For [non-exempt employees](#), breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

## **Personal Leave of Absence**

A full-time regular employee, who has completed at least one (1) year of service, may request a personal leave of absence without pay. Any personal leave of absence should be requested through a Plaid, and each occurrence, as well as duration of the leave, will be handled on a case- by-case basis. Generally, approvals are based on your needs, length of service, and Company demands. If the need for leave is foreseeable, please give us at least two (2) weeks' notice. You may be required to provide supporting documentation before you are approved for a personal leave of absence. Upon your return to work, you may be required to submit verification of your eligibility to return to work from your medial provider, along with any job-related limitations you may have.

In the event that you are approved for a personal leave of absence, you will be required to use any accrued but unused vacation and sick time. You will also not be eligible for holiday pay.

Any employee who takes a leave of absence will be responsible for the employee-share premium payments of any insurance plans of which they are enrolled. The premium payment must be made for the full month of the absence, and must be paid no later than the first paycheck date of the month. If an employee does not receive wages during the leave of absence period, the employee will be required to make the premium payment directly to the Company. Failure to make a premium payment in a timely manner will result in a lapse in coverage. If an employee is on disability during the leave of absence period, the company may be required to report earned wages to the insurance company for compliance purposes.

PRPL reserves the right to deny any personal leave of absence request, except where the leave is protected by federal or state law.

## Compensation

### Pay Periods

PRPL's formal workweek will begin at 12:00 a.m. Sunday and end at midnight the following Saturday. The designated pay period for all employees is semi-monthly (24 pay periods per year). Except as otherwise provided, if any date of paycheck distribution falls on a holiday, employees shall be paid on the preceding scheduled workday. You will be paid on the 15th and final days of the month (e.g. 30th, 31st, etc). Please speak to the Operations Manager if you wish to elect to participate in direct deposit. If you do not, you will receive a physical paycheck.

It is the Company's policy to comply with the [FLSA](#). If an error has occurred with respect to pay rate, hours worked, or incorrect allocation of time, the employee is responsible for notifying the Operations Manager regarding any error immediately. Every effort is made to avoid errors in an employee's paycheck including improper deductions. If an employee believes an error has been made in a paycheck or an improper deduction has been made from the paycheck, employees should report it to the Operations Manager immediately in writing. Necessary steps will be taken to research the problem and make any corrections necessary promptly.

Every report will be fully investigated and the Company will make every effort to ensure that the employee receives any pay they are entitled. The Company will not allow any form of retaliation against individuals who make good faith reports of alleged violation of this policy, or who cooperate in an investigation of such reports, even if the reports do not reveal any errors. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

### Overtime

[Non-exempt employees](#) will be compensated for all hours worked in excess of forty (40) hours in a workweek in accordance with applicable federal and state laws. Non-exempt employees are paid overtime at the rate of one and one-half times the regular rate of pay for all hours worked over forty (40) in a workweek. Any overtime worked must be authorized by management in advance. Failure to comply with the policy will result in discipline up to and including termination.

Employees may be required to work overtime when assigned and work demands dictate. Management will communicate expectations with each employee depending on work demands. Being a production based company, employees are asked to understand and be cooperative when overtime is required.

### Performance Evaluation

PRPL recognizes the importance of continued review of performance to ensure both the employee and the Company are aware of the expectations of both parties. We want to be able to capture your strengths so that you continue to excel in them, and identify areas in which you can develop. We will endeavor to provide all new hires with a **90-Day Review** to ensure satisfactory progress is being made in the new role. PRPL will endeavor to provide an annual review on the employee's date of hire anniversary to continue

this evaluation of expectations. On or about your anniversary date, you will receive a self-evaluation form, which must be completed and returned to Human Resources within five (5) business days. The Company expects that you will complete this form honestly, understanding that this process is an opportunity for continued growth. Concurrently, you will receive a peer evaluation, completed by those with whom you work closely. Leadership may deem it necessary for any employee who transfers into a new role to undergo a pre-determined period of review to ensure expectations are being met by both parties.

We believe that this process works best when both parties are open and honest. We expect that you take this process seriously, and discuss any concerns that you may have. The completed and signed evaluation forms will be placed in the personnel file. Employees will receive a copy of the performance evaluations. This evaluation process does not constitute an agreement of employment or in any way change the status of an employee from at-will.

## **Demotion**

Demotion is a reduction in responsibility usually accompanied by a reduction in pay. If and when a demotion occurs, the employee may maintain their seniority with the Company, subjected to the discretion of the Company.

## **Work Assignments**

In addition to specific duties that may accompany an individual's job responsibilities, each job also includes "and other assigned duties." From time to time, employees may be required to perform duties or tasks of a fellow employee who is absent or for a position that is temporarily vacant. The employee will be compensated at their regular rate of pay while performing other assigned duties on a temporary basis.

## **Travel Compensation Policy**

Travel time will be compensated in accordance with the FLSA regulations.

## **Hours Worked While Traveling**

When an employee is performing their normal job duties, calling on customers, attending trade shows, working on presentations and checking and replying to emails, you will be compensated at their normal hourly rate of pay. This is exclusive of any time spent during the day for personal activities or meal breaks. Time should be recorded on their time sheet and in the time tracking system. If a non-exempt employee works in excess of forty (40) hours in a work week, actual hours worked beyond forty (40) hours in a workweek will be compensable at the Company's standard overtime rate.

## **Travel & Business Expenses**

PRPL will reimburse you for certain expenses incurred during the normal course of business travel including, but not limited to, airfare (for coach only), reasonable hotel rates (to be pre-approved by a Plaid), and meals up based on the most recent Per Diem rates defined by the Operations Manager (limited

to three per day).

You must obtain itemized receipts to be reimbursed for these costs. These receipts must be provided to the Operations Manager within 5 working days of returning from a business trip, along with any excess advance money. The employee should complete an expense report for each trip attaching receipts and noting the amounts spent. The expense report will reflect any additional money owed to the employee or the excess money to be returned. Some employees will be issued a credit card from the Company to be used for travel and other business expenses. Employees that are issued credit cards will need to sign and comply with the Company credit card agreement. An employee's Manager must approve expense reports prior to submission to the Operations Manager.

## **Seminars & Training Programs**

Occasionally, we may require and arrange for you to attend a seminar or training program that will facilitate your professional growth and development here at PRPL. When this occurs, we will pay your regular pay, as well as the costs of the program and any related travel expenses. If you are aware of any programs that may provide you with an opportunity for development, please bring to the attention of a Plaid as far in advance as possible. You must also provide information to verify that content of the program.

If you request to attend a program that is not required by PRPL and/or is not job-related, as determined by a Plaid, you must obtain prior approval from a Plaid before missing work time. If approved, you must take the time-off in full day increments and utilize any available vacation. If you are non-exempt, this program must occur outside of your normal working hours, and the time spent at such will be unpaid unless you utilize vacation time. You will also be responsible for all associates costs and travel expenses incurred. However, based on your length of service, PRPL will reimburse you for a portion of your expenses, up to a certain amount.

Reimbursement is based on an annual basis to full-time regular employees after two continuous years of service, according to the following schedule:

<b>Length of Full-Time Regular Service</b>	<b>Annual Expense Reimbursement</b>
1 year and up to 2 years	\$0 + 3 extra PTO days
2 years and up to 3 years	\$250.00 + 3 extra PTO days
3 years and up to 4 years	\$750.00 + 3 extra PTO days
4 years and over	\$1,000.00 + 3 extra PTO days

## **Mileage Reimbursement**

PRPL will reimburse employees at the business standard mileage rate per current year IRS requirements, for miles traveled by the employee in the employee's car while traveling to and returning from clients, meetings, or other company business that has been pre-approved. You must complete a mileage report indicating the miles actually traveled within 5 business days of returning to the office.

## Benefits

### Insurance Benefits

All full-time regular employees are eligible for benefits under the PRPL's group policy. Policies available include medical, dental, vision and long-term disability. To be eligible for enrollment, you must satisfactorily complete your [90-Day Introductory Period](#). In accordance with the [Affordable Care Act](#), all [full-time regular employees](#) are eligible for medical insurance benefits under the Company's group plan after the completion of the sixty (60) day waiting period. The effective date to enroll in insurance for new hires will be reviewed with each employee on their first day of work.

Each year, the Company will have an **open enrollment event**, and disclose to all eligible employees the specifics of the plans offered. Plans and insurance carriers may be changed periodically; employees will be required to attend open enrollment meetings for updated information. All benefit offerings are voluntary.

### 401(k)

PRPL is proud to offer eligible employees a [401\(k\) savings plan](#). Employees will become eligible to make pre-tax deferrals and participate if they are at least 21 years old with 1,000 hours of service, per year, and have successfully completed your [90-Day Introductory Period](#). Entry dates into the retirement plan are **January 1st** and **July 1st**. After the completion of one (1) year of employment, employees are eligible for the Company's discretionary safe harbor match to their individual contributions. Entry dates for the safe harbor match are **January 1st** and **July 1st** following the employee's anniversary date.

### Continuation of Benefits - COBRA

Under the Federal [Consolidated Omnibus Budget Reconciliation Act \(COBRA\)](#), employees may be allowed to continue their health insurance benefits, at the employee's expense, for up to 18 months after experiencing a qualifying event as outlined below. To qualify for COBRA continuation coverage, an employee must have a qualifying event that causes the employee to lose group health coverage. The following are qualifying events for the employee:

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in the number of hours of employment

### Family Medical Leave Act

The Company makes available various types of leave in accordance with the requirements of the [Family and Medical Leave Act \(FMLA\)](#).

**Basic Leave:** For eligible employees, up to 12 weeks of leave, in a 12-month period, is available for one or more of the following purposes:

- For the birth and care of a newborn child of the employee;

- For the care and/or placement of a child for adoption or foster care;
- To care for a spouse, child, or parent who has a serious health condition; a child, for purposes of this policy, includes an individual who is either (1) under the age of 18 or (2) older than 18 but incapable of self-care because of a physical or mental disability;
- For your own serious health condition.

The 12-month period is measured on a “rolling” basis, backward from the date leave is to commence.

**Qualifying Exigency Leave:** For eligible employees, up to 12 weeks of leave, in a 12-month period, is available for an eligible employee where the employee’s spouse, son, daughter or parent is on “covered active duty” and leave is needed for a “qualifying exigency.” Covered Active Duty includes: (1) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and (2) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty.

A "qualifying exigency" is:

1. Short notice deployment;
2. Military events and related activities;
3. Childcare and school activities;
4. Counseling;
5. Parental care;
6. For the purpose of making financial and legal arrangements;
7. Rest and recuperation (limited to 15 days for each instance);
8. Post-deployment activities; and/or,
9. Additional qualifying activities.

The “rolling” method used for measuring “Basic Leave” is also used to measure the 12-month period for “Qualifying Exigency Leave.”

**Covered Servicemember Care Leave:** Leave is available for an eligible employee to care for a spouse, child, parent or next-of-kin who:

1. is a current member of the Armed Forces or a member of the Armed Forces who is on the temporary disability list, and who has a “serious injury or illness” for which he or she is undergoing medical treatment, recuperation, or therapy; or, otherwise in outpatient status; or, otherwise on the temporary disability retired list, or
2. is a veteran of the Armed Forces who is undergoing medical treatment, recuperation, or therapy, for a “serious injury or illness” and who was a member of the Armed Forces at any time during the period of 5 years preceding the date on which the veteran is undergoing the medical treatment, recuperation, or therapy.

For purposes of this section the following definitions apply:

1. the term “Armed Forces” includes Armed Forces, National Guard, and Reserves.

2. the term “serious injury or illness” means:
  1. For current members of Armed Forces – an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that renders the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.
  2. For veterans of the Armed Forces – (i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember’s office, grade, rank, or rating; (ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service Related Disability Rating (VASRD) of 50 percent or higher, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; (iii) a physical or mental condition that substantially impairs the covered veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or (iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
3. Next-of-kin of a covered servicemember is the nearest blood relative other than the covered servicemember’s spouse, son, or daughter, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

For Covered Servicemember Care leave only, an employee is entitled to 26 workweeks of leave during any single 12-month period measured on a “rolling forward” basis. Servicemember Care leave measured on a rolling forward basis will be measured using the 12-month period forward from the date of the employee’s first instance of Servicemember Care leave.

**Eligibility:** Even in circumstances that would otherwise qualify for FMLA leave, an employee is not eligible for FMLA leave unless he or she: (1) has a cumulative (not necessarily continuous) 12 months of prior service; (2) has worked at least 1250 hours during the 12 months immediately preceding the date on which the FMLA leave would commence; and, (3) works at a location where at least 50 employees are employed within a 75-mile radius.

**Intermittent Leave:** You may take leave intermittently for certain qualifying reasons, as blocks of time off or in the form of reducing your normal weekly or daily schedule. If you need leave intermittently or on a reduced-leave schedule for planned medical treatment, it is your obligation to schedule the treatment so as not to unduly disrupt the Company’s operations. Further, intermittent leave or leave on a reduced-leave schedule must be medically necessary due to a serious health condition or a serious injury or illness, except in the case of intermittent leave for a Qualifying Exigency. Intermittent leave for the birth of a child or placement of a child for adoption or foster care is only permitted upon the approval of management and Human Resources.

**Giving Notice of the Need for Leave:** Absent extenuating circumstances, an employee must provide the Company with at least 30 days’ advance written notice before FMLA leave is to begin. Your failure to do

so may cause delay or denial of leave.

If the need for leave is unforeseeable, then you must provide notice to the Company as soon as practicable under the facts and circumstances of your particular situation. For unforeseen leave, you must follow the normal procedure for contacting your supervisor to report an absence.

**Eligibility Notice:** PRPL will generally notify you within 5 business days of receipt of your request for FMLA leave of your eligibility to take Family and Medical Leave. If you are not eligible, the Company will tell you why.

**Providing Evidence of Need for Leave:** Human Resources may request additional information to assist the Company in determining whether an employee qualifies for leave under the FMLA. In most cases, the Company will request that the employee provide additional information regarding certification of the leave by providing the employee with a Certification form, specific to the type of leave the employee is requesting, to be completed and returned to the Company. Certification forms and any other requested documentation must be returned to the Company within 15 days of the Company's request for Certification (absent extenuating circumstances).

**Designation of Leave:** Human Resources generally will notify you in writing of whether your leave request is approved within 5 business days after you have submitted the appropriate Certification form and/or the Company has sufficient information to determine whether the leave requested is FMLA covered.

**Intent to Return to Work from FMLA Leave:** Consistent with the manner in which the Company addresses other types of medical and personal leave, the Company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work. If circumstances change during your leave such that you no longer have a condition or circumstance that qualifies for FMLA leave, you are required to promptly notify PRPL.

**Pay During Leave:** FMLA leave is generally **unpaid**. However, if you have accrued but unused [Vacation](#) or [Sick Time](#), the Company requires you to use your this time while taking FMLA leave. In other words, on commencing FMLA leave, you are required to simultaneously take any paid leave for which you are eligible, including vacation time. Once paid leave is exhausted, you will go on unpaid leave. Both paid and unpaid leave count towards the 12- or 26-week (in the case of Covered Servicemember Care Leave) limit. The terms of this paragraph may differ if you are eligible for some other form of leave payment, such as pay under a short term or long term disability plan, or workers' compensation.

**Benefits During Leave:** If you are participating in our group health plan at the time leave commences, you will be permitted to continue coverage for the duration of FMLA leave, but only if you continue to pay your share of premiums. For so long as your FMLA leave is paid leave, PRPL will continue to deduct your share of premiums from your pay. For unpaid FMLA leave, you are responsible for making arrangements to pay your share of premiums. Should you fall more than thirty (30) days behind in doing so, your coverage may be canceled. In addition, should you fail to return to work at the expiration of your leave, under certain conditions, PRPL is entitled to recover any premiums it paid on your behalf in order to maintain your coverage during FMLA leave.

**Return from Leave:** In most cases, an employee will have an opportunity to be restored to his or her same position or an equivalent position upon completion of FMLA leave. However, your rights will not be greater than they would have been in the absence of the leave, so there may be circumstances where an employee will not be reinstated. Also, PRPL reserves the right not to reinstate a “key” employee if reinstatement would cause substantial economic harm to our business. Key employees are generally those in the top 10% of compensation.

**Return from Leave: Fitness-For-Duty Certification:** Any employee who takes leave for the employee’s own serious health condition will be required, as a condition of restoration, to obtain and provide certification that the employee is able to resume work and is able to perform the essential functions of his or her job. The cost of the Fitness-for-Duty Certification is paid by the employee. The Company may delay or deny restoration to employment if a Fitness-for-Duty Certification is not provided. The Company will request a Fitness-for-Duty Certification for leave taken on an intermittent or reduced-leave schedule basis if reasonable safety concerns exist regarding the employee’s ability to perform his or her duties based on the serious health condition for which the employee took leave.

**Taking More than the Allowed Leave:** If an employee fails to return to work at the end of an approved leave of absence, including any approved extension of the leave, the employee’s absences will be treated the same as any other non-FMLA absence. This means, for example, that unexcused absences or failure to provide proper notice of absences may result in disciplinary action up to and including termination of employment.

**Employee Rights and Responsibilities:** The Department of Labor has prepared a summary of an Employee’s Rights and Responsibilities under the FMLA. This summary is available online at this URL: <https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

## Domestic Violence

Under Florida Law, employees who have worked with PRPL for three months or longer are eligible for up to three (3) days of unpaid leave in any twelve (12) month period for activity connected with domestic violence. This leave will run concurrent with any available paid time off. Such activities include:

- seeking an injunction for protection against domestic violence, repeat or sexual violence;
- obtaining medical care and/or mental health counseling for the employee or a family or household member to address injuries resulting from domestic violence;
- obtaining services from victims services organizations;
- making the employee's home secure from the perpetrator of domestic violence or finding a new home to escape the perpetrator;
- seeking legal assistance to address issues arising from domestic violence or attending or preparing for court related proceedings arising from the act of domestic violence.

“Family or household member” means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as a family or who have resided together as a family or who have resided together in the past as a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same

dwelling unit. You will need to provide as much notice as possible along with sufficient documentation (i.e., copies of restraining orders, police reports).

Employees seeking to take domestic violence leave must provide the Leadership Team with three days' notice prior to taking the leaving, unless the employee is prevented from doing so because of imminent danger to the health or safety of the employee or a family member. PRPL will keep confidential all information relating to leave for domestic violence. PRPL will not retaliate against employees for requesting or taking domestic violence leave.

## Workplace Guidelines

### Personal Appearance

As you know, PRPL is a very casual atmosphere. We work hard and play hard. However, your appearance matters when projecting a professional image. With customers and business associates visiting our office regularly, employees' appearances are important and a reflection on Purple, Rock, Scissors.

If we believe, in our sole discretion, that your appearance inappropriate or offensive, we will ask you go home and change your attire. Repeated instances of this conduct may result in discipline up to and including termination.

### Confidentiality

**We are bound to our clients by very strict Non-Disclosure Agreements (NDAs). The policies and procedures of the Non-Disclosure Agreements we sign with our customers vary from client to client, but each policy must be upheld, by all of our employees, to the strictest level as described within each agreement. All of our staff are bound by the terms defined within each agreement, and some staff members may be required to sign additional Non-Disclosure Agreements directly with our clients, depending on the circumstances of each project and account. The tenants within this handbook serve as a guide - however - the policies within each client Non-Disclosure Agreement will control and override all rules and guidelines noted in this section. It is your responsibility to follow and protect the confidential information of our client and our company. If you have any questions regarding the confidentiality or terms of any particular Non-Disclosure Agreement, or questions regarding the confidentiality of any particular project, client, customer, or other sensitive information, you have the right - and responsibility - to ask the Leadership Team or Human Resources department, who will then provide further clarification. The covenants of our most common Non-Disclosure agreements can be found at the following URLs:**

- <http://purplerockscissors.com/master-agreement>
- <http://purplerockscissors.com/mutual-nda>

PRPL prohibits unauthorized disclosure of the Company's confidential information or "business secrets." Confidential information may include internal reports, policies, and procedures. Trade secrets may include information regarding the development of systems, processes, products, design, instrument, formulas and technology. In addition, always respect financial disclosure laws and third party intellectual property. It is the employee's duty and responsibility to safeguard all confidential information. This includes the dissemination of information by any available means, including but not limited to telephone, fax and email. **Misuse or unauthorized disclosure of confidential information not otherwise available to persons or firms outside of the Company is cause for disciplinary action up to and including termination.** Do not disclose confidential financial data, or other non-proprietary Company information. Do not share confidential information regarding business partners, vendors, or customers. Building security problems should be reported to department managers.

When any inquiry is made regarding an employee or any former employee, the inquiry must be forwarded to the employee's supervisor. When any inquiry is made regarding any client, the inquiry must be forwarded to management. Confidential information shall be disclosed and/or discussed only on a "need to know" basis.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. In addition, nothing in this policy is intended to infringe upon employee rights under Section Seven (7) of the [National Labor Relations Act \(NLRA\)](#).

## **Electronics Application Policy**

This policy is intended to protect the security and integrity of PRPL's data and technology infrastructure. Violations of this policy will subject an employee to immediate disciplinary action up to and including termination. If an employee is aware of any violations of this policy the employee must notify the Human Resources Manager in writing immediately.

**Company Property:** PRPL has many electronic devices and media in which employees may utilize in their daily work. These devices may include, but are not limited to computers, laptops, cellular phones, telephones, voicemails, printers, Internet connections, emails, televisions, video players, etc. These devices are the property of the Company; therefore, employees do not have any expectation of privacy when using these devices and applications. Aside from the portable equipment issued to you (including your laptop, charger, and related connectors), the removal of any company device from the premises without prior consent by management may be considered theft.

**Telephone Monitoring:** All the Company business telephones are capable of being monitored and thus employees should have no expectation of privacy when using a Company phone. Employees are asked to refrain from using the Company's business phones for personal calls; however, if occasionally necessary, employees are asked to keep the calls short. Excessive use of the company business telephone for personal calls may result in disciplinary actions. Employees should understand they have no expectation of privacy.

**Company Email:** PRPL has installed an email system for business purposes. Employees do not have any privacy expectation with regard to the material contained in any email transmission. The computer and email system are the Company's property; all transmissions generated by the email system are also the Company's property. The Company can - and will - monitor both the use of the email system and the content of the email transmissions.

Any materials sent through the email system should be written in a manner similar to any other business correspondence in which the employee engages. Confidential or privileged information **must not** be sent through the email system without appropriate safeguards to protect the information including an appropriate warning as to the confidential nature of the materials.

We may intercept, monitor, copy, review, and download any communications or files you create or maintain on these systems. When using the Internet do not send materials of a sensitive nature or that constitute our "[confidential information](#)" unless the information is properly encrypted to prevent interception by third parties. The Company strives to maintain a workplace free of harassment and

sensitive to the diversity of its employees. Therefore, the Company prohibits the use of computers and the email system in violation of the Company's harassment or discrimination policies.

**Computer Use:** To assist employees in performing their jobs, the Company gives employees access to computers, computer files, email and software. The equipment, services, software and technology that employees use are the property of the Company. The Company reserves the right to inspect and monitor computer, email and internet usage by its employees at any time. Therefore, employees should not have an expectation of privacy as it relates to use of these systems.

Issues related to adware, spyware and viruses create a substantial risk to the integrity of the Company's information systems. Employees shall not download, load or otherwise install any software on their computer without the written consent of the Company. If an employee violates Company policy or law in the use of the Company's computer and information systems, the employee will be subject to disciplinary action.

The Company buys computer software for business purposes and does not own the copyright to this software or documentation. Employees may only use software on local area networks or multiple machines according to the software license agreements. Thus, no unauthorized use or copying of the Company software or its documentation is permitted. Installing an employee's own personal copy of any software is not permitted unless prior authorization was given by PRPL's IT department.

Use of a Company computer to transfer illegal media will result in disciplinary action up to and including termination of the offending employee, and may lead to criminal or civil action. Illegal media includes, but is not limited to, unregistered software, pornographic material, and Company trade secrets such as customer lists or repair procedures. Any media that is transferred to or from any computer owned by the Company is the property of the Company and may be monitored or intercepted at any time. All information contained on the Company website and computer systems are considered proprietary and the property of the Company.

The Company information systems are intended for business purposes only. The employee may not use an unassigned password, access a file, password protect a file, or retrieve any stored communication or document without appropriate authorization and for a legitimate business purpose associated with the employee's employment at the Company.

**Internet Usage Policy:** An employee may not use the Company's computers to access the Internet to display, download or email offensive, sexually explicit or inappropriate images, messages, jokes or cartoons in violation of the Company's harassment and discrimination policy. All Internet data that is written, sent or received through the computer and information systems is part of the Company's business records. In appropriate circumstances the Company may be legally required to show that information to law enforcement or other officials.

**Personal Device Policy:** PRPL recognizes the increased popularity and ease of use that smart phones and other portable devices provide to consumers. PRPL also recognizes that these devices allow for the user to connect their personal devices to Company-owned property, including the Company email system. As business necessity requires, an employee may be given access to Company-owned property externally or remotely through their own personal cell phone or mobile device. Employees must treat their own devices

with as much care, safeguards, and integrity as he or she would using a Company-issued device. Failure to do so may result in disciplinary action.

**Personal Device Privacy:** PRPL very much respects your right to privacy - however - should you use your own personal device for business purposes, we reserve the right to **reasonably** audit or inspect your personal device at any time to ensure safe and proper usage and transmission of the Company's digital property and information. Failure to provide authorization for this inspection may result in disciplinary action. Should you need assistance managing your personal device for business purposes, please contact PRPL's IT department for assistance.

### *Device protocols*

Personal devices should be turned off or set to silent or vibrate mode during meetings and conferences and in other locations where incoming calls may disrupt normal workflow.

### *Restrictions on authorized use*

While at work, employees are expected to exercise the same discretion in using their personal devices as is expected for the use of company devices. Company policies pertaining to harassment, discrimination, retaliation, trade secrets, confidential information and ethics apply to employee use of personal devices for work-related activities.

Excessive personal calls, e-mails, or text messaging during the workday, regardless of the device used, can interfere with employee productivity and be distracting to others. Employees must handle personal matters on non-work time and ensure that friends and family members are aware of the policy. Exceptions may be made for emergency situations and as approved in advance by management.

[Non-exempt employees](#) may not use their personal devices for work purposes outside of their normal work schedule without authorization in advance from management. This includes reviewing, sending and responding to e-mails or text messages, responding to phone calls, or making phone calls.

Due to the [confidential nature](#) of our business information, family and friends should not use personal devices that are used for company purposes.

### *Privacy / company access*

No employee using his or her personal device should expect any privacy in that device, except that which is governed by law. PRPL has the right, at any time, to monitor and preserve any communications that use the Company's networks in any way, including data, voice mail, telephone logs, Internet use and network traffic, to determine proper use.

Management reserves the right to review or retain personal and company-related data on personal devices or to release the data to government agencies or third parties during an investigation or litigation. Management may review the activity and analyze use patterns and may choose to publicize these data to ensure that the Company's resources in these areas are being used according to this policy. Furthermore, no employee may knowingly disable any network software or system identified as a monitoring tool.

### *Safety*

Employees are expected to follow applicable local, state and federal laws and regulations regarding the use of electronic devices at all times.

Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their personal devices while driving. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call or texting. Special care should be taken in situations involving traffic, inclement weather or unfamiliar areas.

### *Lost, stolen, hacked, or damaged equipment*

Employees are expected to protect company and personal devices used for work-related purposes from loss, damage or theft.

### *Termination of employment*

Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the personal device for inspection. All company data on personal devices will be removed by IT upon termination of employment.

### *Violations of policy*

Employees who have not received authorization in writing from PRPL management and who have not provided written consent will not be permitted to use personal devices for work purposes. Failure to follow the Company's policies and procedures may result in disciplinary action, up to and including termination of employment.

**Social Media:** The Company understands that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees who work for the Company.

- **Guidelines:** In the rapidly expanding world of electronic communication, “social media” can mean many things. “Social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Company, as well as any other form of electronic communication. The same principles and guidelines found in the Company’s policies and three basic beliefs apply to your activities online. **Ultimately, you are solely responsible for what you post online.** Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of the Company or the Company’s legitimate business

interests may result in disciplinary action up to and including termination.

- ***Know and Follow the Rules:*** Carefully read these guidelines, the Company’s Equal Employment Opportunity Policy and Policy on Harassment, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.
- ***Be Respectful:*** Always be fair and courteous to fellow associates, customers, members, suppliers or people who work on behalf of the Company. Also, keep in mind that you are more likely to resolved work related complaints by speaking directly with your co-workers or by utilizing our Employee Concerns policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.
- ***Be Honest and Accurate:*** Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Company, fellow associates, members, customers, suppliers, and people working on behalf of the Company or competitors.
- ***Post Only Appropriate and Respectful Content:***
  - Maintain the [confidentiality](#) of Company trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.
  - Respect financial disclosure laws. It is illegal to communicate or give a “tip” on inside information to others so that they may buy or sell stocks or securities.
  - Do not create a link from your blog, website, or other social networking site the Company’s website without identifying yourself as a Company employee.
  - Express only your personal opinions. Never represent yourself as a spokesperson for the Company. If the Company is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of the Company, fellow associates, members, customers, suppliers or people working on behalf of the Company. If you do publish a blog or post online related to the work you do or subjects associated with the Company, make it clear that you are not speaking on behalf of the Company. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the Company.”
- ***Using Social Media at Work:*** Do not use the Company email addresses to register on social

networks, blogs or other online tools utilized for personal use.

- **Retaliation is Prohibited:** The Company prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.
- **For More Information:** If you have questions or need further guidance, please contact Human Resources.

## Business Gifts

To avoid the appearance of impropriety in the acceptance of gifts from business contacts or clients, the Company has established the following policy. It is the policy of the Company that employees are prohibited from, either directly or indirectly, asking, demanding, exacting, soliciting, or seeking, anything of value from the Company's business associates including vendors, customers, clients, etc., for themselves or for any other person or entity.

If an employee is promised, offered, or given anything of value from the Company's business associates including vendors, customers, clients, etc., or in connection with any transaction or business of the Company, the employee must advise their supervisor immediately regardless of the gift's value.

## Personal Property

The Company is not liable for lost, misplaced, or stolen property. Employees should take all precautions necessary to safeguard their personal possessions. Employees should refrain from having their personal mail sent to the Company because mail may be automatically opened.

Employee's work area and any other Company property are subject to inspection/search at any time, with or without notice. Desks and office areas are to be kept as neat and organized as possible; employees do not have a reasonable expectation to privacy while on the premises.

## Fraternization

To promote good morale and efficiency of Company's operations and to avoid misunderstandings, complaints of favoritism, other problems of supervisions, security, morale, and possible claims of harassment, managers and supervisors are discouraged to cohabit, date, or pursue romantic or sexual relationships with employees whom they supervise, directly or indirectly.

**Managers and Supervisors:** Self-reporting the existence of cohabitation or a romantic or sexual relationship will result in Company management and Employee Relations making reasonable efforts to retain both employees consistent with this policy, including **reassignment** of one - or both - of the employees or otherwise changing the reporting relationship. If Company determines that reassignment or otherwise changing the reporting relationship is not an appropriate solution for either Company or for the affected employees, Company may - in its sole discretion - terminate one - or both - of the employees.

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

**Staff Persons:** Staff personnel who, in Company's determination, are **perceived or regarded** by other employees as having significant influence in determining other employees' advancement, compensation or terms and conditions of employment, are likewise forbidden to cohabit, date, or pursue romantic or sexual relationships with any other employee of Company. Any staff person designated by Company to be so perceived or regarded by other employees will be notified of such designation by Company.

If reassignment will not solve the "**perceived or regarded**" perception when such a designated staff person cohabits, dates, or pursues romantic or sexual relationships with any employee of Company, the designated staff person will be notified by Company management and will be given a reasonable period (not to exceed 45 days) to terminate the relationship with the other Company employee (without the other employee leaving his or her employment at Company). If the relationship is not terminated within the period set forth, then only the designated staff employee will be subject to discharge for cause.

## Office Decorations Policy

The Company recognizes the benefits from workspace personalization and welcomes employees to customize their individual workspaces to the extent it is feasible and appropriate with respect to the guidelines set forth in this Handbook for their department as approved by their Supervisor. Any decorations, either temporary or permanent, must comply with the Company's established policies, not limited to the anti-harassment / anti-discrimination policy. Any decorations viewed as offensive by reasonable standards may be removed. Decorations should be used in moderation with respect to others, not distract from workplace operations, and must meet professional standards. Any personal decorations, including those that are seasonal, must be appropriate and not infringe on the rights of others.

The Company reserves the right to install and remove decorations from public, common, or individual workspaces. Employees who bring personal items into the workplace do so at their own risk, and the Company is not responsible for any personal items damaged, lost, or stolen.

Employees do not have a reasonable expectation to privacy as all items on the Company's property are subject to inspection. Any violations of this policy will result in immediate removal of the personal item(s) and may result in disciplinary action up to and including termination.

## Health, Safety, and Security

### Tobacco-Free Workplace

Smoking or the use of tobacco, or tobacco-related products (including but not limited to cigarettes, e-cigarettes, and chewing tobacco) is not permitted in any Company buildings, facilities, work sites, or vehicles. Employees wishing to smoke or use tobacco products should do so during their break or lunch times, outside Company buildings, in designated areas, and in accordance with local ordinances.

A receptacle is available for the safe disposal of cigarette butts; please make sure to completely extinguish the cigarette before disposing of it to avoid starting a fire. Employees who use other tobacco products, such as chewing tobacco, will be responsible for providing their own disposal container and disposing of it in the outside dumpsters only.

Employees are reminded to be respectful to the Company's property and fellow employees; leaving cigarette butts on the ground/property or spitting chewing tobacco on the ground/property is prohibited.

### Drugs

PRPL is a drug-free workplace and is required to be in compliance with certain guidelines for workers' compensation insurance. The Company is dedicated to providing employees with a workplace that is free of illegal or unauthorized drugs. The Company discourages drug abuse by its employees.

The Company has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency, and success at the Company. Employees who are under the influence of a drug on the job compromise Company interests, endanger the employees own health and safety and the health and safety of others, and can cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for coworkers, behavior that disrupts other employees, delays in the completion of jobs, inferior quality in Company products, and disruption of customer relations. Any identified usage of illegal or unauthorized drugs, or being under the influence of such a substance during working hours will be grounds for discipline up to and including termination.

For the safety of the Company's employees and clients, the Company reserves the right to test any employee for the use of illegal drugs or alcohol upon reasonable suspicion or post-accident.

Specific jobs may, at the Company's discretion, require regular drug testing. Such as a test may be conducted after an accident or at reasonable suspicion of impairment while on the job. Under those circumstances the employee may be driven to a certified lab, at the Company's expense, for the drug test.

Any employee found to use, sell, possess, or distribute any illegal or unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs) while on the Company premises, performing Company-related duties, or while operating any Company equipment, is subject to disciplinary action, up to and including termination of employment. Any suspected illegal drugs confiscated will be turned over to the appropriate law enforcement agency. If you are convicted of any

drug-related offense, you must report it to the Leadership Team within 24 hours. Such a conviction, as well as failure to report same, may result in disciplinary action up to and including termination.

It is the responsibility of any employee taking medication to consult a medical professional to determine whether the drug may affect their personal safety or ability to perform the essential functions of the job and should advise their supervisor of any job limitations. Upon notification of job limitations, the Company will make reasonable efforts to accommodate the limitation.

Employees who fail a drug test at any point in their employment may be given the opportunity to continue their employment through a last chance program at management's discretion.

## **Alcohol**

As you may have noticed, PRPL makes alcohol available to its employees. Whether you choose to drink alcohol is entirely a personal decision, and no employee is expected to drink alcohol because PRPL may make it available. It is the responsibility of all employees to ensure that work performance and judgment is not impaired by alcohol. An employee's conduct when consuming alcohol is her/hers sole responsibility. PRPL reserves the right to refuse service to any employee for any reason.

Should you choose to drink alcohol, it is your obligation to act responsibly and to get home safely. PRPL expressly prohibits driving while impaired by alcohol or other controlled substances, and is not condoned under any circumstances. All employees are prohibited from operating Company vehicles while impaired by alcohol or other controlled substances, at any time. Employees who drive impaired or refuse to cooperate with law enforcement in connection with laws relating to drinking and driving may be subject to discipline, up to and including termination.

PRPL also does not condone other offenses in which alcohol is a contributing factor, including but not limited to, as public drunkenness, disorderly conduct, or providing alcohol to anyone under the legal drinking age. Employees who commit such offenses are subject to discipline, up to and including termination.

All employees are required to report the Leadership Team any incident where the employee has been ticketed, cited, charged, or convicted of the offense of driving over the legal blood alcohol content limit, or other alcohol-related offense within two business days. PRPL will conduct an investigation into the employee's conduct, during which time the employee may be placed on suspension, with or without pay. Based on the findings of PRPL's investigation, the employee may be subject to discipline, up to and including termination.

## **Safety**

The Company promotes safety in the workplace. An employee's supervisor will review the safety procedures applicable to the employee's department at hire and periodically thereafter

## **Accident or Injury**

In the event an employee becomes injured while on the job, the employee is to report the injury immediately to the nearest available management personnel. A decision on medical assistance will be rendered and the Human Resources Department will refer the employee to an approved facility.

An incident report should be completed within 24 hours by the employee, the employee's supervisor, and any available witnesses then submitted to the Human Resources Department. If an employee is a witness to an accident/injury, the employee will need to report the incident to management and/or call 911 for emergency assistance if needed. All employees are required to report all nonfunctioning hazardous equipment to the nearest available management personnel.

### **Worker's Compensation**

The Company provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment as long as the on-the-job accident is the major contributing cause of the need for treatment. Subject to applicable legal requirements, workers' compensation insurance may provide partial lost wage benefits after a short waiting period. However, if an employee is found to be in violation of the Company's drug and alcohol free work environment, any benefits provided by workers' compensation insurance may be reduced or eliminated.

## **Employment Separation**

### **Resignation**

If you decide to resign, we hope that you come speak to the Leadership Team before so doing to see if there is anything we can do to help. If you still decide to resign, employees are requested to provide a minimum of two (2) weeks written notice of their intent to resign. If you are part of the Leadership Team, Manager, or Senior Staff member, we ask that you provide a minimum of four (4) weeks written notice. Your written notice should be given to the Leadership Team, and include the effective date of your resignation and reasons for so doing. PRPL reserves the right to make your resignation date on any date it deems appropriate. An exit interview may be requested. Once you have submitted your notice of resignation, you may not utilize any vacation time. Please note that to be considered for re-hire, you must leave PRPL in good standing.

### **Termination**

All employment with the Company is “at will” employment. This means that an employee has not been hired for a specified duration, but that an employee can terminate their employment or the Company can terminate their employment at any time, with or without cause, and with or without prior notice. Upon separation of employment, the employee is to remove any personal possessions on the premises.

### **Return of Company Property**

Any Company property issued to employees, such as computer equipment, keys, tools, parking passes or Company credit cards, must be returned to the Company at the time of termination. Employees will be responsible for any lost or damaged items not returned within three (3) business days. Items that are not returned or are returned damaged at termination will result in deduction of the cost or value of the item(s) from the employee’s final paycheck. If the cost to replace any lost or stolen equipment is greater than the amount of the employee's final paycheck, PRPL reserves the right to recover these expenses from the employee through any legal avenue as permissible by law.

## Miscellaneous

### Townhall

At PRPL, we host weekly "Townhall" meetings to communicate the latest news and have open forum discussion with our employees. We hope you attend to hear about PRPL's new projects, clients, policies, benefits programs, special events, and other important information. Attendance to Townhall is completely optional and voluntary, however we encourage all employees to attend as often as possible. Any important company announcements discussed during Townhall relating to policies, procedures, office operations, or other critical announcements will also be distributed to all employees via written notification such as email and/or recaps available to all.

### Criminal Charges & Convictions

If you are arrested, charged, and/or convicted of a crime, you are required to immediately report it to the Leadership Team (within 24 hours) and provide information on the details of the matter, including any requested documentation. While these are not a bar to continued employment, we will review all pertinent information to determine whether you will be subject to discipline, up to and including termination. Please be advised that if you fail to report an arrest, charge, or conviction, you will be subject to discipline, up to and including termination.

### Automobile Accident

If an employee is involved in an automobile accident while on Company business (personal or Company car) the employee must report the accident to the Leadership Team immediately. The employee is required to obtain a police report and police investigation at the scene of the accident. The employee may be required to submit to a drug test immediately following an accident. The Operations Manager will give the employee instructions to comply with this requirement as soon as reasonably feasible.

Employees are prohibited from driving a personal vehicle for Company business unless otherwise authorized to do so by the Leadership Team. If an employee's job requires the operation of their personal vehicle, the employee shall be required to submit proof of a current and valid state driver's license. The employee must also submit a photocopy of the cover page of an insurance policy covering that vehicle as proof of insurance. Insurance must be maintained and remain current as a term and condition of continuing employment for that particular position.

### Parking

If you are a regular full-time employee, PRPL offers you the option of a monthly stipend to be used towards parking in the garage below our office, or free access to a nearby parking lot (walking will be involved). If you elect the stipend, you must submit your parking receipts each month to maintain your eligibility. The stipend amount is subject to change at any time. For more information, please talk to the Operations Manager.

All parking is at the employee's own risk, and the Company is not responsible for any personal losses

while on Company premises. It is recommended that employees lock their car and take other appropriate action to safeguard personal items and personal wellbeing.

## Handbook Receipt

### ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

The Company Handbook describes important information about the Company and I understand that I should consult Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with the Company voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I, or the Company can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. I understand that only the Company's President is authorized to modify the Company's at-will employment policy or enter into any agreement contrary to this policy. I understand that any such modification be signed and in writing by the employee and the President.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the Company policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only Leadership has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is not a contract of employment. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to them. This handbook is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. In addition, nothing in this handbook is intended to infringe upon employee rights under Section Seven (7) of the National Labor Relations Act (NLRA).

By signing this waiver in PRPL's [online HR platform](#), I acknowledge that I have read and understand the policies of the Company, and that I must adhere to these policies as an employee of the Company.