

# Aterra Designs

April 18, 2024



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# 1.Mission Statement

## 1.1 Mission Statement

To be the leader in lighting, electrical, and home technology design applications in the markets we serve. This position will be earned through dedicated teamwork in discovering and implementing new ways to constantly improve the product offering, accuracy, speed, and quality of service to our customers.

## 2. Introduction

### 2.1 Handbook Disclaimer

*The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with the Company. Employment with Aterra Designs is "AT-WILL." This means employees or Aterra Designs may terminate the employment relationship at any time, for any reason, 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 Aterra Designs for any set period of time.*

*This handbook may provide a summary of employee health benefits, however actual coverage will be determined by the express terms of the benefit plan documents. If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Company reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.*

*The Company also has the right, with or without notice, in an individual case or generally, to change any of the policies in this handbook, or any of its guidelines, policies, practices, working conditions or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the president and the employee.*

### 2.2 Welcome Message

Dear Aterra Employee,

I wish to extend to you a heartfelt, Welcome Aboard!

We realize that you could have chosen many other companies for your career. Aterra Designs is consistently making an effort to become a premier work environment in the markets that we serve. The addition of talented and creative individuals like you, will assist us in this endeavor.

I wish to convey to you that a company is only as good as the people who represent it. With this in mind, I believe that we all can make a difference as to the quality of our workplace. At Aterra, each person's contributions towards the goals and objectives of our organization are all equally important.

While you review the Aterra Designs employee handbook, please keep in mind that we wish to convey to you that the situations that may arise in the course of your employment at Aterra, requires the application of fair and consistent treatment. This handbook is our way of instilling this approach. As a company, we aspire to conduct our daily business transactions in such a manner that are consistent with our mission statement. In doing so, we realize that much like people; our business is a fluid and dynamic entity that must be willing to incorporate change as part of the culture. Without introspection of our policies and procedures, our company could become stagnant.

As you become a part of our Aterra family, please assist us in always looking for ways to inspire a more creative, competitive, friendly and nurturing work environment that we can all enjoy for years to come.

Sincerely,

Paul Salmonson

President

### 2.3 Changes in Policy

Change at Aterra Designs 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 Aterra Designs, 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 President.

## 3. General Employment

### 3.1 At-Will Employment

Employment with Aterra Designs is "at-will." This means employees are free to resign at any time, with or without cause, and Aterra Designs 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 Aterra Designs 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 Aterra Designs, 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 Aterra Designs and any of its employees.

### 3.2 Immigration Law Compliance

Aterra Designs 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 Aterra Designs within the past three years, or if their previous I-9 is no longer retained or valid. Aterra Designs may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, Aterra Designs provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

### 3.3 Equal Employment Opportunity

Aterra Designs is an Equal Opportunity Employer. Employment opportunities at Aterra Designs are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex (including sexual orientation and transgender status), pregnancy, childbirth or related medical conditions, 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, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The Company will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. The Company will also accommodate sincerely held religious beliefs of its employees to the extent the accommodation does not pose an undue hardship on the business. If you would like to request an accommodation, or have any questions about your rights and responsibilities, contact your President. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

Aterra Designs strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. Aterra Designs will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

### 3.4 Equal Employment Opportunity (Florida Employees)

Aterra Designs is an Equal Opportunity Employer. Employment opportunities at Aterra Designs are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to:

- Race
- Color
- Religion
- Sex
- Pregnancy, childbirth or related medical condition
- National origin
- Age
- Veteran status
- Disability
- Genetic information
- Sickle cell trait
- Marital status
- Any other characteristic protected by law

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

Aterra Designs strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. Aterra Designs will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

### 3.5 Equal Employment Opportunity (Nevada Employees)

Aterra Designs is an Equal Opportunity Employer. Employment opportunities at Aterra Designs are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to:

- Race
- Color
- Religion
- Sex
- National origin
- Age
- Veteran status
- Disability
- Genetic information
- Political activity
- Sexual orientation
- Gender identity or expression
- Lawful activity outside the workplace during non-work hours, such as the use of tobacco products
- Any other characteristic protected by law

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

Aterra Designs strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment or participates in an investigation of such report. Aterra Designs will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

### 3.6 Employee Grievances



It is the policy of Aterra Designs to maintain a harmonious workplace environment. Aterra Designs 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 with their supervisors. If not resolved at this level, an employee may submit, in writing, a signed grievance to the President. After receiving a written grievance, Aterra Designs 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 Aterra Designs's Sexual and other Unlawful Harassment Policy. Aterra Designs assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

### 3.7 Internal Communication

Effective and ongoing communication within Aterra Designs 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 and announcements. In addition, Aterra Designs uses the Intranet and email to facilitate communication and share access to documents. For information on appropriate email and Internet usage, employees may refer to the Computer, Email, and Internet Usage policy. To avoid confusion, employees should not post or remove any material from the bulletin boards.

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.

### 3.8 Outside Employment

Employees may hold outside jobs as long as the employee meets the performance standards of their position with Aterra Designs. Unless an alternative work schedule has been approved by Aterra Designs, employees will be subject to the Company's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary. Aterra Designs's property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

### 3.9 Anti-Retaliation and Whistleblower Policy

This policy is designed to protect employees and address Aterra Designs's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, Aterra Designs will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected Company or employee violations of the law, including discriminatory or other unfair employment practices;
- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or customer, environment or general public;
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law;
- Provides information to assist in an investigation regarding violations of the law; or
- Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Employees who wish to report a violation should contact their supervisor or Human Resource Department directly. Employees should also review their state and local requirements for any additional reporting guidelines.

Aterra Designs will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related reporting requirements should contact their supervisor, the President or any state or local agency responsible for investigating alleged violations.

### **3.10 Equal Employment Opportunity (Utah Employees)**

Aterra Designs is an Equal Opportunity Employer. Employment opportunities at Aterra Designs are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to:

- Race
- Color
- Religion
- Sex
- Sexual orientation
- Gender identity
- National origin
- Age
- Veteran status
- Disability
- Pregnancy, childbirth or related medical conditions
- Breastfeeding or medical condition related to breastfeeding
- Genetic information
- Any other characteristic protected by law

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The Company will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

Aterra Designs strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, 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.

## 4. Employment Status & Recordkeeping

### 4.1 Employment Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, Aterra Designs 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 Aterra Designs or if your job responsibilities change, you will be informed by the President 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 40 hours per week. Generally, regular full-time employees are eligible for Aterra Designs's benefits, subject to the terms, conditions, and limitations of each benefit program. **Part-Time:** Part-time employees are regularly scheduled to work less than 40 hours per week. Regular part-time employees may be eligible for some Aterra Designs 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. Temporary employees generally are not entitled to [Aterra Designs benefits, but are eligible for statutory benefits to the extent required by law. 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 Aterra Designs Management, of a change.

### 4.2 Personnel Data Changes

It is the responsibility of each employee to promptly notify their supervisor or the President 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 the President 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

### 4.3 Access to Personnel Files (Nevada Employees)

An employee may review his or her personnel file, as reasonably requested, during usual business hours and accompanied by the President. An employee may obtain a copy of his or her personnel file by reasonable request to the President.

Upon written request, former employees will be permitted to review their personnel file within 60 days of the date of their termination from employment. Also upon written request, former employees may be provided a copy of their personnel file within 60 days of the date of termination.

Employees and former employees must be or have been employed with Aterra Designs for more than 60 days to obtain a copy of their personnel file. Employees and former employees may be charged a fee for a copy of their personnel file that will equal the actual cost of copying such file.

## 4.4 Expense Reimbursement

Aterra Designs reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Expenses incurred by an employee must be approved in advance by the President.

Some expenses that may warrant reimbursement include, but are not limited, to the following: mileage costs, air or ground transportation costs, lodging, meals for the purpose of carrying out company business, and any other reimbursable expenses as required by law. Employees are expected to make a reasonable effort to limit business expenses to economical options.

To be reimbursed, employees must submit expense reports to the President for approval. The report must be accompanied by receipts or other documentation substantiating the expenses. Questions regarding this policy should be directed to your supervisor.

## 4.5 Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization.

### **Notice of Voluntary Separation**

Employees who intend to terminate employment with Aterra Designs shall provide Aterra Designs with at least two 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.

### **Return of Company Property**

Any employee who terminates employment with Aterra Designs shall return all files, records, keys, and any other materials that are the property of Aterra Designs prior to their last date of employment.

### **Final Pay**

Aterra Designs will provide employees with their final pay in accordance with applicable federal, state and local laws.

### **Benefits Upon Termination**

All accrued and/or vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state and local laws.

Certain benefits, such as healthcare coverage, may continue at the employee's expense, if the employee elects to do so. Aterra Designs will notify employees 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, contact Aterra Designs's President.

## 5. Working Conditions & Hours

### 5.1 Company Hours

Aterra Designs is open for business from Monday - Friday 08:00 AM to 05:00 PM. This excludes holidays recognized by Aterra Designs. The standard workweek is 40 hours.

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.

### 5.2 Emergency Closing

At times, emergencies 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 Aterra Designs management.

When a decision is made to close, employees will receive official notification from Aterra Designs.

**Note:** In a declared state of emergency that prohibits travel, employees shouldn't report to work.

**Pay:**

Exempt Employees:

If Aterra Designs closes due to an emergency, employees who are classified as exempt from overtime will receive their full salary, provided they have worked any part of the workweek.

Non-Exempt Employees:

If Aterra Designs closes due to an emergency, employees who are classified as non-exempt from overtime won't be paid, unless state or local law requires such pay or they have paid leave available and elect to use it for the missed work hours.

**Note:** If a non-exempt employee is already working when the decision to close is made, the employee will be paid for all hours actually worked and any additional hours that may be required under state and local laws, if applicable. If a non-exempt employee arrives at work and is asked to wait while a decision to close is made, they will receive pay for the time they spent waiting.

If you have questions about emergency closing or pay, please contact the President.

### 5.3 Workplace Safety

Aterra Designs 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. Aterra Designs 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.

**Complaint and Reporting Procedure:**

Employees should immediately report any unsafe conditions to their supervisor without fear of reprisal. In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their

supervisor. If you believe it would be inappropriate to report the matter to your supervisor, you can report it directly to:

Human Resource Department

tiffani.robinson@aterradesigns.com

480.322.9191

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.

**Retaliation Prohibited:**

Aterra Designs expressly prohibits retaliation against anyone who reports unsafe working conditions or work-related accidents, injuries or illnesses. Any form of retaliation will be subject to disciplinary action, up to and including termination of employment.

Questions or concerns regarding this policy should be directed to your supervisor or the President.

## 5.4 Security

The purpose of Aterra Designs's security policy is to protect Company assets and to maintain a safe working environment for all employees. **Facility Access:**All regular Aterra Designs employees will be issued a key to gain access to Aterra Designs facilities. 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 Aterra Designs, and at any other time upon Aterra Designs's request, all keys must be returned to your supervisor. **Closing Procedures:**The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that: all doors are securely locked; the alarm system is armed; thermostats are set on appropriate evening and/or weekend setting; and all appliances and lights are turned off with the exception of the lights normally left on for security purposes. Employees are not permitted on company property after hours without prior written authorization from the President.

## 5.5 Meal & Break Periods

Non-exempt employees will be provided with meal and break periods in accordance with applicable federal, state, and local rules. Break periods of less than 20 minutes will be paid. Break periods lasting longer than 20 minutes will generally 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.

Aterra Designs will schedule meal and break periods in order to accommodate Company operating requirements.

## 5.6 Meal & Break Periods (Nevada Employees)

Employees are entitled to one 30-minute meal period for every 8 consecutive hours of work. For non-exempt employees, the meal period is unpaid. Non-exempt employees must record the beginning and ending of the meal period using Aterra Designs's timekeeping system.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid meal periods. If for any reason a non-exempt employee does not take the meal period that they are provided, the employee must notify his or her supervisor immediately.

Non-exempt employees are also entitled to a 10-minute break period for every 4 hours of work, or major fraction thereof. Break periods of 20 minutes or less will be paid.

Supervisors will schedule meal and break periods in order to accommodate the Company's operating requirements.

## 5.7 Break Time for Nursing Mothers

Aterra Designs accommodates employees who wish to express breast milk during the workday by providing reasonable break times to do so. The Company will provide a designated room, other than a bathroom, that is shielded from view, free from intrusion from coworkers and the public and is in compliance with all other applicable laws for this purpose.

Employees who use regularly scheduled rest breaks to express breast milk will be paid for the break time. If the lactation break does not run concurrently with the employee's regularly scheduled compensated break, the lactation break time will be unpaid.

For questions related to this policy, please contact the President.

## **5.8 Parking**

Aterra Designs provides parking for employees in the building parking lot. There should be ample space for all employees. Employees may only park in open spaces or those designated for use by Aterra Designs. Vehicles parked in spaces designated for private use will be towed at the owner's expense.

# 6. Employee Benefits

## 6.1 Health Insurance Continuation

The Consolidated Omnibus Budget Reconciliation Act (COBRA) is a federal law that requires most employers sponsoring group health plans to offer a temporary continuation of group health coverage when coverage would otherwise be lost due to certain specific events.

Through COBRA, employees and their qualified beneficiaries have the right to continue group health insurance coverage after a "qualifying event." The following are qualifying events:

- Resignation or termination of the employee
- Death of the covered employee
- A reduction in the employee's hours
- For spouses and eligible dependents, the employee's entitlement to Medicare
- Divorce or legal separation of the covered employee and his or her spouse
- A dependent child no longer meeting eligibility requirements under the group health plan

Under COBRA, the employee or beneficiary pays the full cost of health insurance coverage at Aterra Designs's group rates plus an administration fee. However, the American Rescue Plan Act provides a 100% COBRA subsidy for qualified employees and dependents who lose coverage as a result of an involuntary termination or a reduction in hours (assistance eligible individuals or AEIs). This subsidy is available only for periods of coverage from April 1, 2021 through September 30, 2021. For more information, contact the President.

### Notification Requirements:

The employee, or family member, has the responsibility to inform the President of a divorce, legal separation, or a child losing dependent status. The employee, or a family member, has 60 days after the qualifying event to provide such notice, unless a longer period is permitted under rules of the plan. Aterra Designs has the responsibility to notify the Plan Administrator of the employee's death, termination of employment, or reduction in hours.

Once the notification has been made to the Plan Administrator, the Plan Administrator will inform the employee that he or she has the right to choose continuation of coverage. If employees choose to continue coverage, Aterra Designs is required to provide coverage that is identical to the coverage provided under the plan to similarly situated employees or family members.

### Period of Coverage:

Continuation of coverage is extended from the date of the qualifying event for a period of 18 to 36 months. The length of time for which continuation coverage is made available (i.e., the "maximum period" of continuation coverage) depends on the type of qualifying event that gave rise to the employee's COBRA rights.

An employee's continuation of coverage may be cut short for any of the following reasons:

- Aterra Designs no longer provides group health coverage to any of its employees
- The premium for the employee's continuation coverage is not paid in full on a timely basis
- The employee becomes covered under another group health plan that does not contain any exclusion or limitation with respect to any pre-existing condition
- The employee becomes entitled to Medicare

This policy provides a summary of health insurance continuation benefits. Actual coverage is determined by the express terms of the plan documents. We encourage both you and your family to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Company reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.



For further details on health insurance continuation available through Aterra Designs, as well as copies of the plan documents, contact the President.

## **6.2 Military Leave**

Aterra Designs grants employees unpaid time off for service, training and other obligations in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable state law.

All employees requesting time off for military service must provide advance notice to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impracticable. 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 reemployment for up to five years from the date their military leave began. The period an individual has to apply for reemployment or report back to work after military service is based on time spent on military duty and on applicable law. For reinstatement guidelines, contact the President.

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

Aterra Designs complies with all rights and protections under all applicable state laws granting time off for service, training and other obligations in the uniformed services. This includes, but is not limited to, benefits entitlement and continuation, notice and recertification requirements, and reemployment application requirements.

Questions regarding this policy should be directed to the President.

## **6.3 Jury Duty**

Aterra Designs 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 Aterra Designs 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. . If exempt employees miss work because of jury duty, they will receive their full salary, unless they miss the entire workweek. However, Aterra Designs may offset any jury-duty fees received by an exempt employee against the salary due for that workweek.

## **6.4 Jury Duty Leave (Nevada Employees)**

Aterra Designs 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 3 days before the employee is to appear for jury duty so that the supervisor may make arrangements to accommodate their absence. Either Aterra Designs or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

An employee that has been summoned for jury duty will not be scheduled to work within 8 hours before the time at which he or she is scheduled to appear for jury duty. If the employee's service has lasted for four hours or more on the day of his or her appearance for jury duty, including travel time to and from court, the employee will not be scheduled to work between 5 p.m. on the day of his or her appearance for jury duty and 3 a.m. the following day.

Jury duty leave is unpaid, however employees may opt to use accrued paid time off for this purpose.

## 6.5 Workers' Compensation

Employees who are injured on the job at Aterra Designs 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.

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 Aterra Designs. No premium is charged for this coverage and no individual enrollment is required. Aterra Designs 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 President to obtain the required claim forms and instructions.

## 6.6 Voting Leave (Arizona Employees)

Aterra Designs requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for time off to vote.

Aterra Designs may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed.

If there are fewer than three consecutive hours between the opening of the polls and the beginning of an employee's workday or between the end of an employee's workday and the closing of the polls, an employee may take up to three hours of paid leave to vote on Election Day.

To the extent possible, employees must notify the Company of their need for leave prior to the day of the election.

Employees must be prepared to provide Aterra Designs with certification, such as a voter's receipt, to prove that he or she voted.

## 6.7 Voting Leave (Nevada Employees)

Aterra Designs requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for time off to vote.

Aterra Designs may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed.

Those employees who do not have sufficient time during non-work hours to vote will be granted paid time off as follows:

- One hour, if the distance to the employee's polling place is two miles or less;
- Two hours, if the distance to the employee's polling place is more than two miles but less than 10 miles; and
- Three hours, if the distance to the employee's polling place is more than 10 miles.

To the extent possible, employees must notify the Company of their need for leave prior to the day of the election.

Employees must be prepared to provide Aterra Designs with certification, such as a voter's receipt, to prove that he or she voted.

## 6.8 Voting Leave (Texas Employees)

Aterra Designs requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for time off to vote.

Aterra Designs may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed.

If there are fewer than two consecutive hours between the opening of the polls and the beginning of an employee's workday or between the end of an employee's workday and the closing of the polls, an employee may take a reasonable amount of paid leave to vote on Election Day.

To the extent possible, employees must provide reasonable notice of their need for leave under this policy.

Employees must be prepared to provide Aterra Designs with certification, such as a voter's receipt, to prove that he or she voted.

## **6.9 Voting Leave (Utah Employees)**

Aterra Designs requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for time off to vote.

Aterra Designs may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed.

If there are fewer than three consecutive hours between the opening of the polls and the beginning of an employee's workday or between the end of an employee's workday and the closing of the polls, an employee may take up to two hours of paid leave to vote on Election Day.

To the extent possible, employees must provide reasonable notice of their need for leave under this policy.

Employees must be prepared to provide Aterra Designs with certification, such as a voter's receipt, to prove that he or she voted.

## **6.10 Pregnancy Leave (Nevada Employees)**

Employees who are temporarily disabled because of pregnancy, childbirth, or a related medical condition may take a reasonable period of leave as necessary based on their pregnancy disability.

To the extent possible, employees must provide reasonable advance notice of their need for leave under this policy. Aterra Designs will provide such leave under the same terms and conditions as our policies related to sickness or disability.

Leave is unpaid; however, employees may use accrued paid time off for this purpose.

To the extent allowed by law, leave runs concurrently with leave provided under the federal Family and Medical Leave Act. For questions regarding leave, please contact your supervisor or the President.

## **6.11 Pregnancy Accommodation Policy (Utah Employees)**

Employees who are limited in their abilities to perform their jobs because of pregnancy, childbirth, breastfeeding and related medical conditions may request a reasonable accommodation as is necessary.

Aterra Designs will provide eligible employees with reasonable accommodations as long as the accommodation does not impose an undue hardship on the Company. Reasonable accommodations may include, but are not limited to, providing an accessible worksite, acquisition or modification of equipment, job restructuring, modified work schedules or other modifications that allow the employee to perform the essential functions of the job.

Except for requests for more frequent restroom, food, or water breaks, employees should be prepared to provide Aterra Designs with certification to verify the need and probable duration for the accommodation requested.

If an employee takes leave as an accommodation, the leave is unpaid; however, employees may use accrued paid time off for this purpose. To the extent allowed by law, leave taken under this policy runs concurrently with leave provided under other relevant laws. Upon expiration of leave taken under this policy, an employee will generally be reinstated to her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

The Company will not retaliate against an employee who requests or uses a reasonable accommodation under this policy. Employees should speak with the President to discuss their need for a reasonable accommodation or for questions regarding this policy.

## 6.12 Paid Sick Leave (Arizona Employees)

Effective July 1, 2017, employees are entitled to accrue paid sick leave.

### Eligible Employees:

Employees hired before July 1, 2017 may use leave as it accrues. Employees hired after that date must wait until their 90th day of employment to use accrued paid sick leave.

### Basic Leave Entitlement:

Eligible employees may use accrued paid sick leave for:

- Their own or a family member's mental illness, physical illness, medical diagnosis, or preventive care;
- Closures at their workplace or their child's school due to a public health emergency;
- When the employee, or their family member, has been instructed to isolate themselves from the community due to a communicable disease; and
- Medical attention, counseling, or other services needed for the employee or their family member to recover from domestic violence, sexual violence or stalking.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked. Employees may accrue and use up to 40 hours of accrued paid sick leave per year. Employees may generally carry over up to 40 hours of accrued, unused sick leave into the following year.

### Notice:

To the extent possible, employees must provide reasonable advance notice of their need for leave under this policy. If the need for leave is not foreseeable, an employee must provide notice in accordance with the company's policy as stated in this Handbook. Paid sick leave requests may be made orally, in writing, and electronically, and where possible should include the expected duration of the absence.

After employees use paid sick time for three consecutive days or more, they will be required to provide reasonable documentation that the time was used for a covered purpose.

### Benefits and Pay:

During paid sick leave, employees are compensated at their regular hourly rate and with the same benefits, including health care benefits, as the employee normally earns during hours worked.

### Job Restoration:

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

### Relationship with Other Leave Policies:

For questions regarding the interplay between your entitlement to leave under other laws, regulations or Company policies and your entitlement to leave under this policy, please contact the President.

## 6.13 Pregnancy Accommodation Policy (Nevada Employees)

Employees who are limited in their abilities to perform their jobs because of pregnancy, childbirth, or related medical conditions may request a reasonable accommodation as is necessary.

Aterra Designs will provide eligible employees with reasonable accommodations as long as the accommodation does not impose an undue hardship on the Company. Reasonable accommodations may include, but are not limited to:

- Providing more frequent or longer breaks periods
- Acquiring or modifying equipment or seating

- Providing private non-bathroom space for expressing breast milk
- Light duty assignments, or a temporary transfer to a less strenuous or hazardous position if available
- Assistance with manual labor
- Modified work schedules
- Leave of absence necessitated by pregnancy, childbirth, or related medical conditions

Employees should be prepared to provide Aterra Designs with medical certification to verify the need for the accommodation requested.

If an employee takes leave as an accommodation, the leave is unpaid; however, employees may use accrued paid time off for this purpose. To the extent allowed by law, leave taken under this policy runs concurrently with leave provided under other relevant laws. Upon expiration of leave taken under this policy, an employee will generally be reinstated to her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

The Company will not retaliate against an employee who requests or uses a reasonable accommodation under this policy. Employees should speak with the President to discuss their need for a reasonable accommodation or for questions regarding this policy.

## 6.14 Civil Air Patrol Leave (Florida Employees)

Members of the Civil Air Patrol with at least an emergency services qualification may be allowed up to 15 days of leave each year for training or a mission. To be eligible, the employee must have been employed by for at least a 90-day period immediately preceding the commencement of leave.

Employees requesting time off must notify their direct supervisor as soon as possible after learning the intended dates upon which such leave will begin and end. Employees must be prepared to provide Aterra Designs with certification to verify the employee's eligibility for the leave requested.

Upon expiration of the leave, an employee will generally be reinstated to his or her position with seniority, benefits, pay and other terms and conditions of employment equal to that of which he or she would have attained had he or she not taken such leave.

Civil Air Patrol leave is unpaid; however, employees may elect to use accrued paid time off for this purpose.

Employees who are interested in any additional information about this leave should contact the President.

## 6.15 Domestic Violence Leave (Nevada Employees)

Effective January 1, 2018, employees may be entitled to domestic violence leave if the employee, or a family or household member, is a victim of domestic violence.

### Eligibility:

To be eligible for domestic violence leave, the employee must be employed by Aterra Designs for at least 90 days.

### Leave Entitlement:

Eligible employees can take up to 160 hours of domestic violence leave during a 12-month period for the employee or their family or household members to:

- Obtain medical care, counseling, or assistance resulting from or related to domestic violence;
- Participate in safety planning or take other actions to increase their future safety; or
- Participate in any court-related proceedings arising from domestic violence.

After any leave taken upon the occurrence of the domestic violence, an employee requesting domestic violence leave must inform his or her supervisor 48 hours prior to the need for additional leave. Employees may take domestic violence leave on an intermittent or reduced schedule basis.

Domestic violence leave is generally unpaid; however, employees may use accrued paid time off for this purpose.

### Certification:

Employees must be prepared to provide Aterra Designs with certification to verify the employee's eligibility for the leave

requested, such as a police report, a copy of an application for an order of protection, documentation from a physician, or an affidavit from a victim services organization.

#### **Relationship with FMLA & Other Leave Policies:**

Generally, leave taken under this policy must be taken concurrently with leave taken under the federal Family and Medical Leave Act ("FMLA") and similar state laws. Where applicable, when an employee's leave qualifies under the federal FMLA, the leave used counts against the employee's entitlement under both laws. To the extent the Company offers the employee leave through another plan or policy, the plan or policy with the greatest protection will apply.

#### **Return to Work:**

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

#### **Reasonable Accommodations:**

Aterra Designs will provide employees impacted by domestic violence with reasonable accommodations when necessary, such as a transfer or reassignment, modified work schedule, new work telephone number, or any accommodation necessary to ensure the safety of the employee, the company, or other employees. Employees must be prepared to provide documentation that supports the need for the accommodation.

#### **Anti-Retaliation:**

The Company will not retaliate against an employee who requests domestic violence leave, a reasonable accommodation, or uses leave under this policy.

#### **Questions Regarding Leave:**

Employees should speak with the President to discuss their need for leave or for questions regarding this policy.

## **6.16 Volunteer Emergency Response Leave (Utah Employees)**

Employees who are volunteer emergency responders may be eligible for leave to respond to an emergency.

Employees must make a reasonable effort to provide notice to Aterra Designs of their need for leave under this policy. Employees must be prepared to provide Aterra Designs with certification from their emergency response supervisor to verify the time and date that the employee responded to an emergency. This leave is unpaid; however, employees may use accrued paid time off for this purpose. Aterra Designs will not retaliate against, or interfere with, employees exercising their rights under the law. Employees should speak with the President if they have any questions regarding this policy.

## **6.17 Pregnancy Accommodation Policy**

Employees who are limited in their abilities to perform their jobs because of pregnancy, childbirth or related medical conditions may request a reasonable accommodation as is necessary.

Aterra Designs will provide eligible employees with reasonable accommodations as long as it has 15 or more employees and the accommodation does not impose an undue hardship on the Company. Reasonable accommodations include, but are not limited to:

- Additional equipment for sitting
- More frequent or longer breaks
- Periodic rest
- Assistance with manual labor
- Job restructuring
- Light-duty assignments
- Modified work schedules
- Temporary transfers to less strenuous or hazardous work
- Time off to recover from childbirth
- Break time and appropriate facilities for expressing breast milk

Employees should be prepared to discuss the need and probable duration for the accommodation requested.

If an employee takes leave as an accommodation, the leave is unpaid; however, employees may use accrued paid time off for this purpose. To the extent allowed by law, leave taken under this policy runs concurrently with leave provided under other relevant laws. Upon expiration of leave taken under this policy, an employee will generally be reinstated to their position with equivalent seniority, benefits, pay and other terms and conditions of employment.

The Company will not retaliate against an employee who requests or uses a reasonable accommodation under this policy.

Employees should speak with the President to discuss their need for reasonable accommodation or for questions regarding this policy.

## **6.18 Paid Sick Leave (Arizona Employees)**

Effective July 1, 2017, employees are entitled to accrue paid sick leave.

Eligible Employees:

Employees hired before July 1, 2017 may use leave as it accrues. Employees hired after that date must wait until their 90th day of employment to use accrued paid sick leave.

Basic Leave Entitlement:

Eligible employees may use accrued paid sick leave for:

- Their own or a family member's mental illness, physical illness, medical diagnosis, or preventive care;
- Closures at their workplace or their child's school due to a public health emergency;
- When the employee, or their family member, has been instructed to isolate themselves from the community due to a communicable disease; and
- Medical attention, counseling, or other services needed for the employee or their family member to recover from domestic violence, sexual violence or stalking.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked. Employees may accrue and use up to 24 hours of accrued paid sick leave per year. Employees may generally carry over up to 24 hours of accrued, unused sick leave into the following year.

Notice:

To the extent possible, employees must provide reasonable advance notice of their need for leave under this policy. If the need for leave is not foreseeable, an employee must provide notice in accordance with the company's policy as stated in this Handbook. Paid sick leave requests may be made orally, in writing, and electronically, and where possible should include the expected duration of the absence.

After employees use paid sick time for three consecutive days or more, they will be required to provide reasonable documentation that the time was used for a covered purpose.

Benefits and Pay:

During paid sick leave, employees are compensated at their regular hourly rate and with the same benefits, including health care benefits, as the employee normally earns during hours worked.

Job Restoration:

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Relationship with Other Leave Policies:

For questions regarding the interplay between your entitlement to leave under other laws, regulations or Company policies and your entitlement to leave under this policy, please contact the President.

## **6.19 Paid Leave (Nevada Employees)**

Effective January 1, 2020, employees may be entitled to accrue paid leave. Eligible employees may use accrued leave for any reason.

#### Eligible Employees:

For employees to be eligible to receive paid leave under this policy, Aterra Designs must employ 50 or more employees in the state.

#### Accrual and Carryover:

Covered employees are entitled to at least 0.01923 hours of paid leave for each hour of work performed. Employees who accrue paid leave are entitled to carryover up to 40 hours of unused leave to the following year.

#### Use:

Employees must wait until they have been employed with Aterra Designs for 90 days before they may use accrued paid leave. Use of leave is limited to 40 hours per year. Employees must provide Aterra Designs with notice of leave as soon as practical.

#### Pay During Leave:

Employees on leave under this policy will be paid at the same rate at which they are compensated at the time the leave is taken. For employees paid on a salary, commission, piece rate, or other basis, their compensation rate will be calculated by dividing the total wages paid to the employee in the 90 days immediately preceding leave by the number of hours worked during that period.

#### Retaliation Prohibited:

Aterra Designs will not retaliate against employees for using the paid leave to which they are entitled.

#### Relationship with Other Leave Policies:

If a law, regulation, or policy provides for greater accrual or use of leave, the law, regulation, or policy with the greater protection may apply. Leave under this policy may run concurrently with other leave if permitted by law. For questions regarding the interplay between your entitlement to leave under other laws, regulations, or policies and your entitlement to leave under this policy, please contact the Aterra Designs.

## 6.20 Paid Time Off (PTO)

#### Policy Overview:

At Aterra Designs, we believe in promoting a healthy work-life balance for all employees. The Paid Time Off (PTO) policy is designed to offer flexibility and support personal time away from work while ensuring the smooth functioning of our operations.

#### Eligibility:

All full-time employees are eligible for PTO benefits after completing a probationary period of 90 days from their date of hire. Part-time employees are not eligible for PTO benefits.

#### Accrual:

The amount of PTO you accrue each year is based on your length of service and accrues according to the accrual schedule determined by Aterra. PTO is accrued as you work. You will not accrue PTO time while you are taking time off for any reason.

PTO is calculated according to your anniversary date as follows:

Upon completion of your 90 day introductory period, you will begin to earn 1 day of PTO each month, up to a maximum of 12 days of PTO. You do not earn any PTO during your introductory period.

After two years of employment, you earn 1.25 days of PTO each month, up to a maximum of 5 days of PTO. After 15 years of employment, and each year thereafter, you earn 1.667 days of PTO each month, up to a maximum of 20 days of PTO. Exempt employees will receive sick pay in compliance with state and federal wage and hour laws.



#### Utilization:

PTO can be used for vacation, personal time, illness, or other personal reasons with advance notice to their immediate supervisor or manager. Employees must submit a PTO request through the Team Aterra website for approval at least two weeks before the planned time off, except in cases of sudden illness or emergency.

#### Carryover and Limits:

Employees may carry over up to 50% of their unused PTO for that year into the following year, not exceeding a maximum accrual balance of 30 days at the end of the calendar year. Any excess PTO beyond this limit will be forfeited.

#### Payment for Unused PTO:

Upon separation from the company, employees will be compensated for their accrued but unused PTO days at their current hourly rate.

#### Holidays:

Company-recognized holidays will be separate from PTO and will not count toward the employee's accrued PTO balance.

#### Exceptions:

Exceptions to this policy require written approval from the President or an authorized representative.

## 6.21 Health Insurance

Aterra Designs's health insurance benefits are intended to protect you and your family from financial loss resulting from hospital, surgical, or other health-related expenses.

Eligible employees may elect to begin health insurance benefits at the beginning of the month following their hire date.

This policy provides a summary of the benefits which may be provided at the Company's discretion. Actual coverage is determined by the express terms of the plan documents. We encourage both you and your family to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Company reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For details on the specific health insurance plans offered through Aterra Designs, as well as copies of the plan documents, contact the President.

## 6.22 Bereavement Leave

Bereavement leave provides paid time off for eligible employees in the event of a death in their immediate family. Employees in the following employment classification(s) are eligible for bereavement leave: Full-time employees only

An immediate family member for purposes of Aterra Designs's bereavement leave policy includes the following:

- Spouse
- Child (including foster children and step-children)
- Parent (including legal guardian and step-parent)
- In-laws (including mother and father-in-laws and brother and sister-in-laws)
- Grandparent
- Grandchild
- Sibling

- Same-sex partner

Eligible employees are entitled to 3 days paid time off for a death in the immediate family.

Yes

To be eligible for paid time off for bereavement, employees are expected to notify their supervisors at the earliest opportunity so that the supervisor can try to arrange coverage for the employee's absence. In addition, Aterra Designs may require verification of the need for the leave.

## 6.23 Company Credit Cards

Aterra Designs may provide eligible employees with a Company credit card for job-related travel expenses and other purchases required for you to carry out your job duties.

All charges made to the Company credit card will be billed directly to the employee, and employees must pay the issuing bank directly for all charges. Employees must submit an expense reimbursement form to the Accounting Department in order to be reimbursed for qualified expenses. Personal purchases and other non job-related expenses do not qualify for reimbursement.

Employees should notify the issuing bank promptly in the event a card is lost or stolen.

Upon termination, employees must surrender their Company credit card to the Accounting Department and pay any outstanding balances. Violation of this policy may result in disciplinary action, up to and including termination of employment.

# 7. Employee Conduct

## 7.1 Standards of Conduct

Aterra Designs's rules and standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the Company's rules and standards.

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
- Possession, distribution, sale, transfer, manufacture or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Making maliciously false statements about co-workers
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism
- Unauthorized use of telephones, computers, or other company-owned equipment on working time. Working time does *not* include break periods, meal times, or other specified periods during the workday when employees are not engaged in performing their work tasks.
- Unauthorized disclosure of any "business secrets" or other confidential or non-public proprietary information relating to the Company's products, services, customers or processes. *Wages and other conditions of employment are not considered to be confidential information.*

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

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 Aterra Designs's standards of conduct, please direct them to your supervisor or the President.

## 7.2 Disciplinary Action

Disciplinary action at Aterra Designs 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. Aterra Designs reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

Aterra Designs 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

- Presence on company property during non-business hours
- Use of company equipment and/or company vehicles without prior authorization
- Indiscretion regarding personal work history, skills, or training
- Divulging Aterra Designs business practices or any other confidential information
- Any misrepresentation of Aterra Designs to a customer, a prospective customer, the general public, or an employee

## 7.3 Confidentiality

Aterra Designs takes the protection of Confidential Information very seriously. "Confidential Information" includes, but is not limited to, computer processes, computer programs and codes, customer lists, customer preferences, customers' personal information, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes the Company's intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with Aterra Designs and as a direct result of your job responsibilities with Aterra Designs. *Wages and other conditions of employment are not considered to be Confidential Information.*

To protect such information, employees may not disclose any confidential or non-public proprietary information about the Company to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to your supervisor.

The unauthorized disclosure of Confidential Information belonging to the Company, and not otherwise available to persons or companies outside of Aterra Designs, may result in disciplinary action, up to and including termination of employment. If you leave the Company, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Questions regarding this policy should be directed to the President.

## 7.4 Workplace Violence

Aterra Designs 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
- Using obscene, abusive or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto company property
- 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 or security personnel. Employees should warn their supervisors or security personnel of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be investigated promptly and will be kept confidential to the maximum extent possible. Aterra Designs will not tolerate any form of retaliation against any employee for making a report under this policy.

Aterra Designs will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

## 7.5 Drug & Alcohol Use

Aterra Designs is committed to maintaining a workplace free of substance abuse. No employee or individual who performs work for Aterra Designs is allowed to consume, possess, sell, purchase, or be impaired by alcohol or illegal drugs, as defined under federal and/or state law, on any property owned by or leased on behalf of Aterra Designs, or in any vehicle owned or leased on behalf of Aterra Designs or while on Company 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 their job. Employees should inform their supervisor if they believe their medication will impair their job performance, safety or the safety of others, or if they believe they need a reasonable accommodation when using such medication.

Aterra Designs 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 the President 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 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, Aterra Designs 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, Aterra Designs reserves the right to examine and test for drugs and alcohol at our discretion. As a condition of your employment with Aterra Designs, employees must comply with this Drug & Alcohol Use Policy. Be advised that no part of the Drug & Alcohol Use Policy shall be construed to alter or amend the at-will employment relationship between Aterra Designs and its employees. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

## 7.6 Sexual & Other Unlawful Harassment

Aterra Designs is committed to a work environment in which all individuals are treated with respect. Aterra Designs expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, pregnancy, 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 and unlawful 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
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- 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
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Company's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Company

Harassment on the basis of any other protected characteristic is also strictly prohibited. **Complaint Procedure:** Aterra Designs 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:

Human Resource Department

tiffani.robinson@aterradesigns.com

480.322.9191

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:**Aterra Designs 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.

## 7.7 Telephone Usage

Aterra Designs telephones are intended for the sole use of conducting company business. Personal use of the Company's telephones and individually owned cell phones during business hours should be kept to a minimum or for emergency purposes only. We ask that personal calls only be made or received outside of working hours, including during lunch or break time. 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.

## 7.8 Personal Property

Employees should use their discretion when bringing personal property into the workplace. Aterra Designs 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 Aterra Designs premises.

## 7.9 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 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, computer equipment and data stored thereon, voicemail, records, and employee files. Aterra Designs has created specific guidelines regarding the use of company equipment. Below is a list of employee responsibilities and limitations with regards to company property.

**Personal use of company property:**Company property is not permitted to be taken from the premises without proper written authority from company management. **Company Tools:**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. **Care of Company Property:**Office areas should be kept neat and orderly and all equipment should be well-maintained. The theft, misappropriation, or unauthorized removal, possession, or use of company property or equipment is expressly prohibited. Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination of employment.

## 7.10 Smoking

Aterra Designs provides a smoke-free environment for its employees, customers, and visitors. Smoking, including the use of e-cigarettes and vaporizers, 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.

## 7.11 Visitors in the Workplace

To ensure the safety and security of Aterra Designs and its employees, only authorized visitors are permitted on

Company premises and in Company facilities.

All visitors must enter through the main reception area and sign in and out at the front desk. All visitors are also required to wear a "visitor" badge while on Aterra Designs premises. Authorized visitors will be escorted to their destination and must be accompanied by a representative of the Company at all times.

## 7.12 Computer, Email & Internet Usage

Computers, email, and the Internet allow Aterra Designs employees to be more productive. However, it is important that all employees use good business judgment when using Aterra Designs's electronic communications systems (ECS).

### Standards of Conduct and ECS

Aterra Designs strives to maintain a workplace free of discrimination and harassment. Therefore, Aterra Designs prohibits the use of the Company's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the Company's policy against discrimination and harassment.

### Copyright and other Intellectual Property

Respect all copyright and other intellectual property laws. For the Company's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Company's own copyrights, trademarks and brands. Employees are also responsible for ensuring that, when sending any material over the Internet, they have the appropriate distribution rights.

Aterra Designs purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Aterra Designs does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. Aterra Designs prohibits the illegal duplication of software and its related documentation.

### ECS Guidelines

The following behaviors are examples of previously stated or additional actions and activities under this policy that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images about coworkers, supervisors or the Company that violate the Company's policy against discrimination and harassment.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Pirating or downloading Company-owned software without permission.
- Sending or posting the Company's confidential material, trade secrets, or non-public proprietary information outside of the Company. *Wages and other conditions of employment are not considered confidential material.*
- Violating copyright laws and failing to observe licensing agreements.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job performance of fellow employees.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Using the Internet for gambling or any illegal activities.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of Aterra Designs.

### Privacy and Monitoring

Computer hardware, software, email, Internet connections, and all other computer, data storage or ECS provided by Aterra Designs are the property of Aterra Designs. Employees have no right of personal privacy when using Aterra Designs's ECS. To ensure productivity of employees, compliance with this policy and with all applicable laws, including harassment and anti-discrimination laws, computer, email and Internet usage may be monitored.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Questions or concerns related this policy should be directed to your supervisor or the President.

## 7.13 Company Supplies

Only authorized persons may purchase supplies in the name of Aterra Designs. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Aterra Designs or bind Aterra Designs by any promise or representation without express written approval.

## 7.14 Personal Appearance

The purpose of Aterra Designs's personal appearance policy is to ensure a safe and sanitary workplace for all employees. Aterra Designs strives to maintain a professional working environment that promotes efficiency, positive employee morale and promotes a professional image. During business hours or when representing Aterra Designs, employees are expected to use common sense and good judgment in order to meet the goals of this policy.

Generally, employees should wear appropriate clothing, observe high standards of personal hygiene, and dress and groom themselves according to the requirements of their positions. While not intended to be an all-inclusive list, the examples below are considered appropriate workplace attire:

- Button-down shirts
- suits
- polo shirts
- khakis
- company approved uniforms
- business casual
- no athletic apparel.

If management designates "casual days," an employee's casual dress must still be clean, neat and project a professional image.

Generally, employees should maintain a clean and neat appearance and should refrain from wearing stained, wrinkled, frayed, or revealing clothing to the workplace. Employees are urged to use their discretion when determining what is appropriate to wear to work. Employees who wear inappropriate attire to work may be sent home to change their clothing.

Aterra Designs understands that in certain situations, the Company may need to make exceptions to this policy based on an employee's religion, disability, or other characteristic protected under federal, state or local law. In accordance with all applicable laws, the Company will make every effort to provide reasonable accommodation as necessary unless doing so would cause an undue hardship on Aterra Designs.

Questions regarding appropriate workplace attire should be directed to your supervisor or the President.

## 7.15 Cell Phones and Mobile Devices

Aterra Designs encourages employees to exercise sound business judgment when using cell phones and mobile devices in the workplace. Personal cell phone use should not interfere with productivity or impact job performance.

Cell phones must be turned off or set to silent mode during meetings or in locations where incoming calls may cause disruption.

Unless otherwise authorized, Company-provided cell phones are for business purposes only. Employees may be required to reimburse Aterra Designs for any personal use of a Company-provided cell phone or mobile device.

When driving, employees must adhere to all federal, state or local rules on cell phone use. Employees, who incur fines as a result of violating these rules while operating vehicles owned by Aterra Designs, will be solely responsible for such fines. If you are unsure whether or not the use of a cell phone while driving is prohibited in a particular area, please check with the President.

Violation of this policy may result in disciplinary action, up to and including termination of employment.

## 7.16 Housekeeping



Aterra Designs expects all employees to keep work areas, break rooms, and Aterra Designs property clean and well-maintained at all times. The use of the break room and Aterra Designs facilities is a privilege and proper care is required.

The break room and coffee station are available for employee use. Employees are permitted to use the refrigerator, microwave, toaster, and coffee maker. Employees are expected to clean all areas after using them.

Employee work spaces are also expected to be kept neat and orderly. Prior to leaving for the day, all employees are required to tidy up their work area and return all items to their proper location.

Any employee found to be contributing to unsanitary conditions will be subject to discipline, up to and including immediate termination of employment. Questions regarding this policy should be directed to your immediate supervisor.

# 8. Timekeeping & Payroll

## 8.1 Attendance & Punctuality

Absenteeism and tardiness place an undue burden on other employees and on the Company. Aterra Designs expects regular attendance and punctuality from all employees. This means being in the workplace, ready to work, at your scheduled start time each day and completing your entire shift. Employees are also expected to return from scheduled meal and break periods on time.

All time off must be requested in writing, in advance, as outlined in the Company's time-off policy. If an employee is unexpectedly unable to report for work for any reason, they must directly notify their supervisor as early as possible, and preferably prior to their scheduled starting time. It is not acceptable to leave a voicemail, text, or email message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail, text, or email message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

If an illness or emergency occurs during work hours, employees should notify their supervisor as soon as possible.

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

If an employee fails to notify their supervisor after three consecutive days of absence, Aterra Designs will presume that the employee has voluntarily resigned. Aterra Designs will review any extenuating circumstances that may have prevented the employee from calling in before they are removed from payroll.

Should undue or recurrent absence and tardiness become apparent, the employee will be subject to disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Certain absences may be protected by federal, state, and/or local law. If you have questions about this policy or your entitlement to time off, contact the President.

## 8.2 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.

In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work related reasons. Any errors in time records, must be immediately reported to your supervisor.

Absent prior authorization, non-exempt employees are not permitted to start work until their scheduled starting time or work past their scheduled ending time.

Aterra Designs strictly prohibits non-exempt employees from working off the clock for any reason. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-related purposes.

Vacation days, sick days, holidays, and absences for jury duty, funeral leave or military training must be specifically recorded by all employees. It is the responsibility of all employees to submit and approve their time records each week. 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.

## 8.3 Paydays

Aterra Designs employees are paid on a Semi-monthly 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.

## 8.4 Payroll Deductions

Aterra Designs 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 President immediately. Aterra Designs will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.

## 8.5 Overtime (Nevada Employees)

The nature of our business sometimes requires employees to work overtime. Supervisors will notify employees when overtime is required. Employees are not permitted to work overtime without prior authorization from their supervisor.

Non-exempt employees will be paid overtime in accordance with state and federal overtime requirements at one and one-half (1.5) times their regular rate of pay for all hours worked in excess of 8 in a workday\* or 40 in a workweek, unless by mutual agreement, the employee works a scheduled 10 hours per day for 4 calendar days within a work week.

\*For purposes of calculating daily overtime, the workday is defined as a period of 24 consecutive hours, which starts when the employee begins work.

There may be exceptions to these standards where allowed by law. Employees are encouraged to speak with their supervisor or the President for more information.