The Haz Mat Guys Productions, Inc.
Employee Handbook

The Haz Mat Guys Mission Statement

The Haz Mat Guys Productions is dedicated to elevating the safety and skills of hazardous materials technicians and emergency responders worldwide through expert-driven, customized education.

THMG Company information and origin story

The Haz Mat Guys started as a bold idea from one of our founders, Bobby Salvesen, back in the summer of 2015. At the time, Bobby was captivated by a burgeoning technology—podcasts. Unlike the polished, scripted content of major media, podcasts offered in-depth insights from real people in a format that was raw and untamed, reminiscent of the Wild West. Seeing the potential, he pitched the idea to our other founder, Mike Monaco, who immediately jumped on board. Together, they recorded their first demo in the one spot in the firehouse not bustling with activity: the bunk room. And just like that, it was off to the races!

Here's a QR code to check out our very first episode—see how far we've come! [insert QR code here]. Our inaugural episode aired on November 6, 2016, and since then, we've produced 299 episodes in audio-only format. On our 300th episode, we transitioned to video, expanding our reach. When COVID-19 hit in March 2020, disrupting traditional training methods, we adapted by creating an online learning portal to ensure continuous training. This portal, combined with our robust in-person training, significantly enhances our contributions to the hazardous materials response community. By our 400th episode, we underwent a complete rebrand and officially launched our in-person training division on November 1, 2022, quickly becoming a top name in the industry.

WELCOME TO THE HAZ MAT GUYS PRODUCTIONS, INC.

Welcome to The Haz Mat Guys Productions, Inc.! You've successfully navigated the interview process, signed all necessary contracts, and are now officially part of the team. Congratulations on this significant milestone. Here at The Haz Mat Guys Productions, Inc., our approach is unlike any other, promising an exceptional professional journey that might require some adjustments. This guide is crafted by those who once stood in your shoes, aimed at smoothing your transition during these initial months.

Facts That Matter

The Haz Mat Guys Productions, Inc. is proudly self-funded, maintaining independence since inception which has been crucial for our autonomy in shaping both the company and our business practices.

Ownership over our intellectual property sets us apart in the entertainment and training industry. This autonomy enables us to make independent decisions about our products, shaping our future without external constraints.

Keeping Our Organization Flat

While hierarchy is crucial for large organizations like the military to maintain order, at The Haz Mat Guys Productions, Inc., we strive to operate differently. Our goal is to keep our organization as flat as possible because strict hierarchies can limit potential.

In large companies like IBM and Google, changes in direction can be slow and cumbersome due to the many layers of management. These companies need to communicate new philosophies, products, or messages to thousands of people, which requires passing through dozens, if not hundreds, of levels.

We aim to be nimble, like a small boat rather than an aircraft carrier. With fewer layers, our messaging, ideas, and philosophies can be adapted and implemented quickly.

However, this also means that the responsibility on each person is significant. That's why hiring is a critical task here. Every candidate is evaluated not only for their skills and ability to collaborate but also for their potential to co-lead our company. Each new hire is a future leader, ready to shape our direction and success.

What Projects Should I Focus On?

Consider the projects that align with your skills and where you believe you can add the most value. Collaborate with current leadership to assess the needs and determine where your contribution will be most impactful. Projects that attract more colleagues typically do so because their value is clear, making internal recruiting an ongoing process here.

Settling In

You're with us because you're exceptional at what you do. Your role here isn't limited to a static job description; it's about continuously seeking out the most impactful work. This may take you beyond your initial expertise. There's no set playbook for finding projects, but consider these points:

- Which ongoing projects need my skills the most?
- Which projects will have a direct impact on our customers?
- Are there areas The Haz Mat Guys Productions, Inc. should focus on that we currently aren't?
- What work excites and fulfills me?

Finding Out What Projects Are Underway

While we have lists and schedules, the best way to learn about ongoing projects is to engage directly with your colleagues. This helps you understand current efforts and lets you showcase your skills and interests, aligning your capabilities with team needs.

If you have an idea for improving how we share internal updates, bring it to our attention. And don't hesitate to schedule a meeting; we're always available.

Balancing Short-Term and Long-Term Goals

In our flat structure, each of us is responsible for balancing immediate tasks with the broader, strategic goals of The Haz Mat Guys Productions, Inc. While it's easy to react swiftly to immediate opportunities or threats, maintaining a proactive focus on long-term objectives is essential.

Handling Mistakes

At The Haz Mat Guys Productions, Inc., mistakes are part of the learning process. While no one has ever been terminated for a misstep, we're certainly not going to try to fail. We provide the freedom to fail because this freedom is crucial for the high level of responsibility we place on our team members. Mistakes, even costly or highly visible ones, are valuable learning opportunities. If we fail, we try to fail fast and we don't try to cover it up. Problems don't age well. We're confident that any error can be remedied or its effects mitigated.

Learning from Mistakes

Mistakes help uncover inaccuracies in your assumptions or reveal incomplete understandings of situations. The key is to learn from these experiences, adjust your approach, and continue with a more accurate perspective. Always be willing to test your beliefs and gather more data. Make predictions about outcomes and compare these expectations with actual results. If the results are unexpected, delve into the reasons why.

Avoiding Unproductive Failures

However, not all failures are productive. Repeating the same errors, ignoring feedback from customers or colleagues, or dismissing evidence that contradicts your views are not acceptable. Always pay attention to feedback, especially when it indicates a need for change.

Your Peers and Your Performance

At The Haz Mat Guys Productions, Inc., we currently use one method for evaluating performance: peer reviews. Peer reviews provide constructive feedback to help each individual grow, and constant evaluation of progress.

Peer Reviews

Feedback is essential for improvement. Depending on the project, we may elect to ask for and deliver feedback post event. Additionally, on an annual basis, we conduct peer reviews where a rotating group of employees interviews everyone to gather insights on collaborations and contributions. This feedback is anonymized and shared with each individual to aid in personal and professional growth. We believe anonymity facilitates honest and useful feedback, but we also encourage sharing immediate feedback when beneficial.

Your First Six Months

You've now overcome initial challenges and are comfortable with daily tasks. It's time to take a more active role in shaping both your future and the future of The Haz Mat Guys Productions, Inc. Your personal growth and the company's advancement are in your hands. Here's how to steer both towards success.

Roles

At The Haz Mat Guys Productions, Inc., roles are dynamic. While we may use titles for external communications, internally we prioritize flexibility and task suitability. Everyone is encouraged to be a designer, a strategist, and a critic. You can recruit colleagues for your projects, and everyone is expected to engage deeply in analysis, measurement, and evaluation. This fosters a culture of collaboration and continuous improvement, helping us serve our customers better.

Advancement vs. Growth

Our flat structure might make career progression seem challenging, but it provides a unique opportunity for rapid and broad professional development. Your growth path here is personalized and progresses at not only your pace, but the pace of the entire company. High performers are expected to be proactive in their self-improvement.

Expanding Your Skillset and Scaling Effectively

The most successful individuals at The Haz Mat Guys Productions, Inc. possess deep expertise in a specific area and a broad set of skills. Our diverse talents make it easier to enhance your abilities beyond your primary expertise. Embrace opportunities to learn and grow in various areas to put more tools in your toolbox.

As The Haz Mat Guys Productions, Inc. grows, our approach will only become more effective. This may seem counterintuitive, but it's tied to our commitment to hiring exceptional individuals. Our success at scaling hinges on bringing in high-powered, self-directed decision-makers. Compromising on the quality of our hires could diminish our model's effectiveness. By maintaining high standards and fostering a culture of continuous learning and skill expansion, we ensure that our growth is both sustainable and impactful.

Continuous Growth

Our framework ensures that everyone, especially long-term team members, remains vigilant about preserving our core values. As we grow, it's vital to maintain the integrity and effectiveness of our organizational structure, which favors a fluid and dynamic approach over traditional hierarchies.

At The Haz Mat Guys Productions, Inc., our unconventional approach requires continuous commitment and adaptation. The rewards—high autonomy, rapid personal growth, and a significant impact on the company—make the effort worthwhile.

Epilogue: Aligning Our Methods with Daily Realities

Sometimes our philosophies and daily operations don't perfectly align, but we're committed to addressing these discrepancies. If you notice areas where our ideals could be better realized or beneficial changes within the company, we encourage you to be proactive. Discuss these goals with your team and be a catalyst for change.

Where Will You Take Us?

The Haz Mat Guys Productions, Inc. will evolve significantly in the coming years, largely due to your contributions and innovations. Whether it's refining our training programs, developing new safety protocols, or inventing new services for our industry, your ideas will shape our future.

We're excited to see the new paths you'll forge and the innovations you'll bring to life. Your efforts and initiatives will define the next chapters of The Haz Mat Guys Productions, Inc. Let's build a future together that continues to set us apart as leaders in our field.

SECTION 1 | INTRODUCTION

Welcome to The Haz Mat Guys Productions, Inc. Employee Manual, referred to as "the manual." The Haz Mat Guys Productions, Inc. will be referred to as "the company." This manual is designed to introduce new employees to our company and provide all employees with information about working conditions, benefits, and policies. For the purposes of this manual and other company documents, a "company officer" is defined as the active President, Vice President, or Director of The Haz Mat Guys Productions, Inc.

The information in this manual applies to all employees of The Haz Mat Guys Productions, Inc. Adhering to the policies described in this manual is a condition of continued employment. However, nothing in this manual alters an employee's at-will status. The contents of this manual do not constitute a promise or binding contract between The Haz Mat Guys Productions, Inc. and any employee. This manual is a summary of our policies, which are subject to change at any time. Each employee is responsible for reading, understanding, and complying with the provisions of this manual. Our goal is to provide a work environment conducive to both personal and professional growth.

CHANGES IN POLICY

This version of the manual supersedes all previous employee manuals and memos on subjects covered herein. As our organization evolves, The Haz Mat Guys Productions, Inc. reserves the right to interpret, change, suspend, cancel, or modify any part of our policies, procedures, and benefits at any time, with or without notice. Changes will be effective on the dates determined by the company; after those dates, all superseded policies will be null.

SECTION 2 | DEFINITIONS OF EMPLOYEE STATUS

2.1 "EMPLOYEE" DEFINED

An "employee" of The Haz Mat Guys Productions, Inc. is a person who regularly works for The Haz Mat Guys Productions, Inc. on a wage or salary basis. Employees may include exempt, non-exempt, regular full-time, regular part-time, and temporary employees, among others employed with The Haz Mat Guys Productions, Inc. who are subject to the control and direction of The Haz Mat Guys Productions, Inc. in the performance of their duties. These types of employees are defined below:

- **EXEMPT**: Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.
- **NON-EXEMPT**: Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.
- **REGULAR FULL-TIME**: Employees who are regularly scheduled to work 30 or more hours per week after completing the 90-day probationary period. Generally, regular full-time employees are eligible for the company's benefit package, subject to the terms, conditions, and limitations of each benefit program.
- **REGULAR PART-TIME**: Employees who are regularly scheduled to work fewer than 30 hours per week after completing the 90-day probationary period. Regular part-time employees are not generally eligible for the company's benefits package, except as required by law or individual benefit regulations.
- **TEMPORARY (FULL-TIME or PART-TIME)**: a) Employees who have not yet completed the 90-day probationary period and whose performance is being evaluated to determine whether further employment in a specific position with The Haz Mat Guys Productions, Inc. is appropriate. b) Individuals who are hired as interim replacements, to assist in the completion of a specific project, or for leave relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are generally not eligible for any of The Haz Mat Guys Productions, Inc.'s benefit programs.

2.2 EMPLOYMENT APPLICATIONS

The Haz Mat Guys Productions, Inc. relies upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the individual has been hired, termination of employment.

2.3 EMPLOYMENT RELATIONSHIP

All employment with The Haz Mat Guys Productions, Inc. is at will. Employment may be terminated at any time by the employee or the company with or without cause and with or without advance notice. Further, the company has the right to manage and direct its workforce. To that end, the at-

will relationship includes the right to hire, transfer, promote, reclassify, layoff, discipline, terminate, or change any term or condition of employment at any time with or without cause or advance notice. Neither this manual, nor any policy or practice of the company, is intended to imply continued or guaranteed employment, or otherwise limit in any way the policy of at-will employment. In describing company policies and procedures, this manual does not obligate the company to follow any particular procedure in the course of imposing discipline or terminating employment. No company officer, employee, or representative of The Haz Mat Guys Productions, Inc. has the authority to enter into any agreement – express or implied – for employment for a specified duration, or to make any agreement for employment other than at will. Any agreement that changes an employee's at-will status must be explicit, in writing, and signed by both the employee and an authorized representative.

Except for the employment at will policy, the policies set forth in this manual are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the company and any of its employees.

SECTION 3 | EMPLOYMENT POLICIES

3.1 COMPLIANCE WITH LAW

Company officers and all employees of The Haz Mat Guys Productions, Inc. must comply with all laws, regulations, rules, and regulatory orders applicable to the company and its business. Whether working from the office of The Haz Mat Guys Productions, Inc. or any other location, anyone doing business on behalf of The Haz Mat Guys Productions, Inc. must adhere to the laws, regulations, rules, and regulatory orders of the United States, including the Foreign Corrupt Practices Act and U.S. export control laws, as well as the laws of the location in which the work is being done. Each employee must acquire appropriate knowledge of the requirements relating to his/her duties sufficient to enable him/her to recognize potential dangers and to know when to seek advice from company or personal lawyers. Violations of laws, regulations, rules, and orders may subject the violator to individual criminal or civil liability, as well as to discipline by the company. These violations may also subject the company to civil or criminal liability or the loss of business.

3.2 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at The Haz Mat Guys Productions, Inc. will be based on merit, qualifications, and abilities. The Haz Mat Guys Productions, Inc. does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, pregnancy, childbirth and related medical conditions, national origin, ancestry, disability, age, veteran status, marital status, sexual orientation, or any other characteristic protected by federal, state, or local laws. This policy governs all aspects of employment, including but not limited to: recruitment, selection, job assignment, compensation, discipline, promotion, termination, and access to benefits and training.

Acts of discrimination by anyone or retaliation by managers, supervisors, or any person in authority, including illegal harassment (see section 3.6: Prohibition Against Sexual and Other Workplace

Harassment), will not be tolerated and will be the subject of disciplinary actions up to and including unpaid suspension and/or termination.

3.3 COMMITMENT TO DIVERSITY

The Haz Mat Guys Productions, Inc. is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at The Haz Mat Guys Productions, Inc.

3.4 PAY TRANSPARENCY

The Haz Mat Guys Productions, Inc. will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with The Haz Mat Guys Productions, Inc.'s legal duty to furnish information.

3.6 Prohibition Against Sexual and Other Workplace Harassment

The Haz Mat Guys Productions, Inc. is committed to providing a work environment free from discrimination and unlawful harassment. All employees are entitled to work in a professional setting that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. We expect all workplace interactions to be professional, free of bias, prejudice, and harassment.

Individuals and Conduct Covered: This policy applies to all employees, supervisors, managers, directors, independent contractors, third parties doing business with us (such as vendors, consultants, or customers), and applicants. No one associated with our company is exempt from these standards.

Prohibited Conduct: Prohibited behaviors include any unwelcome conduct based on legally protected characteristics (such as sex, sexual orientation, race (such as sex, sexual orientation, race, etc.) that could intimidate, offend, or interfere with someone's work performance. This includes verbal abuse (like slurs or derogatory comments), visual offenses (such as inappropriate graphics or emails), and physical actions (like blocking someone's way).

Sexual Harassment Defined: Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that affects an individual’s employment, interferes with their work performance, or creates a hostile work environment. This policy covers conduct that targets individuals of the same or different genders and may occur between any persons, regardless of sexual orientation.

3.7 Complaint Procedure and Non-Retaliation

Reporting and Addressing Issues: The Haz Mat Guys Productions, Inc. urges employees to report any discrimination or harassment they encounter or observe. Prompt reporting helps address issues before they escalate. Reports can be made to a company officer or the active HR Manager. We provide multiple reporting pathways to ensure that employees can report issues outside of their immediate work group if necessary.

The Company's Response: All reported concerns are investigated promptly and thoroughly. Investigations are conducted discreetly, and information disclosed is kept confidential to the extent necessary to address the issue. Interim measures may be taken during the investigation process, and if a violation is found, appropriate remedial actions will be taken, which may include disciplinary measures up to suspension or termination.

Prohibition Against Retaliation: Retaliation against any individual who reports harassment, participates in an investigation, or supports someone in making a report, is strictly prohibited. Retaliation is itself a serious violation and will be subject to disciplinary action.

3.8 Non-Disclosure/Confidentiality

All employees of The Haz Mat Guys Productions, Inc. are required to sign the "Proprietary Information, Inventions, Non-Solicitation, and Non-Competition Agreement" as a condition of their employment. This policy must be understood in conjunction with the obligations of that agreement.

Protection of Confidential Information: The safeguarding of confidential business information and trade secrets is critical to the success and competitive position of The Haz Mat Guys Productions, Inc. Confidential information includes, but is not limited to:

- Compensation data
- Financial information
- Marketing strategies
- Pending projects and proposals
- Proprietary production processes
- Personnel and payroll records
- Conversations among personnel
- Product designs

Disciplinary Actions for Breach: Any employee who misuses or unlawfully discloses trade secrets or confidential business information will face disciplinary actions, up to and including termination of employment, and may be subject to legal action—even if they do not directly benefit from such disclosure.

Legal Protections and Obligations: Under the Defend Trade Secrets Act of 2016, employees are legally protected from criminal and civil liability under federal and state trade secret laws when disclosing a trade secret under the following circumstances:

- The disclosure is made confidentially to a federal, state, or local government official, directly or indirectly, or to an attorney and solely for the purpose of reporting or investigating a suspected legal violation.
- The disclosure is made in a document filed under seal in a lawsuit or other proceeding.

Furthermore, if an employee files a lawsuit claiming retaliation by the employer for reporting a suspected violation, they may disclose the employer's trade secrets to their attorney and use the trade secret information in court proceedings, provided:

- Any document containing the trade secret is filed under seal.
- The trade secret is not disclosed except by court order.

3.9 Use of Likeness

All employees of The Haz Mat Guys Productions, Inc. are required to sign the "Authorization for Use of Likeness Agreement" as a condition of employment. This agreement outlines how the company can use employees' names, photographs, videos, statements, biographical materials, and other forms of likenesses (collectively "Materials") for purposes related to the company's sales, marketing, or other business objectives.

Use and Modification of Materials: Materials may be edited, adapted, expanded, revised, or modified at the sole discretion of The Haz Mat Guys Productions, Inc. These Materials may be copied and distributed through various media, including, but not limited to, marketing materials, video or still presentations, promotional videos, news media (television, magazine, radio, newsletters), mailings, billboards, or signs.

Standards and Dissemination: The Haz Mat Guys Productions, Inc. commits to using these Materials in accordance with standards of good judgment. However, it is important to note that once Materials are released into public domains, the company cannot guarantee that their further dissemination will be under The Haz Mat Guys Productions, Inc.'s supervision or control.

3.10 Immigration Law Compliance

The Haz Mat Guys Productions, Inc. employs only United States citizens and those non-U.S. citizens who are authorized to work in the United States, in compliance with the Immigration Reform and Control Act of 1986, as amended. This policy is adhered to except when specific government contracts impose different requirements.

3.11 New Employee Orientation

At The Haz Mat Guys Productions, Inc., we ensure that new employees are equipped with the necessary codes, keys, and procedural knowledge required for navigating their roles within the company.

3.12 Probationary Period for New Employees

At The Haz Mat Guys Productions, Inc., all new employees undergo a 90-day probationary period, during which they are considered temporary employees. This period serves as a mutual evaluation time where employees can assess the company and their fit within our team, and simultaneously, management evaluates the employee's performance and integration into the company culture.

Employment Status:

- **At-Will Employment**: It is important to note that employment with The Haz Mat Guys Productions, Inc. is at-will. This means that employment can be terminated at any time by either the employee or the company, with or without cause, and with or without notice.
- **Completion of Probation**: Successfully completing the probationary period does not alter the at-will employment relationship, nor does it guarantee continued employment.

Evaluation and Extension:

- **Performance Review**: Towards the end of the 90-day period, management will conduct a formal review of the employee's performance and provide feedback.
- **Extension of Probation**: The probationary period may be extended at the discretion of a company officer, the active HR Manager, or the hiring manager if more time is needed to assess the employee's performance adequately.
- **Transition to Regular Status**: If the review is satisfactory and the employee meets the company's standards for job performance and behavior as outlined in Section 4: Standards of Conduct, their status will be upgraded from temporary to regular.

Expectations for All Employees:

- **Standards of Conduct**: Regardless of their tenure or job classification, all employees are expected to meet and maintain the standards of job performance and behavior set forth by The Haz Mat Guys Productions, Inc.

3.13 Personnel Files

The Haz Mat Guys Productions, Inc. maintains comprehensive personnel files on each employee, including exempt, non-exempt, full-time, part-time, regular, temporary employees, and independent contractors.

Ownership and Access:

- **Restricted Access**: Personnel files are the property of The Haz Mat Guys Productions, Inc. Access to these files is strictly limited to HR employees and company officers who have a legitimate need to review the information.
- **Employee Access**: Employees generally do not have access to their personnel files. However, viewing of files may be granted if a legal order requires it.

Data Security and Privacy:

- **Separate Storage**: Sensitive information such as I-9 forms, background checks, medical records, and drug testing data is stored separately to ensure privacy and compliance with legal standards.
- **Protection Against Data Breaches**: Recognizing the risk of data breaches, The Haz Mat Guys Productions, Inc. employs rigorous security measures to protect employee personal information. In the event of a data breach, the company will promptly:
    - Identify the scope of the breach.
    - Notify affected employees.
    - Mitigate damages.
    - Investigate the cause of the breach to prevent future occurrences.

3.14 Personnel Data Changes

At The Haz Mat Guys Productions, Inc., it is crucial that all personnel data remains accurate and up-to-date to ensure effective communication and proper administration of benefits and other employment-related matters.

Responsibility for Updating Data:

- **Employee Obligation**: Each employee is responsible for promptly informing the accounting department and administrative staff of any changes in their personnel data. This includes updates to their legal name, mailing address, home and cell phone numbers, or emergency contact information.

Procedure for Reporting Changes:

- Employees should submit updates to their personnel data through our designated internal system or directly to the HR department, depending on the nature of the change. For significant changes such as legal name changes, additional documentation may be required.

Importance of Timely Updates:

- Timely updates are essential for maintaining accurate records for communications, Inc. enforces a code of conduct which all employees are expected to follow (refer to Section 4: Standards of Conduct). Employees must maintain a professional demeanor at all times. Corrective measures may include, but are not limited to, counseling, verbal or written warnings, additional training or retraining, probation, suspension (with or without pay), demotion, forfeiture of bonuses, or termination. The specific corrective action will be determined based on the circumstances and at the discretion of The Haz Mat Guys Productions, Inc. There is no predetermined sequence of actions to be followed. Certain behaviors, such as theft, insubordination, property damage, unauthorized presence or use of company properties and resources, dishonest statements regarding one's professional

capabilities, divulging confidential information, or misrepresenting the company publicly or privately, may result in immediate termination. This policy does not alter the at-will employment agreement between The Haz Mat Guys Productions, Inc. and its employees, meaning that employment can be terminated by either party at any time without prior corrective action.

3.17 Employment Termination

Termination of employment is a natural part of the personnel dynamics within any organization, and there are several common reasons why it may occur:

- **Resignation**: This is when an employee voluntarily decides to leave their position.
- **Termination**: This occurs when The Haz Mat Guys Productions, Inc. decides to end the employment relationship.

Employees planning to resign from The Haz Mat Guys Productions, Inc. are encouraged to provide at least two weeks' notice, allowing for a smoother transition. As employment at The Haz Mat Guys Productions, Inc. is based on mutual consent, both the employee and the company retain the right to terminate the employment relationship at will, with or without cause.

Upon termination, employees must return all company property, including files, records, keys, and any other materials. This also includes the deletion and destruction of all digital files in such a way that they cannot be retrieved or read by future technology. Failure to return items or resolve outstanding financial obligations may result in the employee being liable for the costs incurred by the company.

Benefits provided by The Haz Mat Guys Productions, Inc. will cease upon the termination of employment. Employees will receive information regarding their post-termination benefits options at the time of their departure.

3.18 Gift Giving/Receiving

The Haz Mat Guys Productions, Inc. values the camaraderie among team members and recognizes the tradition of gift-giving to express appreciation or celebrate holidays. However, to ensure fairness and maintain unbiased professional relationships within the workplace, company officers and supervisors must not accept gifts from subordinates or other employees that exceed a value of $20 in a calendar year. If a violation of this policy is observed, it should be reported immediately to a company officer or the active HR Coordinator.

3.19 Organization and Individual Conflict of Interest

At The Haz Mat Guys Productions, Inc., it is crucial to be vigilant about potential conflicts of interest that could affect the integrity of our operations. Employees are expected to be aware of and avoid various types of conflicts, including:

- **Organizational Conflicts of Interest**
- **Individual Conflicts of Interest**, including Outside Employment

- **Gifts, Gratuities, and Business Courtesies**
- **Post-Government Employment**
- **Use of Company Name**
- **Political Activities**

These rules and guidelines are detailed in The Haz Mat Guys Productions, Inc.'s Code of Business Ethics and Conduct (the "Code"). All employees are required to read and acknowledge this Code as part of their employment.

3.20 Performance Review and Planning Sessions

At The Haz Mat Guys Productions, Inc., performance reviews and planning sessions are conducted annually for all regular full-time, part-time, and eligible temporary employees, typically around November. These sessions may occur more frequently in an informal capacity.

- During these sessions, management and employees discuss current job responsibilities, recognize achievements, and set constructive goals for future performance. The sessions are also a time to agree on new goals, skills, and areas for improvement.
- Wage and salary adjustments at The Haz Mat Guys Productions, Inc. are directly linked to performance reviews, considering company performance, market conditions, and broader economic factors. These reviews significantly influence compensation changes, highlighting the importance for employees to actively participate and prepare for them.
- New employees are reviewed during their probationary period, and depending on their performance, additional reviews may be scheduled in addition to the regular mid-year and annual review cycle.

3.21 Safety

The Haz Mat Guys Productions, Inc. is committed to maintaining a safe workplace and regularly informs employees about safety and health issues through various internal communications, including:

- Training sessions
- Team meetings
- Bulletin board postings
- Memorandums
- Other written communications

Safety Compliance:

- **Employee Responsibility**: All employees are required to adhere to safety rules, exercise caution, and use common sense during all work activities.

- **Reporting Unsafe Conditions**: Employees must immediately report any unsafe conditions to a company officer or the active HR Coordinator.
- **Disciplinary Actions**: Violations of safety standards, causing hazardous situations, failing to report them, or, where applicable, failing to remedy such situations, may result in disciplinary action, up to and including suspension or termination of employment.

Accident Reporting:

- **In the event of an accident resulting in injury, no matter how minor, employees must immediately notify a company officer or the active HR Coordinator**.
- **For detailed guidelines and additional information, employees should refer to The Haz Mat Guys Productions, Inc.'s Safety Manual**.

3.22 Employee Requiring Medical Attention

In cases where an employee requires medical attention:

- **Notification of Emergency Contacts**: The employee's designated emergency contacts will be notified immediately. It is crucial that employees ensure their emergency contact information is up-to-date and accurately recorded in their personnel files.
- **Accessibility of Information**: Emergency contact information is maintained in each employee's personnel file and is also accessible at the front desk.

3.25 Company-Owned Vehicles

The Haz Mat Guys Productions, Inc. allows employees to use company-owned vehicles for company business, subject to prior approval.

Responsibilities and Compliance:

- **Legal Compliance**: Drivers must obey all local, state, and federal driving laws and regulations. Any violations, including speeding, red light infractions, or collisions, are the sole responsibility of the driver.
- **Incident Reporting**: Any infractions or collisions involving a company vehicle must be reported to company officers within one hour. A detailed written report must be submitted within 24 hours of the incident.
- **Liability**: Failure to adhere to these reporting guidelines may result in the transfer of all financial and legal responsibilities from the company to the involved employee.

Driver Requirements:

- **Documentation**: All drivers must provide a valid driver's license to be kept on file and sign the "Use of Company Vehicle" agreement.
- **DOT Compliance**: Drivers must comply with all provisions of the company's Department of Transportation Policy.

- **Drug Testing**: Drivers may be subjected to drug testing prior to approval to drive a company vehicle and/or within 48 hours following an accident involving a company vehicle.

3.26 Privately-Owned Vehicles

When company-owned vehicles are unavailable, employees may use their own vehicles for company business.

Guidelines and Responsibilities:

- **No Reimbursements**: The company will not provide mileage reimbursements for the use of privately-owned vehicles on company business.
- **Legal Compliance**: Drivers are required to be licensed and insured and must follow all applicable driving laws and regulations. Any violations are the driver's responsibility.
- **Incident Reporting**: Any infractions or collisions must be reported to the employee's personal insurance company, indicating that the incident occurred while on company business. Such incidents must also be reported to a company officer within one hour, with a full detailed report submitted in writing within 24 hours.
- **Insurance Negotiations**: If an employee's insurance company needs to negotiate payment for a claim, the insurance company must contact a company officer directly.

3.27 Company-Owned Property

The Haz Mat Guys Productions, Inc. provides company-owned property, such as credit cards, keys, cell phones, and computers, to employees based on their specific job needs and upon request.

Distribution and Usage:

- **Agreements**: Employees designated to use company-owned property must sign distribution agreements that specify the proper use and care of the property.
- **Return of Property**: All company-owned property must be returned if an employee's employment is terminated or upon request by the company.
- **Responsibility for Damage or Loss**: Employees will be financially responsible for any damaged, lost, or unreturned company-owned property. Additionally, all data on such property must be destroyed or returned to The Haz Mat Guys Productions, Inc.

Data Access and Security:

- **Company Access**: The Haz Mat Guys Productions, Inc. may access data or request access to any company-owned property at any time.
- **Law Enforcement**: Data transmitted using company-owned devices or connections may be provided to law enforcement without employee knowledge.
- **Request for Property**: Employees who believe that company-owned property could enhance their work performance should submit requests in writing to a company officer.

Personal Data:

The company is not responsible for personal data stored on company-owned devices. Such personal data may be deleted without notice by the company or its agents.

3.28 Insurance on Personal Effects

The Haz Mat Guys Productions, Inc. assumes no responsibility for any loss or damage to personal property belonging to employees. This policy includes personal effects left in the workplace, company vehicles, or any other company premises.

3.29 Supplies; Expenditures; Obligating the Company

At The Haz Mat Guys Productions, Inc., only authorized personnel are permitted to purchase supplies or make expenditures on behalf of the company.

Authorization and Procedures:

- **Purchasing Authority**: Employees whose regular duties do not include purchasing are not
- updating personal information can lead to issues in receiving critical information or benefits, and in some cases, may affect employment status.

3.15 Outside Employment

Employees of The Haz Mat Guys Productions, Inc. may engage in outside employment with non-competing businesses or professions, provided that such employment does not affect their job performance or conflict with their duties at The Haz Mat Guys Productions, Inc. All outside employment must receive prior approval from management. Employees are required to prioritize their work schedules at The Haz Mat Guys Productions, Inc., and must adhere to our scheduling requirements unless an alternative work arrangement is authorized. Furthermore, The Haz Mat Guys Productions, Inc.'s facilities, equipment, and materials must not be used for any outside employment purposes unless explicitly authorized in writing by a senior company officer.

3.16 Corrective Action

The Haz Mat Guys Productions, allowed to incur expenses or enter into agreements binding the company without prior written approval from a company officer.

- **Purchasing Procedures**: All authorized purchasers must adhere to the purchasing procedures established by the Accounting Manager.

3.30 Expense Reimbursement

The Haz Mat Guys Productions, Inc. has specific policies for the reimbursement of business-related expenses incurred by employees.

Using Company Credit Cards:

- **Primary Method**: Employees should use a company credit card for all business-related expenses.

- **Alternative Reimbursement**: If a company credit card is not accepted or available, employees may seek reimbursement. Such expenses must receive prior approval from the employee's supervisor or a company officer.

Reimbursement Process:

- **Small Expenses**: Reimbursements for expenses under $25 will be included in the employee's next regular paycheck.
- **Larger Expenses**: For expenses greater than $25, reimbursement requests will be treated as invoices and require submission to the Accounting Manager with proper documentation, such as receipts.
- **Documentation Requirement**: No reimbursements will be processed without the necessary supporting documentation.

3.31 Petty Cash Funds

The Haz Mat Guys Productions, Inc. provides petty cash funds to facilitate small, incidental, or emergency expenses efficiently and cost-effectively.

Petty Cash Use and Limitations:

- **Fund Amount**: The fund should not exceed the amount typically needed in a 45-day period.
- **Expense Cap**: Petty cash may be used to reimburse employees and guests for small expenses, not exceeding $75.
- **Approval Process**: Expenses must be approved in writing by a company officer and acknowledged by the accounting manager.
- **Documentation**: Reimbursement requests must be made within 30 days of incurring the expense and must be accompanied by original receipts.
- **Reporting Issues**: Any questions, concerns, or observations of policy violations should be immediately reported to the Accounting Manager.

3.32 Per Diem Policy

The Haz Mat Guys Productions, Inc. adheres to federal tax laws and covers reasonable and necessary expenses for approved business travel, using per diem rates.

Per Diem Guidelines:

- **Travel Discounts**: Employees are encouraged to use travel discounts and incur the lowest reasonable travel expenses.
- **Domestic Travel**: For domestic travel, per diem rates are based on the U.S. General Services Administration (GSA) guidelines, available at the GSA's website.

- **International Travel**: For international travel, per diem rates follow the U.S. Department of State's guidelines, available on their website.
- **Lodging and M&E**: Per diems cover lodging and Meals & Incidental Expenses. Approval is required for expenses exceeding these limits.

Expense Reporting and Reimbursement:

- **Documentation**: All expenses must be documented, and receipts are required. For meals, itemized receipts with the names of all attendees must be provided.
- **Expense Reports**: Expense reports must be submitted within two weeks post-travel.
- **Non-Reimbursable Expenses**: Expenses that exceed per diem rates without prior approval may not be reimbursed.

Tax Implications:

- **Meals and Entertainment**: Due to tax law changes, the company can only deduct 50% of meal expenditures and 0% of entertainment expenses. Employees must keep these expenses separate and minimal.

Personal Travel Additions:

- **Cost Variance**: Employees adding personal travel time to a business trip must clearly identify and pay for any additional costs with personal funds.

Exception Requests:

- **Policy Exceptions**: Requests for exceptions to the per diem policy must be made in writing and approved by a company officer.

SECTION 4 | STANDARDS OF CONDUCT

The rules, regulations, and standards of conduct for The Haz Mat Guys Productions, Inc. are crucial and taken seriously by the company. All employees are strongly encouraged to familiarize themselves with these standards and to adhere to them diligently in their roles and in conducting company business. Deviations from these standards may lead to corrective action, up to and including suspension or termination of employment (refer to section 3.16: Corrective Action).

Prohibited Behaviors Include, but are Not Limited to:

- Theft or inappropriate removal or possession of company property.
- Falsification of timekeeping records (see section 5.4: Timekeeping).
- Being under the influence of alcohol or illegal drugs at work (see section 4.10: Substance Abuse).

- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace or during work hours (see section 4.10: Substance Abuse).
- Fighting, threatening violence, or any physically aggressive behavior in the workplace.
- Disruptive or boisterous activities 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 or using tobacco products in non-designated areas.
- Sexual or other unlawful or unwelcome harassment (see section 3.6: Prohibition Against Sexual and Other Workplace Harassment).
- Excessive absenteeism or any absence without notice (see sections 4.1: Attendance/Punctuality and 4.2: Absence Without Notice).
- Unauthorized use of telephones, company equipment, or other company resources (see section 4.9: Information Technology Resources).
- Unauthorized use of the company name, logo, or proprietary information.
- Using company equipment for non-business purposes in a way that disrupts your work or the work of others (see section 4.9: Information Technology Resources).
- Unauthorized disclosure of business secrets or confidential information.
- Violation of any company personnel policies.
- Unsatisfactory performance or conduct.

Employment at Will: This statement of prohibited conduct does not alter The Haz Mat Guys Productions, Inc.'s policy of employment at will. Thus, the company retains the right to terminate the employment relationship or take other disciplinary action at any time, with or without cause or advance notice, regardless of whether the employee has engaged in any conduct listed above.

4.1 Attendance/Punctuality

At The Haz Mat Guys Productions, Inc., our flexibility is an important aspect of our success. Most employees are required to fulfill a minimum number of hours per period. When those hours are completed is entirely up to the employee. There may be times where time-sensitive events are ongoing at which time THMG may ask for a deadline to be imposed.

4.3 Office Hours

The Haz Mat Guys Productions, Inc.'s "office hours" are from 8 a.m. to 5 p.m. on weekdays, except on holidays (refer to section 6.3: Holidays). The standard workweek comprises 40 hours of work

(see section 5.5: Overtime). The employee workweek is considered to start on Monday at 12:00 a.m. and end on Sunday at 11:59 p.m., unless alternative arrangements are agreed upon with a company officer.

Flexible Working Hours

At The Haz Mat Guys Productions, Inc., we value flexibility and trust our employees to manage their work schedules. As a fully remote company, we empower our team members to choose their own working hours and times of day that best suit their individual lifestyles and productivity patterns.

Guidelines for Flexible Working Hours:

1. **Responsibility and Accountability**: Employees are responsible for managing their time effectively and ensuring that they meet all deadlines and deliverables.
2. **Availability for Collaboration**: While you have the freedom to set your own schedule, there may be times when you need to be available for team meetings or collaboration. We encourage clear communication and coordination with your team to accommodate these needs.
3. **Core Hours**: There are no strict core hours; however, employees should ensure that they are reachable during agreed-upon times for meetings or collaborative projects.
4. **Performance and Productivity**: Flexible hours do not compromise the quality of work. Employees are expected to maintain high standards of performance and productivity, regardless of their chosen working hours.
5. **Communication**: Keep your team informed about your working hours and availability. Use our designated communication channels to update your status and ensure seamless collaboration.
6. **Time Management**: Utilize effective time management practices to balance work and personal commitments. Take advantage of tools and resources provided by the company to help manage your workload efficiently.

4.8 Dress and Grooming

The Haz Mat Guys Productions, Inc. maintains a casual yet professional work environment. While our dress code is casual, it is vital to project a professional image to our customers, visitors, and colleagues.

Dress Code Guidelines:

- Employees are expected to dress neatly and in a manner consistent with good hygiene, safety, and good taste. Clothing should be clean, not ripped, frayed, disheveled, tight, revealing, or otherwise inappropriate.
- For External Meetings: Business Casual (e.g., polos, khakis, and shoes) is required.

Enforcement and Questions:

- Any questions or concerns regarding attire should be directed to Human Resources. Decisions on attire will be made by the President and Human Resources, not by individual departments or managers.

4.9 Information Technology Resources Policy

The information technology (IT) resources at The Haz Mat Guys Productions, Inc. are crucial company assets and their use reflects on the company's professionalism and integrity.

Confidentiality and Proper Use:

- **Business-Only Use**: IT resources, including email, computer systems, and internet access, are primarily for company business. Personal use should be limited and must not interfere with professional responsibilities.
- **Monitoring and Ownership**: All data created, transmitted, or stored on company IT resources is considered company property and is subject to monitoring.

Internet and Email Usage:

- **Appropriate Use**: Employees must use the internet and email in a manner that is ethical, lawful,

and aligned with company objectives.

- **Monitoring**: All use of company internet, including emails and browsing history, is monitored and can be reviewed by authorized personnel.

Social Media Guidelines:

- **Personal Use**: Social media use should be responsible and not conflict with the interests of the company. Employees should ensure their posts do not disclose confidential information or negatively impact the company's image.
- **Representing the Company**: If posting about work or topics related to the company, employees must clearly state their relationship with the company and that their views do not necessarily reflect those of the company.

Security Measures:

- **Virus Protection**: Employees must take precautions to prevent the spread of viruses by not downloading unauthorized software or opening attachments from unknown sources.
- **Use of Personal Devices**: Personal devices may be used for work purposes as long as they do not compromise productivity or security.

Compliance and Disciplinary Actions:

- **Policy Violations**: Non-compliance with IT policies can lead to disciplinary actions, including termination. Employees are expected to cooperate with any investigations regarding misuse of IT resources.

- **Rights and Responsibilities**: Employees should have no expectation of privacy when using company IT resources. The company reserves the right to monitor and access any data or communications.

4.10 Substance Abuse

The Haz Mat Guys Productions, Inc. is dedicated to maintaining a safe, healthy, and productive workplace for all employees. We uphold strict policies concerning alcohol and drug use that apply to all staff members, regardless of rank or position, and encompass both regular and temporary employees.

Workplace Rules on Substance Use:

- **Prohibited Conduct**: The following are specific examples of forbidden behaviors related to drugs and alcohol:
    - The use, possession, manufacture, distribution, or sale of controlled substances, illegal drugs, or alcohol, and/or the distribution or sale of prescription drugs on company premises or while conducting company business.
    - Misuse or abuse of prescription drugs or use of alcohol on company premises or while on company business.
    - Off-premises use of alcohol or drugs that could impair work performance, employee safety, the safety of others, or negatively impact the company's reputation.
    - Being convicted under any criminal drug and/or alcohol statute while on company premises or during company business.
    - Failure to notify the company within five days of a conviction under a drug or alcohol statute for an incident occurring on company premises or while on company business.

Alcohol at Company Functions:

- Employees may consume alcohol in moderation at company functions or while entertaining clients as part of their job duties. Unopened alcohol containers may be kept in vehicles on company premises or in personal offices for display purposes only. Misuse of these privileges may result in their withdrawal and potential disciplinary action.

Prescription Medication:

- Lawful use and possession of prescribed medications are permitted. Employees must consult their physician about the medication’s impact on their ability to work safely and must disclose any work-related restrictions to a company officer without revealing underlying medical conditions unless required.

Employee Assistance:

- The Haz Mat Guys Productions, Inc. supports employees who voluntarily seek help for substance abuse issues before disciplinary action becomes necessary. Affected employees may use accrued paid time off, take leaves of absence, receive referrals to treatment providers, and will be accommodated as required by law. Employees in sensitive positions or those who have violated this policy may need to document adherence to treatment plans and pass follow-up tests.

Disciplinary Actions:

- Employees found under the influence of drugs or alcohol at work, or possessing illegal substances on company premises or at any job-related location, will face disciplinary actions up to and including suspension or termination of employment.

4.12 Weapons

The Haz Mat Guys Productions, Inc. maintains a strict no-weapons policy on all company-controlled properties, including company-owned vehicles, office spaces, and any external business locations such as customer sites or company events.

Weapons Policy Details:

- **Prohibited Items**: Weapons of any kind, including but not limited to firearms, knives with blades over four inches, switchblades, explosives, and harmful chemicals like pepper spray, are strictly prohibited on company property or any business-related location.
- **Legal Exceptions**: This policy applies regardless of local laws or personal weapon permits. Only security personnel or other designated employees may carry weapons if deemed necessary for safety and explicitly authorized in writing by company management.
- **Authorization for Security**: Specific employees may be authorized by a company officer to carry weapons for security purposes. Any such authorization must be documented and approved in advance.

Compliance and Disciplinary Actions:

- Employees found violating this policy will face severe disciplinary actions, including potential suspension or termination, and may also be subject to legal proceedings.
- This policy also extends to all visitors, except for active duty military and law enforcement personnel who are required to carry weapons as part of their official duties. All other visitors must receive written authorization from a company officer to enter company premises with a weapon.

SECTION 5 | PAYROLL AND TIMEKEEPING

5.1 Social Security/Medicare

The Haz Mat Guys Productions, Inc. withholds income tax from all employees' earnings and participates in the FICA (Social Security) and Medicare withholding and matching programs, as mandated by federal law. These contributions are automatically deducted from each paycheck to ensure compliance with the government regulations.

5.2 Paydays

Employees at The Haz Mat Guys Productions, Inc. are paid on a biweekly basis through direct deposit. Employees may opt for a different method of payment if preferred and if it complies with state laws.

Payday Details:

- **Schedule**: Payments are processed every other week.
- **Bank Holidays**: If a regularly scheduled payday falls on a bank holiday, payment will be made one day before the holiday.

5.3 Wage or Salary Increases

At The Haz Mat Guys Productions, Inc., employee compensation is reviewed annually, ideally coinciding with or before each employee's review date in November. Reviews may occur more frequently for new employees, newly created positions, or following promotions.

Factors Influencing Salary Adjustments:

- **Performance-Based**: Increases are primarily based on an employee's performance, adherence to company policies, and ability to meet or exceed job responsibilities and performance goals (refer to section 3.17: Performance Review/Planning Sessions).
- **Market and Economic Conditions**: Adjustments also consider overall company performance, market conditions, and economic factors.
- **Discretionary Increases**: Wage or salary increases are not automatic or guaranteed and are determined at the sole discretion of The Haz Mat Guys Productions, Inc.
- **No Cost of Living Adjustments**: The company does not offer automatic cost of living increases.

5.4 Work Hours and Task Logging

At The Haz Mat Guys Productions, Inc., all employees are expected to work for XX hours within a period of YY. This work is conducted on an honor basis, reflecting our trust in our team's integrity and commitment.

Time and Task Logging Requirements:

1. **Record Keeping**: Employees are required to keep a detailed log of their working hours and tasks completed. This log should include:
    - Date and time of work

    - Duration of each work session
    - Description of tasks performed

2. **Format**: Logs can be maintained in a format of your choice (e.g., spreadsheet, time-tracking app) as long as the information is clear and accessible.
3. **Submission Upon Request**: Employees must be prepared to furnish their time and task logs to their supervisor upon request. This ensures transparency and accountability in our remote working environment.
4. **Review and Verification**: Supervisors may review these logs periodically to ensure that work hours and tasks align with company expectations and project requirements.
5. **Confidentiality**: All logs will be treated with confidentiality and used solely for the purpose of verifying work hours and productivity.

By maintaining accurate logs of your work hours and tasks, you help uphold the trust and flexibility that our remote work model is built upon. This practice ensures that we can continue to provide a supportive and efficient work environment for everyone.

SECTION 6 | BENEFITS AND SERVICES

The Haz Mat Guys Productions, Inc. is committed to supporting our employees through a comprehensive benefits program. While participation in these programs is a privilege of employment, eligibility and continuation of these benefits are not guaranteed solely by the duration of employment.

Overview of Benefits:

- **Contributory and Non-contributory Benefits**: Some benefits may require employee contributions, while others are fully funded by The Haz Mat Guys Productions, Inc.
- **Mandatory Programs**: All employees are automatically covered by Social Security, workers' compensation, state disability insurance, and unemployment insurance as mandated by law.
- **Voluntary Benefits**: Benefits such as health insurance and the company 401(k) plan are available to eligible employees who choose to participate.

Rights and Modifications:

- **Plan Descriptions**: Summary Plan Descriptions (SPDs) provide detailed information about each benefit, including eligibility and coverage specifics. Employees can request actual plan documents in writing from the HR Coordinator for complete details.
- **Authority of Plan Documents**: In the event of discrepancies between this manual and the actual plan documents, the plan documents will govern.

- **Eligibility and Coverage**: Eligibility for coverage under any plan is determined according to the provisions of the plan documents. The Haz Mat Guys Productions, Inc. is not liable for any claims of entitlements not supported by these documents.

Reserve of Rights:

- **Change of Benefits**: The Haz Mat Guys Productions, Inc. reserves the right to modify, change, or terminate any benefits, plans, and carriers at its sole discretion, following applicable law.
- **Notification**: Although the company endeavors to notify employees of significant changes to benefit offerings, it reserves the right to modify, add, or delete benefits at any time without advance notice.

Regular Reviews:

- **Periodic Review**: The company will periodically review the benefits provided to ensure they meet the needs of both the employees and the company, adjusting policies as necessary to maintain a competitive and fair benefits package.

SECTION 7 | EMPLOYEE COMMUNICATIONS

7.1 Staff Meetings

The Haz Mat Guys Productions, Inc. values open communication and regular updates on company progress and initiatives.

- **Quarterly All Hands Meetings**: Held to ensure all employees are informed of company-wide updates and achievements. Presence for the live meeting is optional, but viewing the video and/or transcription is mandatory.
- **Additional Meetings**: Monthly conference planning meetings and other necessary meetings (e.g., sales strategy meetings) are scheduled as needed. Employees are encouraged to engage frequently in these collaborative settings to align on goals and strategies.

7.3 Procedure for Handling Complaints

The Haz Mat Guys Productions, Inc. is committed to a transparent and responsive approach to employee concerns and feedback:

- **Initial Contact**: Employees with job-related issues, questions, or complaints should first discuss these with a company officer or the active HR Coordinator to seek resolution.
- **Discrimination or Harassment Complaints**: For issues specifically related to discrimination or harassment, refer to section 3.6: Prohibition Against Sexual and Other Workplace Harassment, which outlines detailed procedures for handling such complaints.

APPENDIX: EMPLOYEE ACKNOWLEDGMENT FORM

Employee Acknowledgment Form

I, _____ (printed employee name here),

have received and read a copy of The Haz Mat Guys Productions, Inc. Employee Handbook. This handbook outlines the goals, policies, benefits, and expectations of The Haz Mat Guys Productions, Inc., as well as my responsibilities as an employee.

I understand that my employment with The Haz Mat Guys Productions, Inc. is, according to Section 2.3 (Employment Relationship), at-will. This means that I am free to resign at any time, for any reason or no reason. Similarly, The Haz Mat Guys Productions, Inc. is free to terminate my employment at any time, for any reason that is not unlawful.

I acknowledge, understand, accept, and agree to comply with the information contained in this handbook. I realize that this handbook is not intended to cover every situation that may arise during my employment, but it provides a comprehensive framework to guide my conduct and the policies of the company.

Employee Signature: _____

Date: _____

DATA SECURITY AND PRIVACY POLICY

Background

The Haz Mat Guys Productions, Inc. and its subsidiaries (collectively, "The Company") are dedicated to securing the information entrusted to us by our customers and employees. We are committed to ensuring that identifiable information is used solely for legitimate business purposes and is shared only with authorized data partners.

To address any privacy or security concerns, or to request access, modification, or deletion of personal information, customers and staff may contact the designated Privacy Officer at: Email: privacy@thehazmatguys.com

Data Security and Privacy Responsibilities

All Company employees with access to identifiable information are required to undergo training in privacy and data security. Each employee must sign the Company Confidentiality, Intellectual Property, and Conflict of Interest Agreement, which restricts the sharing of identifiable information to legitimate business purposes only.

Verification of Identity

Employees must follow strict procedures for identity verification and information release when handling external requests for information, changes, or deletions. All such requests are to be

formally logged and managed by Customer Support or the Security Operations Center outside normal office hours.

Data Incidents

Any actual, suspected, or potential data compromise, or customer concerns about data security, will be addressed according to the Data Incident Report protocol.

Qualification of Staff

The Company ensures all staff handling identifiable information are suitably qualified and trustworthy. This includes mandatory police background checks for staff not affiliated with professional bodies, with qualifications and access levels documented in the Interview Record Form.

Data Access Levels

Initial and any subsequent changes to data access levels are documented and managed through specific forms, approved by relevant management, and maintained by People Services.

Data Security

Intrusion and unauthorized access detection are primarily conducted using security tools like Acunetix and Threat Stack, with oversight from the designated Software Security Architect.

System Audit

The Risk and Compliance Officer is responsible for conducting regular audits of all processes and procedures related to data security and privacy, ensuring each process is audited at least annually.

System Review

Regular compliance meetings, chaired by the Software Security Architect and attended by key management personnel, are held to review and discuss progress on information security matters. The outcomes of these reviews are documented and included in biannual management review meetings.

VIOLENCE AND HARASSMENT POLICY

Background

The Haz Mat Guys Productions, Inc. and its subsidiaries (collectively, "The Company") strive to provide a work environment that fosters productivity, dignity, and self-esteem for all employees. We recognize that physical or psychological bullying can instill fear, mistrust, and devalue individuals. As such, violence and harassment are considered occupational hazards and will not be tolerated in any form.

Overview

Workplace harassment includes any single or repeated incident of objectionable or unwelcome conduct, comments, bullying, or actions intended to intimidate, offend, degrade, or humiliate a particular person or group. The Company treats these incidents seriously as they contribute to an unhealthy work environment and result in psychological harm.

This policy does not encompass reasonable actions taken by employers or supervisors in the normal management of workers, nor does it apply to minor disagreements among coworkers, provided steps are taken to resolve the conflict.

Harassment and violence occur when an employee is subjected to unwelcome verbal or physical behaviors based on attributes such as race, color, ethnicity, origin, religion, gender, age, disabilities, marital status, family status, source of income, or sexual orientation.

Complaint Procedure

Employees who believe they have been subjected to harassment should first attempt to resolve the issue with the responsible party if possible. If this is not effective or feasible, they should report the matter to their Manager/Supervisor, People Services, or any Senior Management member.

Violence & Harassment Prevention Program

The Company has established a workplace harassment prevention program that includes:

- Educating employees on recognizing harassment and violence.
- Encouraging appropriate responses to and reporting of incidents.
- Investigating all reported incidents in an objective and timely manner.
- Maintaining confidentiality, except where necessary for investigation or disciplinary action.

Responsibilities

The Company is committed to:

- Promoting a culture of physical and psychological health and safety.
- Supporting employees affected by harassment and advising them to seek professional health advice if needed.

Employees are expected to:

- Understand and comply with violence and harassment prevention procedures.
- Treat one another with respect and immediately report any incidents of violence or harassment.
- Maintain confidentiality during investigations.
- Participate actively in identifying and mitigating workplace hazards.

Awareness and training on these policies are provided through the Employee Handbook, Safety Manual, orientation sessions, and ongoing training programs.

SOCIAL MEDIA POLICY

Overview

The Haz Mat Guys Productions, Inc. and its subsidiaries (collectively, "The Company") recognize the power of social media as a tool for communication and engagement with customers and stakeholders. Employees who use social media, either personally or on behalf of the Company, are viewed as ambassadors of our brand. This policy is designed to guide employees on the appropriate use of social media in relation to their association with The Company.

Guidelines for Personal Social Media Use

When using personal social media accounts:

- You may share Company information publicly disclosed through our official channels.
- Always use good judgment in line with this policy when posting content related to The Company.
- Clearly state that opinions expressed are your own and not those of The Company when discussing work-related matters.
- Avoid posting sensitive, confidential, or non-public Company information.
- Do not engage in discussions involving politics, religion, or other controversial subjects while identifying as a Company employee.
- Maintain professionalism and refrain from using language or content that is not suitable for a workplace.

Responsibilities When Using Social Media

- Be respectful and ensure that your posts reflect The Company’s commitment to professionalism.
- Use hashtags appropriately and in a manner that enhances engagement with relevant content.
- Immediately report any negative comments or interactions on The Company's social media platforms to the marketing team for appropriate handling.

LinkedIn Usage

Ensure your LinkedIn profile remains professional, including a suitable profile picture and an accurate description of your role within The Company.

Company Social Media Accounts

Employees are encouraged to follow and interact with our official accounts:

- Twitter: @thehazmatguys
- LinkedIn: The Haz Mat Guys Productions, Inc.
- Facebook: The Haz Mat Guys Productions, Inc.

Hashtag Use

Use specific, relevant hashtags that align with The Company's activities and campaigns. Avoid overusing hashtags or creating ones that are overly long or complex.

Compliance and Enforcement

Violations of this policy can lead to disciplinary action, up to and including termination. You may also be asked to remove social media content that violates this policy.

MISCELLANEOUS

No one shall look at Mr. Salvesen directly in the eyes for a period of more than 15 seconds at most.