



Employee Handbook

Dear Valued Employee,

Welcome to Monkey Business Inc.! We are pleased with your decision to join our team.

Monkey Business Inc., referred to hereafter as Monkey Business or the Company, is the corporation that manages Flipshack. We are committed to providing superior quality and unparalleled customer service in all aspects of our business, and believe each employee contributes to the success and growth of our company.

This employee handbook contains general information of our policies, practices, and benefits. Please read it carefully. If you have questions regarding the handbook, please discuss them with your supervisor or the HR Manager.

All policies in this handbook are effective as of 08/01/2012 unless otherwise noted.

Sincerely,

Wayne Larsen
President

Carolyn Erchinger
HR Manager

Company History

In 2007, Monkey Business bought an existing Colorado Springs gymnastics facility, Aerials Gymnastics, with an agreement to keep the Aerials name for five years.

However, the concept of *dynamic fitness* was alive in the leadership, and small and steady changes to the gym began in anticipation of our 2012 launch as Flipshack. During the interim, we created Urban Gym, Fuzion, the Never Stop Moving training philosophy and our beloved Jr. Coach program.

Today, we're making strides toward a powerful vision to become the forerunner in movement education. Many exciting innovations are unfolding today and awaiting launch in the future!

Our Mission

Flipshack goes beyond gymnastics. It's about supercharging your ability to move, elevating your confidence and developing an attitude that never stops growing. At Flipshack, we have fun building smart bodies and strong spirits that can do great things.

The Principles We Live By

Our goal at Monkey Business is simple: extraordinary quality and service. We accomplish this by observing a common set of values and by partnering with organizations with excellent reputations. There are no shortcuts; we believe that our goals are accomplished only with a real commitment from every employee. Word of mouth is our most powerful marketing tool, making it essential that each and every one of our customers feels remarkably served.

Our Staff

Making a positive difference in the lives of others is our supreme principle. We treat one another as family. We are genuine, cooperative and inspired. We are prepared, clear in our communication and thorough in our responsibilities.

Our Members

We enjoy connecting with our members as individuals. We strive daily to elevate their confidence and encourage them to develop the desire to become the best they are capable of being. Everyone is important.

Our Training

Consistent results are what matter. We are well versed in the most effective techniques known of the movements we teach, all the while unafraid to innovate.

Our Facility

While our members train or play in a safe, fun and effective setting, parents and siblings can spectate, visit or get a little work done. Though amenities like shopping and dining are only minutes away, we want families to enjoy hanging out at the gym. We do this by maintaining a comfortable and organized environment.

Our Community

This is our town. We don't just belong to it; we shape it. We strive to be a good neighbor by preserving our principles everywhere we go. By sharing our resources, we help impact the success of other organizations and individuals who share our values.

Changes In Policy

Company change is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by Monkey Business, and after those dates all superseded policies will be null and void.

No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or the HR Manager.

Nature of Employment

Employment with Monkey Business is "at-will." This means employees are free to resign at any time, with or without cause, and Monkey Business may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will-employee, it is not guaranteed, in any manner, that you will be employed with Monkey Business for any set period of time.

The policies set forth in this employee handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by Monkey Business, except for the policy on at-will employment, which may be modified only by a signed, written agreement between

the President and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between Monkey Business and any of its employees.

Introductory Period

The introductory period for all employees is 90 days from the date training begins. During this time, an employee may evaluate Monkey Business and Management has its first opportunity to evaluate the employee's performance.

Employment beyond the introductory period is contingent upon the satisfactory evaluation of an employee's performance. If at any time during the introductory period, it is determined that an employee has not met their job requirements, their employment may be terminated without advance notice.

Upon satisfactory completion of the introductory period, a 90 day review will be given. All employees, regardless of classification or length of service, are expected to meet and maintain Monkey Business' standards for job performance and behavior.

Newly promoted employees will be subject to an additional 90 day introductory period. If in this time it is found that the employee is unable to successfully execute the requirements of their new position, the employee may be reinstated to the position held, or changed to a comparable one for which he or she is qualified, depending on the availability of such positions and the Company's needs.

Immigration Law Compliance

Monkey Business is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Monkey Business within the past three years, or if their previous I-9 is no longer retained or valid.

Equal Employment Opportunity

Monkey Business is an Equal Opportunity Employer. Employment opportunities at Monkey Business are based upon one's qualifications and capabilities to perform the essential functions of a particular job and free from discrimination because of race, religion, sex, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, selection, job assignment, compensation, discipline, termination, and access to benefits and training. Monkey Business strongly urges the reporting of all instances of discrimination and prohibits retaliation against any individual who reports discrimination or participates in an investigation of such report. Appropriate disciplinary action, up to and including immediate termination, will be taken against any employee who violates this policy.

Confidentiality

Monkey Business takes the protection of trade secrets and confidential business information very seriously. Confidential business information includes, but is not limited to, the following examples:

- Customer lists
- Ideas used in business conducted under the name (1) Paper Dolls, (2) Never Stop Moving, (3) Urban Gym, (4) Fuzion Agility, (5) Jr. Coach, (6) Monkey Business, (7) Flipshack, or (8) any other trade name
- Ideas for improving, changing, or expanding our business
- Our methods and plans for executing such business ideas
- Marketing strategies
- Research and development strategies

All employees must maintain trade secrets and other confidential business information in strict confidence. Wages and other conditions of employment are not considered to be confidential business information. Employees are free to discuss these issues with co-workers or third parties for the purpose of improving working conditions.

Employees found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment and legal action.

Employment of Relatives - Effective 03/01/2014

Monkey Business hires employees based on their experience, skills and background. Employees with family members interested in working for Monkey Business must apply through normal channels. Special consideration will not be given to employees' relatives.

Although the employment of relatives is permitted, hiring a relative of an employee into a role that would place him or her as the employee's supervisor or subordinate is prohibited. Relatives cannot be in a position in which they can influence decisions regarding the status of employment, promotion, schedule, or compensation affecting another relative.

In order to reduce potential conflict of interest, applicants will not be considered for employment in a position in which they would be subject to supervision by a relative.

Outside Employment

Employees may hold outside jobs as long as the employee meets the performance standards of their position with Monkey Business.

Unless an alternative work schedule has been approved by Monkey Business, employees will be subject to the company's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary.

Monkey Business' property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

Employee Grievances

It is the policy of Monkey Business to maintain a harmonious workplace environment. Monkey Business encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions.

Employees are encouraged to raise concerns at their source or with their supervisors, not by gossiping to unrelated third parties. If not resolved at these levels, an employee may submit, in writing, a signed grievance to the HR Manager.

After receiving a written grievance, Monkey Business may hold a meeting with the employee, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue.

Complaints involving alleged discriminatory practices shall be processed in accordance with the Monkey Business' *Sexual and other Unlawful Harassment Policy*.

Monkey Business assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

Security

The purpose of Monkey Business' security policy is to protect company assets and to maintain a safe working environment for all employees.

Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor as soon as possible. Upon separation from Monkey Business, and at any other time upon Monkey Business' request, all keys must be returned to your supervisor.

The last employee who leaves the facility at the end of the business day assumes the responsibility to ensure that all doors are securely locked and all appliances and lights are turned off with exception of the lights normally left on for security purposes.

Employees are not permitted on company property after hours without prior authorization from the General Manager.

Internal Communication

Effective and ongoing communication within Monkey Business is essential. As such, the company maintains systems through which important information can be shared among employees and management.

Bulletin boards are posted in designated areas of the workplace to display important information, while staff boxes are used to distribute important company announcements.

Monkey Business uses social media, mobile communications and email to facilitate communication and share access to documents.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult their supervisor with any questions or concerns on information disseminated.

Whistleblower Protection

This policy is designed to protect employees and address Monkey Business commitment to integrity and ethical behavior. In accordance with Whistleblower Protection regulations, Monkey Business will not tolerate harassment, retaliation, or any type of discrimination against an employee who:

1. Makes a good faith complaint in regards to suspected Company or employee violations of the law.
2. Makes a good faith complaint regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting.
3. Provides information to assist in an investigation regarding violations of the law.
4. Files, testifies, or participates in a proceeding in relation to alleged violations of the law.

Negative employment sanctions, such as demotion or termination, as a result of an employee's decision to provide good-faith information regarding violations of the law, will not be tolerated. In addition, discrimination, threats, and harassment is prohibited.

Anyone violating this policy will be subject to discipline, up to and including termination of employment.

Employment Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, Monkey Business classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with Monkey Business or if your job responsibilities change, you will be informed by the HR Manager of any change in your exempt status.

In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories:

Full-Time

Full-time employees are regularly scheduled to work greater or equal to 35 hours per week. Generally, regular full-time employees are eligible for Monkey Business benefits, subject to the terms, conditions, and limitations of each benefit program.

Part-Time

Part-time employees are regularly scheduled to work less than 35 hours per week. Regular part-time employees may be eligible for some Monkey Business benefit programs, subject to the terms, conditions, and limitations of each benefit program.

Temporary

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified, by Monkey Business Management, of a change. They are not eligible for any of Monkey Business' benefit programs.

Personnel Data Changes

It is the responsibility of each employee to promptly notify their supervisor or HR Manager of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important company information.

If any of the following have changed or will change in the coming future, contact your supervisor or HR Manager as soon as possible:

- Legal name
- Mailing address
- Telephone number(s)
- Change of beneficiary
- Exemptions on your tax forms
- Emergency contact(s)
- Training certificates
- Professional licenses

Expense Reimbursement

Expenses incurred by an employee must be approved in advance by Monkey Business Management.

Some expenses that may warrant reimbursement include, but are not limited, to the following: mileage costs, air or ground transportation costs, lodging, and meals used for the purpose of carrying out company business.

Employees must submit expense reports to the Monkey Business Management for approval. Questions regarding this policy should be directed to your supervisor.

Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Common circumstances under which employment is terminated include the following:

Resignation

Voluntary employment termination initiated by an employee.

Termination

Involuntary employment termination initiated by Monkey Business. In most cases, Monkey Business will use progressive disciplinary actions before dismissing an employee. However, certain actions warrant immediate termination.

Layoff

Involuntary employment termination initiated by Monkey Business for non-disciplinary reasons.

Retirement

Voluntary employee termination upon eligibility for retirement.

Nonexempt and exempt employees who intend to terminate employment with Monkey Business, shall provide Monkey Business with at least two (2) weeks written notice. Such notice is intended to allow the company time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

Since employment with Monkey Business is based on mutual consent, both the employee and Monkey Business have the right to terminate employment at will, with or without cause, during and after the introductory period.

In the case of employee termination, the employee will receive their accrued pay in accordance with all federal, state and local laws.

Any employee who terminates employment with Monkey Business shall return all files, records, keys, and any other materials that are property of Monkey Business.

Employee benefits will be affected by employment termination in the following manner:

1. All accrued vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state and local laws.
2. Some benefits may be continued at the employee's expense, if the employee elects to do so, such as healthcare coverage.
3. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

If you have any questions or concerns regarding this policy, direct them to the HR Manager.

Safety

Monkey Business is committed to providing a clean, safe, and healthful work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. Monkey Business and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards; cause hazardous or dangerous situations; or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor.

Questions regarding this policy should be directed to your supervisor or the HR Manager.

Company Hours

Monkey Business is open for general business Monday through Friday from 9:00 a.m. to 7:00 p.m., and Saturday from 9:00 a.m. - 12:00 p.m. with extended hours relating to parties, camps, and other special events on weekends. Monkey Business recognizes certain holidays and weekly breaks for closure.

Supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

Use of Company Property

Company property refers to anything owned by the Company: physical, electronic, intellectual, or otherwise. The use of company property is for business necessity only.

When materials or equipment are assigned to an employee for Company business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Company, and is subject to reassignment and/or use by the Company without prior notice or approval of the employee. This

includes, but is not limited to, training materials, computer equipment and data stored thereon, voice mail, records and employee files.

Company property is not permitted to be taken from the premises without proper written authority from company management.

All necessary tools are furnished to employees in order to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee. Work areas should be kept neat and orderly and all equipment should be well-maintained. The theft or misappropriation of unauthorized removal, possession, or use of company property or equipment is expressly prohibited.

Any action in contradiction to the guidelines set herein will result in disciplinary action, up to and including termination of employment.

Personal Property

Employees should use their discretion when bringing personal property into the workplace. Monkey Business assumes no risk for any loss or damage to personal property.

Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on Monkey Business premises.

Smoking

Monkey Business provides a smoke-free environment for its employees, customers, and visitors. Smoking is prohibited throughout the workplace. We have adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant working conditions.

Meal & Rest Periods

In accordance with state and local laws, non-exempt employees will be provided with meal and rest periods. Break periods of less than 20 minutes will be paid. Break periods lasting longer than 20 minutes will be unpaid. Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid break and meal periods of more than 20 minutes. If for any reason a non-exempt employee does not take the applicable meal and rest period that they are provided, the employee must notify his or her supervisor immediately.

Supervisors will schedule meal and rest periods in order to accommodate company operating requirements.

Lactation Breaks

Monkey Business accommodates employees who wish to express breast milk during the workday. Employees are provided with reasonable break time to express breast milk for up to one year after the child's birth. A designated room or, if applicable, the employee's office, may be used for this purpose. To the extent possible, lactation breaks should run concurrent with employees' regularly scheduled rest and meal period. If the lactation break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid.

For questions regarding this policy, please contact the HR Manager.

Standards of Conduct

Monkey Business' rules and standards of conduct are essential to our productive work environment. All employees must familiarize themselves with company rules and standards; all employees will be held to them. Any employee who disregards or deviates from company rules or standards may be subject to disciplinary action, up to and including termination of employment.

While not intended to be an all inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illicit drugs
- Possession, distribution, sale, transfer, or use of alcohol or illicit drugs in the workplace
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, computers, or other company-owned equipment
- Use of company equipment for purposes other than business
- Unauthorized disclosure of any confidential information

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding Monkey Business' standards of conduct, please direct them to your supervisor.

Off-Duty Conduct

Whether on-duty or not, an employee's actions represent Monkey Business. Employees are expected to uphold high moral ground and engage in legal and ethical behavior on and off the job.

Clients, customers, and the general public associate the company, its stability, and its values with the employees who work for us.

Following a thorough investigation, employees found to have engaged in acts of moral turpitude or conduct that is contrary to the ethics of Monkey Business' mission, products, services or public image, while on or off-duty, may be subject to disciplinary action, up to and including termination of employment.

Monkey Business does not discriminate against and will not discipline, retaliate, or make other negative employment decisions based on an employee's involvement in off-duty protected activities.

Questions regarding this policy should be directed to the HR Manager.

Disciplinary Action

Disciplinary action at Monkey Business is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. Monkey Business reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

Monkey Business recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of company property
- Unauthorized presence on company property during non-business hours
- Use of company equipment without prior authorization
- Indiscretion regarding personal work history, skills, or training
- Divulging Monkey Business business practices or any other confidential information
- Any misrepresentation of Monkey Business to a customer, a prospective customer, the general public, or an employee

Attendance and Punctuality

Absenteeism and tardiness place an undue burden on other employees and on the company as a whole, while adversely affecting the experience of our customers. Monkey Business expects that every employee will be regular and punctual in attendance. This means being ready to work at your scheduled start time each day.

If you are unexpectedly unable to report for work for any reason, or if you will be late for any reason, you must notify your supervisor as early as possible, but always prior to your scheduled starting time. Employees must make every effort to speak with their supervisor directly. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

Employees who are going to be absent for more than one day should contact their supervisor each day. Monkey Business reserves the right to ask for a physician's statement in the event of a long-term illness (3 consecutive days), or multiple illnesses or injuries.

If an employee fails to notify their supervisor after three (3) consecutive days of absence, Monkey Business will presume that the employee has voluntarily resigned and the employee will be removed from payroll. Monkey Business will review any extenuating circumstances presented by the employee that may have prevented him/her from calling in before being removed from payroll.

If an illness or emergency occurs during work hours, employees should notify their supervisor. Employees must also notify their supervisor at least one day in advance of known absences for medical or dental appointments.

Monkey Business considers consistent attendance and punctuality to be the foundation for excellent performance. Should undue or recurrent absence and tardiness become apparent, the employee may be subject to disciplinary action, up to and including termination of employment.

Visitors in the Workplace

To ensure the safety and security of Monkey Business and its employees, only authorized visitors are permitted in the areas designated to staff, including the training area.

Computer, Email & Internet Usage

Monkey Business' computer systems allow us to be more productive. Computer, e-mail, and internet are tools that create great value, but can cause problems if used improperly. It is extremely important that all employees use good business judgment when using the computer systems.

Computer hardware, software, electronic mail, internet connections, and all other computer or electronic communication or data storage systems used by Monkey Business are the property of Monkey Business and are intended for business use. Employees have no right of personal privacy in their use of Monkey Business' computer and electronic communication systems. To ensure compliance with this policy, computer, email and internet usage may be monitored, including but not limited to, reviewing documents created and stored on Monkey Business' computer and electronic communication systems, monitoring sites visited by employees on the internet, reviewing materials downloaded or uploaded by employees from or to the internet, and reviewing emails sent and received by employees.

Monkey Business strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, Monkey Business prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

Computer, email and internet may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other nonbusiness matters.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Abuse of this policy may result in disciplinary action, up to and including termination of employment. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Engaging with minors in social media
- Sending or posting discriminatory, harassing, or threatening messages or images
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation

- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Engaging in any other illegal activities

Employees should notify their immediate supervisor or any member of management upon learning of violations of this policy.

Telephone Usage

Monkey Business telephones are intended for the sole use of conducting company business. Personal use of company telephones and individually owned cell phones during business hours is prohibited except in emergencies. In addition, long distance phone calls which are not strictly business-related are expressly prohibited.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

Emergency and Weather-Related Closing

At times, circumstances such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by Monkey Business Management.

When the decision is made to close the facility, employees will receive official notification from their supervisors.

Personal Appearance

The purpose of Monkey Business' personal appearance policy is to ensure safe and sanitary working conditions and that all employees present a professional image. During business hours or when representing Monkey Business, employees are expected to dress and groom themselves according to the requirements of their positions. All employees must wear company shirts with appropriate pants or shorts, be well groomed, and observe high standards of personal hygiene.

Sexual and Other Unlawful Harassment

This policy extends to our staff and customers alike.

Monkey Business is committed to a work environment in which all individuals are treated with respect. Monkey Business expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or

physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment,
2. Submission or rejection of the conduct is used as a basis for making employment decisions, or
3. The conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcome physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, text messages or social media posts
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal sexual advances or propositions.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the company

Complaint Procedure

Monkey Business strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to the HR Manager.

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially.

Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited

Monkey Business expressly prohibits retaliation against any individual who reports discrimination or harassment, or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

Drug and Alcohol Abuse

Monkey Business is committed to maintaining a workplace free of substance abuse. No employee is allowed to consume, possess, sell, purchase, or be under the influence of alcohol or illegal drugs on any property owned by or leased on behalf of Monkey Business, or in any vehicle owned or leased on behalf of Monkey Business. The use of over-the-counter drugs and legally prescribed drugs is permitted as

long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform his or her job. Monkey Business will not tolerate employees who report for duty while impaired by the use of alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their supervisor or HR Manager immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required by Monkey Business to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment.

As a part of our effort to maintain a workplace free of substance abuse, Monkey Business employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, Monkey Business reserves the right to examine and test for drugs and alcohol at our discretion.

As a condition of your employment with Monkey Business, employees must comply with this Substance Abuse Policy. Be advised that no part of the Substance Abuse Policy shall be construed to alter or amend the at-will employment relationship between Monkey Business and its employees.

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

Workplace Violence

Monkey Business strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor. Employees found to have engaged in violence may be subject to immediate termination.

Workers' Compensation

Employees who are injured on the job at Monkey Business are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Employees who sustain work-related injuries or illnesses must notify their supervisor immediately so that Monkey Business can notify the workers' compensation insurance carrier as soon as possible.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by Monkey Business. No premium is charged for this coverage and no individual enrollment is required. Monkey Business will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to an employee's supervisor immediately upon occurrence. Supervisors will then immediately contact the HR Manager to obtain the required claim forms and instructions.

Payroll Deductions

Monkey Business makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions.

If you believe that an improper deduction has been made from your pay, raise the issue with the Payroll Department immediately. Monkey Business will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.

Jury Duty

Monkey Business encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence.

Employees on jury duty must report to work on workdays, or parts of workdays, when they are not required to serve. Either Monkey Business or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

Jury duty will be paid if required by applicable state law. If paid, jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

Military Leave

Monkey Business proudly grants employees time off of work for service in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

All employees requesting time off for military service must provide advance notice of military service to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for re-employment for up to five (5) years from the date their military leave began. The period an individual has to make application for reemployment or report back to work after military service is based on time spent on military duty. For service of less than 31 days, the service member must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight-hour rest period. For service of more than 30 days but less than 181 days, the service member must submit an application for reemployment within 14 days of release from service. For service of more than 180 days, an application for reemployment must be submitted within 90 days of release from service.

Employees who qualify for re-employment will return to active employment at a pay level and status equal to that which they would have attained had they not entered military service. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Questions regarding this policy should be directed to the HR Manager.

Timekeeping

It is the company's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

Paydays

Monkey Business employees are paid on a biweekly basis. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account. Employees who elect payment through direct deposit will receive an itemized statement of wages when the Company makes direct deposits.

In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state and local laws.