



Employee Handbook

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Version 1.92

This manual is merely a summary of current policies of Paul Gregory Media, Inc. Nothing in this manual alters the fact that all employees of the company are employed “at will”. Employment may be terminated with or without cause or notice at the will of either the employee or company. Neither this manual nor any of its contents is an employment contract, an offer to enter an employment contract, or provides employees with any contract rights.

WELCOME TO PAUL GREGORY MEDIA

Welcome to Paul Gregory Media. At Paul Gregory Media, we are optimistic about the future and hope that your employment with us will be mutually rewarding. We look forward to an enjoyable and productive working relationship with you.

It is our goal at Paul Gregory Media to outperform the competition in the areas of employment, service and safety. Pursuant to this goal, we strive to provide high quality products and services to our clients and customers. The work and attitude of our employees is important to the success of our company.

I want to take a moment and personally welcome you to the team and share our agency philosophy.

I started this marketing firm with no clients, no office, and little experience in the industry – but I had a passion for business, technology and design, which seemed to work well together in following the pursuit of a graphic design agency. After a long first year, I realized that there was a need for other marketing services to work in conjunction with graphic design, and I quickly became a multi-service marketing firm. After seven years of business and receiving some accolades, in 2013 I bought out another marketing firm in Naperville, Silverline Creative. I hired my first employee, and today with a small staff, a few contractors and a wicked cool office, we have created some of the coolest brands, websites and collateral for our clients. We have a start-up mentality at PGM because we're reinventing ourselves all the time, adopting new technologies, creating new service offerings, and yielding to our client's needs and general market opportunities.

Our service model is client-centric. We accommodate the client in every way possible, and empathize when we can't while recommending alternative solutions. Meeting and exceeding deliverable dates is paramount. More importantly, we are to make our clients feel special, like they are VIPs – no matter how far down they are in priorities. Client perception is everything, and PGM employees are to communicate with clients professionally, make them feel special, and demonstrate the high value they're getting for their money. Perception, value, and meeting deadlines is our mission for every client. Our Mantra is "Hassle-Free." If we can take a project off the client's hands, make decisions on their behalf, and follow through to completion, that makes it a hassle-free experience for our client. We always try not to put something back on a client's plate.

While we provide a relaxed work environment – we expect you to uphold the highest professional workplace standards. This means working in a collaborative environment where your colleagues are valued and respected. Additionally, we expect the sharing of ideas and out of the box thinking to be the norm, rather than the exception.

More Info About Paul Gregory Media

At Paul Gregory Media (PGM) we are committed to educating and connecting to organizations who are interested in having a positive impact on the world's fundamental needs in a practical way. Our company provides a wide variety of services for organizations who desire both an affordable and creative organization to partner with on their journey to effectively communicating their mission. Some of the services that PGM provides are branding, web design, social media, SEO, PPC, copywriting, a variety of marketing services, film/video production, all manner of design work, and several consulting avenues-- including strategic planning. Our team is able to seamlessly synthesize technical expertise with creative insight to produce visually compelling and effective results for organizations nationwide. 95% of our clients are right here in DuPage County.

PGM Values

PGM's success will be accomplished by a team who are:

- Mission-aligned - It's not "just a job". We believe that we will make a difference by fulfilling our mission.
- Client-Focused - We only achieve our mission if our clients have positive experiences with PGM. We do what it takes to get the job done above expectations and keep them happy.
- Willing to Go Above and Beyond - We are passionate about what we do and are willing to work harder than expected to be successful. We are self-motivated and don't need a lot of direct management.
- Learners - We take responsibility to improve ourselves, our individual skills, our products, and our processes.
- Results-oriented - We do great quality work. We set lofty goals, measure our performance, and drive improvement. We do what we say we will do.
- Family Culture - We support one another, care about each other, and we treat everyone with dignity and respect. We enjoy and have fun working while we accomplish our mission together and with our clients.
- Fast and Responsive - We understand that we gain a competitive advantage when we are first-to-market and when we act with speed to meet a client's needs.

This handbook has been prepared for employees of Paul Gregory Media. As an employee of Paul Gregory Media, you should review the handbook and become familiar with all of the policies. Following your review of the handbook, you are to sign and return an Acknowledgement Form that will be provided to you. (A copy of the form can be found at the last page of this handbook.)

This handbook is only a summary of current personnel policies of Paul Gregory Media compiled for convenient reference. Neither the handbook nor any policy set forth herein is a contract of employment, an offer to enter into a contract of employment, or provides employees any contract rights. No contract of employment is being offered or implied. No contract of employment is valid and binding on the Company unless it is in writing and signed by the President.

The employees of Paul Gregory Media are “at will” employees. This means that Paul Gregory Media may terminate the employment of any employee at any time for any reason, or no reason at all, and the employee may terminate their employment at any time for any reason, or no reason at all. Employment is for an indefinite period and is subject to change in conditions, benefits, and operating policies.

The information contained in this document is in summary form and is intended to give you an overview of what is expected. Many items covered here may be covered in more detail in other company documents, which documents are controlling. Paul Gregory Media reserves the right to at any time supplement, revise, revoke or rescind any part or all of this handbook or any or all of the benefits or policies set forth herein.

Paul Gregory Media reserves sole discretion to interpret this handbook or any policy or benefit contained in this handbook.

The following formal employment policies are in place to protect employees and the employer. That said, in actual practice, we're pretty casual here.

Attendance and tardiness will be discussed only if it becomes a problem, otherwise, take that mental health day. Just let your supervisor know as a courtesy.

Is it a beautiful day outside? No meetings at the office? Work from home that day.

Taking a friend out for a 2-martini, 2 hour lunch? Have fun.

COVID-19 Circumstances

Our team is working 100% remote from our homes - until employees feel safe coming back into the office, which may or may not happen in 2021 or 2022. Employees will be kept in the loop on all updates.

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EMPLOYMENT POLICIES

1.1 Statement of Equal Opportunity

Paul Gregory Media is an equal opportunity employer and will not discriminate in recruiting, hiring, training, promotion, transfer, discharge, compensation or any other term or condition of employment on the basis of race, religion, color, age (over age 39), sex, national origin, or on the basis of disability if the employee can perform the essential functions of the job, with a reasonable accommodation if necessary. Any employee who is aware of discriminatory conduct or who has any concern about a possible violation of this policy should immediately report the conduct or concern to his or her supervisor, designated human resource personnel or any corporate officer.

1.2 Discrimination and Harassment

Paul Gregory Media disapproves of and strictly prohibits comments or actions by anyone that may create an offensive or hostile work environment for any employee because of the employee's race, color, religion, age, sex, marital status, national origin, disability, ancestry, or medical condition. This policy extends not only to prohibiting unwelcome sexual advances and offensive sexual jokes, innuendos, or behaviors, but also prohibits offensive conduct related to or based upon factors other than sex.

Employees who believe they are victims of harassment or who are aware of harassment should immediately report the situation to a supervisor, the director of human resources, a designated human resources representative or any manager or corporate officer. An employee who thinks he or she is a victim of harassment may discuss the offensive conduct with the offender(s) before reporting it to management, but is not required to do so.

Paul Gregory Media will promptly investigate complaints or reports of harassment. The investigation will be conducted, and complaints will be handled in a confidential manner to the extent realistically feasible. When warranted by the investigation, Paul Gregory Media will take immediate and appropriate corrective action. Such action may include disciplinary action against the offender(s), which may range up to and include dismissal, depending on the severity of the conduct as assessed by Paul Gregory Media.

No retaliation will be permitted against an employee who registers a complaint or reports a harassment incident, or against any employee who provides testimony as a witness or who otherwise provides assistance to any complaining or reporting employee, or who provides assistance to Paul Gregory Media in connection with the investigation of any complaint or report.

After Paul Gregory Media has taken appropriate corrective action to resolve a complaint or report of harassment, Paul Gregory Media will make follow-up inquiries after an appropriate interval to insure that the harassment has not resumed and retaliation has not been suffered. However, victims and witnesses are not required to wait for follow-up. If harassment resumes or retaliation occurs, the victim or witness is encouraged to contact an appropriate Paul Gregory Media supervisor, human resources representative, officer or other company manager immediately so Paul Gregory Media may promptly and effectively act. Grievances may be escalated to the Greenberg Law Firm (Barry Greenberg, counsel@barrygreenberglaw.com).

1.3 Immigration Law Compliance

Paul Gregory Media is required by federal immigration laws to verify the identity and work authorization of all new employees. In keeping with the obligation, documentation that shows each person's identity and legal authority to work must be inspected. Each new employee must also attest to his/her identity and legal authority to work on an I-9 Form provided by the federal government. This verification must be completed as soon as possible after an offer of employment is made and in no event more than three (3) business days after an individual is hired and before the individual begins work. A copy of this form will be provided to you for your completion. All offers of employment with Paul Gregory Media are conditioned upon furnishing evidence of identity and legal authority to work in the United States in compliance with the federal law. Providing falsified documents of identity and eligibility to work in the United States will result in cancellation of your consideration for employment or dismissal if employed. Every rehired employee must also satisfy this requirement. It is the employee's responsibility to ensure that the work authorization on file is current. The Department of Homeland Security recommendation is to apply for renewed authorization a minimum of ninety (90) days in advance of expiration. Inability to provide renewed authorization on or prior to the expiration date of the original document will result in the employee's immediate termination.

1.4 Health Requirements

All employees shall be of sufficient good health to properly discharge their duties. Employees who have an infectious disease shall not be permitted to work for the duration of communicability. If an employee becomes ill or injured while on duty, it is his/her responsibility to report such illness or injury to his/her supervisor immediately. Failure to do so may result in a loss of potential benefits for that illness or injury. If an employee has excessive absences from work due to illness, his/her physical condition may be reviewed to determine the ability to continue in that position, and a physician's release that he/she is able to work may be required.

1.5 Confidentiality of Information

Confidential information of Paul Gregory Media, of any nature and in any form whatsoever, including, but not limited to, all data or information that is competitively sensitive or is not generally known or available to the public, client lists and files, and personnel records and data, shall be kept confidential and private and shall not be removed from Paul Gregory Media premises without prior written authorization of Paul Gregory Media. Such confidential information shall only be used for the benefit of Paul Gregory Media and its interests. Employees will be required to sign a confidentiality agreement, non-solicitation agreement and/or agreement not to compete containing such provisions as Paul Gregory Media deems appropriate.

1.6 Workplace Violence

The following are prohibited and will not be tolerated of any employee on Paul Gregory Media premises or while on Paul Gregory Media business:

- a. Any direct or indirect harassing, intimidating, abusive or threatening language, actions or behavior.

- b. Any direct or indirect plan, threat or act of violence, injury, death or property damage (including, but not limited to fistfights, wrestling or other forms of physical fighting with or without weapons).
- c. Possession, use or display of a weapon on company premises or while on company business.

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

1.7 Reporting Injuries

To ensure that proper attention is given and appropriate action taken when an injury occurs within the workplace, please follow these procedures:

1. Report the injury to your on-site supervisor immediately. If your supervisor is not immediately available, report to the manager or other authorized person. Seek or obtain medical attention if required.
2. Report the injury to your Paul Gregory Media supervisor and/or designated human resources representative within 24 hours, or as soon as practical. Worker's Compensation laws require the processing of claims within reasonable time frames. All injuries/accidents MUST be reported promptly for claim submission.
3. If you are involved in or are a witness to an incident, you should provide information in order for the appropriate report to be completed. Please be aware of the importance of immediate action in recording all details of the incident.

1.8 Incident Reports

An incident report must be filled out and signed by any employees who witness an incident or injury immediately following the occurrence. Failure to do so may result in disciplinary action. This policy is important to the safety and well being of all our employees.

1.9 Fire Emergency Procedures

The most frequent causes of fires are chemicals, grease, and careless smoking. In these conditions, a major fire can be only three minutes away from the "flashover" It is vital that you utilize the three major tactics: **RESCUE, CONFINE, AND ALERT!**

- First, **RESCUE** anyone in the immediate path of a fire.
- Second, **CONFINE** the fire. Shut doors and/or windows in the room or area where the fire is erupting. This will keep it from spreading into other areas, etc.
- Third, **ALERT**. Utilize your fire alarm system to tell the fire department about the fire.

After you have completed the above steps, only then can you consider fighting the fire. Make sure you use the correct extinguisher for the type of fire that you are fighting. Do not place your safety in jeopardy. If you cannot **RESCUE, CONFINE** or **ALERT** without unreasonable danger or risk, then don't!

Code of ethics and professional conduct

Be patient and courteous.

Be inclusive.

We welcome and support people of all backgrounds and identities. This includes, but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

Be considerate.

We all depend on each other to produce the best work we can as a company. Your decisions will affect clients and colleagues, and you should take those consequences into account when making decisions.

Be respectful.

We won't all agree all the time, but disagreement is no excuse for disrespectful behavior. We will all experience frustration from time to time, but we cannot allow that frustration become personal attacks. An environment where people feel uncomfortable or threatened is not a productive or creative one.

Choose your words carefully.

Always conduct yourself professionally. Be kind to others. Do not insult or put down others. Harassment and exclusionary behavior aren't acceptable. This includes, but is not limited to: - Threats of violence. - Discriminatory jokes and language. - Sharing sexually explicit or violent material via electronic devices or other means. - Personal insults, especially those using racist or sexist terms. - Unwelcome sexual attention. - Advocating for, or encouraging, any of the above behavior.

Repeated harassment of others.

In general, if someone asks you to stop something, then stop. When we disagree, try to understand why. Differences of opinion and disagreements are mostly unavoidable. What is important is that we resolve disagreements and differing views constructively.

Our differences can be our strengths.

We can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. Don't forget that we all make mistakes, and blaming each other doesn't get us anywhere.

Instead, focus on resolving issues and learning from mistakes.

EMPLOYEE RESPONSIBILITIES

2.0 Hours of Work Schedule

The hours of your scheduled work shift will largely be determined by the position in which you are assigned. Some positions will have regular schedules, which rarely change from week to week, and other positions will have schedules that vary to meet the needs of the client or Paul Gregory Media. If an employee has a specific schedule request, efforts may be made to accommodate that request, taking into account the operational needs of the department or Paul Gregory Media as a whole. However, in all events, work schedule and schedule changes are determined at the sole discretion of the Paul Gregory Media.

Every employee is responsible for knowing and following his or her work schedule, including, but not limited to, knowing start and end times or workdays, shifts, and breaks, complying with such times, and knowing when meetings are and attending such meetings on time.

2.1 Attendance and Punctuality

When you accept a position with Paul Gregory Media you assume obligations. One of those obligations is to perform the duties of your position during, and sometimes outside, of business hours.. Additionally, punctuality and attendance are factors that may be taken into account when determining promotions, salary increases and qualification for other benefits.

2.1.1 Absenteeism

2.1.1.A Definition of Absence: Absence is any time (other than tardiness described below) that you are scheduled to work and you fail to be present at the designated work location for all of the scheduled time. It includes time off for sickness, but does not include pre-approved time off for vacation, or leaves of absence, or for designated holidays when you are not scheduled to work.

2.1.1.B Reporting Procedure: In case of an absence, you must first notify your supervisor. Notification must be given each day you do not report to work. If you must be absent after you report to work, let your supervisor know. It is your responsibility to personally make the contact unless you are physically unable to do so, in which case, you should have someone else make the contact for you. You must give the reason for your absence and the expected date of your return.

2.1.1.C Excessive Absenteeism: Even if an absence is reported, you may be subject to disciplinary action (up to and including termination of employment) if you miss work too often. Employees have unlimited personal days, and can use them for any reason. Excessive use of personal days where it affects your work is not acceptable. Examples of excessive absenteeism include, but are not limited to:

- a. Sixteen full or partial days absent, consecutive or not, in any 4-month period.
- b. Eight full or partial days absent, consecutive or not, in a 30-day period.

Paul Gregory Media, in its sole discretion, will determine excessive absenteeism. Unless determined by Paul Gregory Media to be an abuse, time off for scheduled vacation time, medical/dental appointments, school activities (for you or your children), or other personal business will not be counted as excessive absenteeism if your supervisor approves it at least three business days in advance. However, this time off will be documented as an absence.

2.1.2 Tardiness

2.1.2.A Definition of Tardiness: You are tardy any time you arrive at your workstation, or are not appropriately groomed, dressed and ready to work, at the beginning of your scheduled shift.

2.1.2.B Reporting Procedure: If you must be late for work, it is your responsibility to personally contact your supervisor at least one (1) hour prior to the beginning of your scheduled work shift unless you are physically unable to do so. If you cannot call, have someone call for you. Failure to report your tardiness will count toward excessive absenteeism or excessive tardiness, as the case may be.

2.1.2.C Excessive Tardiness: Even if tardiness is reported, excessive tardiness will result in disciplinary action, up to and including termination. Examples of excessive tardiness include, but are not limited to:

- a. Sixteen full or partial days tardy, consecutive or not, in any 4-month period.
- b. Eight full or partial days tardy, consecutive or not, in a 30-day period.

2.2 Conduct

The maintenance of extremely high standards of honesty, integrity, performance and conduct is essential to the proper performance of our business, the satisfaction of our clients and the maintenance of our clients' trust. Paul Gregory Media expects its employees to have careful regard for our standards and avoid even the appearance of dishonesty or misconduct. Our employees are expected to conduct themselves at all times in a professional and courteous manner, to exercise good judgment in the discharge of their responsibilities, and to conduct themselves in a manner that can be supported by management.

Any misconduct or violation of the policies in this handbook or otherwise of Paul Gregory Media may result in disciplinary action up to and including termination of employment. Following are examples of conduct that may result in such disciplinary action:

1. Unsatisfactory or careless performance or neglect of duties.

2. Excessive use of company time to view websites and social media channels for personal reasons (i.e. Facebook, checking out a news site, etc.). Excessive use is anything more than 5 minutes of company time in a given day. If there is no work to do, see a manager for additional work. Training is also a good use of downtime and resources are provided for this purpose.
3. Failure to use or maintain Paul Gregory Media or client property in a proper manner.
4. Altering, removing or destroying Paul Gregory Media or client records and/or property.
5. Deliberate or careless damage to Paul Gregory Media or client property.
6. Inappropriate, malicious, disparaging or derogatory oral or written statements concerning Paul Gregory Media, or any of its clients, employees or representatives.
7. Falsifying personal, client or Paul Gregory Media records, including any employment application or other employment information, or any other records or documents related to the Paul Gregory Media, its business or any of its clients, employees or representatives.
8. Excessive tardiness, absenteeism or abuse of any paid time off policy.
9. Failure to give proper notice of an expected absence.
10. Dishonesty of any kind, including theft or misappropriation of property of Paul Gregory Media, its employees, or past, current or prospective clients or representatives.
11. Possession, use or display of any weapon on Paul Gregory Media premises or while on Paul Gregory Media business.
12. Possession, use or being under the influence of drugs or alcohol on the premises or while on Paul Gregory Media business.
13. Any conduct endangering, or any verbal or nonverbal threat to endanger, property, life, safety or health.
14. Disrespect for management, or any supervisor or employee or client of Paul Gregory Media, including insubordination, failure to perform any reasonable assignment, or obscene or abusive language or behavior.
15. Willful violation of HIPAA privacy laws.
16. Violations of Paul Gregory Media harassment policy or any other form of unlawful or unethical conduct, harassment or discrimination.
17. Off-duty or pre-employment conduct that reflects or may adversely reflect on Paul Gregory Media if the employee were to remain employed.

These examples are not all-inclusive, but merely illustrate the kind of conduct that may be detrimental to Paul Gregory Media, its clients or employees. Employees may be discharged or disciplined for conduct not specifically mentioned in this handbook, as determined in the sole discretion of the Paul Gregory Media.

2.3 Customer Relations

As an employee, you make a major contribution to our business growth. Your honesty, integrity, and competence in performing your job are necessary for customer satisfaction. Your ability to develop positive customer relations is essential to our job performance. If your duties include a support role, other employees should be treated as customers.

2.4 Dress Code

A business-casual and casual appearance (jeans, nice tshirt) is acceptable at Paul Gregory Media. It is expected that all employees will exercise good judgment and dress appropriately for their jobs. Any employee not dressed appropriately will be consulted.

2.5 Appearance

Your personal appearance is an important part of the way you represent Paul Gregory Media to the public. Customers form an opinion of Paul Gregory Media from your appearance and attitude. Neat and conservative attire creates a favorable impression. Please refrain from eating, smoking, or chewing gum in the presence of customers. Such actions may be offensive to customers and portray an unacceptable image.

These are the factors you should consider:

1. Maintaining the highest standards relating to personal hygiene, including regular bathing and use of deodorant, brushing of teeth and using mouthwash as necessary, maintaining clean hands and fingernails at all times and the moderate use of cosmetics.
2. The nature of the work.
3. The nature of the employee's public contact, if any, and the normal expectations of outside parties with whom the employee will work.
4. The prevailing practices of other workers in similar jobs.
5. The requirement of the Paul Gregory Media's management that all employees are expected to exercise good judgment and dress appropriately for their jobs.
6. Any bandage worn must be kept clean and changed as often as necessary or appropriate. An employee with an open sore or wound is not permitted to handle any food products and may be restricted from other activities, especially in the health care area.train

Please note: Your particular job may include more specific requirements, which will be provided by your supervisor.

2.6 Work Area

Paul Gregory Media strives to make your working conditions as pleasant as possible. We ask your cooperation in keeping your work area neat and company equipment in good working order. Desks and workspaces should be “showroom” neat – as clients often come to our offices and PGM maintains a “paperless” image to its clientele. The need for repairs or adjustments to mechanical equipment should be reported immediately to your supervisor. Secure confidential work papers and computer files away before leaving your office or work area for the day.

2.7 Phone & Video Meeting Courtesy and Usage

A large portion of Paul Gregory Media business is conducted over the telephone, video meetings and email. All email, video meetings, and telephone calls, whether from customers, fellow employees, or outside business associates should be handled promptly and courteously.

You may make personal telephone calls during the workday as long as they do not interfere with daily business or your performance of your work. Personal calls must be short in duration and very limited in number. Personal international telephone calls generally are not permitted. Your supervisor must approve international telephone calls in advance and payment arrangements must be made prior to placing the call.

Please make note that all telephone calls are subject to monitoring for training, or other Paul Gregory Media purposes.

3.0 Use of Paul Gregory Media Equipment

Equipment and resources such as printers, computers, laptops, e-mail, internet access, telephone, and voice mail systems are in place to facilitate effective day-to-day business operations. Employees may not use Paul Gregory Media equipment or resources for personal use or benefit without prior supervisor approval.

3.1 Desks, Lockers, and File Cabinets

Paul Gregory Media or its clients may from time to time provide office space, desks, computers or file cabinets for employee use in the performance of employment responsibilities, or locker space for employee use while at work. Paul Gregory Media does not guarantee the security of any locker and employees are responsible for furnishing their own locks. Any lock will be voluntarily and immediately removed at the direction of Paul Gregory Media. Paul Gregory Media is not responsible for any article or item placed in any office space, locker, desk, file cabinet or computer, or otherwise brought on Paul Gregory Media or client premises or on Paul Gregory Media business, that is lost, damaged, stolen or destroyed. Weapons, explosives, alcohol and drugs are prohibited on Paul Gregory Media premises, client premises or Paul Gregory Media business and may not be placed in any office space, locker, desk or file cabinet. Employees have no privacy rights in any office space, locker, desk, file cabinet or computer (or their contents) on Paul Gregory Media or client property, or provided by the Paul Gregory Media or a client of the Paul Gregory Media, for or on Paul Gregory Media business. The Paul Gregory Media reserves the right to inspect any such office space, locker, desk, file cabinet, computer, and their contents, and any other place or item on Paul Gregory Media or client property, with or without advance notice or consent of any employee. Any person designated by the company or client may

conduct such an inspection. Any employee who, upon request, fails or refuses to cooperate with any such inspection may be subject to disciplinary action, up to and including termination of employment.

3.2 Personal Property

All employees are cautioned not to bring valuables or large amounts of cash to work. Purses and wallets should be kept with you or stored in a locked place at all times. Paul Gregory Media is not responsible for personal property that is lost, stolen, damaged, or destroyed; this includes your personal vehicle or other means of transportation. If you ride a bicycle to work, be sure to securely lock it in the designated space. Employees are responsible for providing their own locking devices.

3.3 Outside Employment

Subject to other policies, including Conflict of Interest below, Paul Gregory Media has no objection to an employee holding another job (in addition to his or her employment with Paul Gregory Media) as long as he or she can effectively meet the performance standards for his or her position with Paul Gregory Media. However, we ask employees to think seriously about the effects that another job may have on their endurance, personal health and well being, performance, and effectiveness with Paul Gregory Media. Employees holding another job must remember that Paul Gregory Media is the primary employer and is entitled to the loyalty and primary efforts of the employee while employed with Paul Gregory Media.

All employees will be held to the same scheduling demands and standards of performance. We cannot make exceptions for those who also hold outside jobs. If an outside position interferes with the employee's ability to work for this Paul Gregory Media, that employee will be subject to disciplinary action for tardiness and unsatisfactory attendance or work performance in accordance with normal disciplinary policy.

3.4 Conflict of Interest

During your employment with Paul Gregory Media, you are prohibited from directly or indirectly competing with Paul Gregory Media, including, but not limited to, providing, owning an interest in, or assisting any other person or entity that is in competition with Paul Gregory Media or that provides any product, service or offering of a type that is the same or similar to that provided by Paul Gregory Media from time to time. Additionally, during your employment with Paul Gregory Media, you are prohibited from at any time directly or indirectly working for, assisting or owning an interest in any business or venture that constitutes a conflict of interest. Paul Gregory Media will determine in its sole discretion whether any work or interest constitutes a violation of this policy. Before you begin to directly or indirectly work for, assist or own an interest in any other business or venture other than Paul Gregory Media, you must notify your supervisor.

3.5 Supervisors

Questions about your job, pay, benefits, relations with your co-worker, policies and procedures or Paul Gregory Media in general should be directed to your supervisor. Look to your supervisor for guidance and seek his/her assistance when you encounter difficulties. Cooperation and communication with your supervisor will promote a mutually beneficial work environment.

Each employee must follow the directions of his/her supervisor. Your supervisor is responsible for directing your work throughout your shift; evaluating your performance, providing instruction and guidance in your job, and taking any disciplinary action that may be necessary; though others at Paul Gregory Media from time to time also may exercise one or more of these responsibilities. Disrespect of management or a supervisor, or disregard of the authority of either, will not be tolerated and may result in disciplinary action, up to and including termination of employment.

GENERAL PAYROLL INFORMATION

4.0 Employment Categories and Classifications

Each employee is categorized as either exempt or non-exempt. Ask your supervisor if you are not certain of your classification.

In addition, each employee is classified as either a full-time or part-time employee.

A *full-time employee* is defined as a common law employee employed in a category designated by management and scheduled to work at least 35 hours per week, or 1,820 hours per year. Full-time classification does not include part-time, temporary or occasional employees.

A *part-time employee* is defined as a common law employee employed in a category designated by management and scheduled to work less than 35 hours per week, normally averaging 18-25 hours per week. Part-time classification does not include full-time, temporary or occasional employees.

4.1.1 Payroll

Paul Gregory Media employees are paid on a bi-weekly basis. A payroll check covers the previous two weeks of work.

All payroll is paid via direct deposit.

Please contact your supervisor with any questions concerning the payroll process and your pay.

4.1.2 Payroll Deductions

Certain deductions are required by law to be taken from everyone's pay while others are employee authorized. Deductions required by law include federal withholding tax, social security and Medicare contributions, and in most states, state withholding tax. Deductions from pay also will be made in accordance with any legally binding order or garnishment. Employees also may voluntarily elect to make certain deductions from pay for certain employee benefits offered from time to time by Paul Gregory Media. Employee authorized deductions are those which may include premium payments for benefits.

4.1.3 Performance Reviews

Your performance is reviewed in writing by your supervisor at least annually. It may also be reviewed at any time at your supervisor's discretion or upon your request. The reviews are designed to provide an opportunity to discuss your position, review performance, and set goals and objectives for future performance. Any adjustments to compensation are made based on a number of considerations, including performance.

Generally, your compensation is reviewed in conjunction with your annual review. More frequent evaluations do not include a review of, or adjustments to, compensation.

4.1.4 Change of Personal Status

Notify your supervisor or Client Support Department of any changes in your name, address, telephone number, or marital status. This insures your benefit and employment records are current.

BENEFITS

NOTE: Any benefits or benefit plans described in these policies are convenient summaries only. An employee's eligibility for or rights to any benefits will be subject to and governed by the governing benefit plan documents and applicable law, as either may be amended from time to time. Paul Gregory Media reserves to itself and to any administrator or fiduciary of any benefit or benefit plan described or referred to in this handbook (or any other benefit or benefit plan of Paul Gregory Media), the discretionary authority to determine eligibility of any employee or claimant for or under any such benefit or plan, pursuant to the terms of the relevant plan document and applicable law, as either may be amended from time to time, and to interpret and construe the terms of any such benefit or plan. Paul Gregory Media further reserves the right to at any time add, amend, modify, supplement or terminate any benefit, benefit plan or employee benefit. For answers to any questions you may have regarding any benefit or benefit plan, first refer to the applicable plan documents. For additional assistance, you may contact the plan administrator listed in the plan documents.

5.0 Paid Time Off

Paul Gregory Media provides unlimited PTO days to any full-time employee after the first year anniversary. Employees are expected to use PTO days wisely and to not abuse them. Full-time employees can use the time for personal needs such as vacation, illness, doctor's appointments, family care or for any other personal reason. PTO is available for use beginning January 1 and must be used by December 31 of the same year. Unused PTO does not roll over from year to year.

Paul Gregory Media provides 10 Days of paid time off (PTO) to part-time employees who work in excess of 30 hours per week. Part-time employees can use the time for personal needs such as vacation, illness, doctor's appointments, family care or for any other personal reason. PTO is available for use beginning January 1 and must be used by December 31 of the same year.

PTO will be earned based on the following schedule (for part-time employees):

- All employees on payroll as of January, will earn 1 day per month for 10 months
- Any new employee joining the company after January of the given year, will earn 1 day per month until the remainder of the year with a maximum of 10 days earned.

Employees may borrow against future vacation earnings with management approval. In order to take PTO, a minimum of 48 hour notice must be given to the employee's supervisor, unless it is an emergency. Either way, the PTO must be approved by the employee's supervisor in advance. It is encouraged to give as much notice as possible when you are scheduling your PTO. All paid time off must be entered into the PTO schedule after management approval.

PTO Days for Volunteering

In addition to the PTO days above, employees may take up to an additional 3 PTO days to volunteer at an event or organization of your choice. The volunteer project must be associated with a legitimate 501(c)3 organization.

Time that would not qualify under the definition of PTO would include jury duty, bereavement leave, and any paid company holiday.

PTO Days for Parental Leave

4 weeks of Paid Time off are available for the primary caregiver for Parental Leave.

2 weeks of Unpaid time off are available for the secondary caregiver.

Supplementary Benefits

As part of our family-friendly policies and benefits, PGM supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child.

Accommodation for Lactating Mothers

For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering.

5.1 Holidays

The following holidays are observed by Paul Gregory Media and its offices and work-sites will be closed:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Day

Full-time employees will be paid for a full eight (8) hour workday on such holidays. Holidays falling on a Saturday or Sunday will be observed on either the preceding Friday or following Monday as directed by management. If a recognized holiday falls during an employee's paid time off, holiday pay will be provided in place of the paid time off that would otherwise have applied. Paid time off for holidays will not be counted as hours worked for the purpose of determining overtime.

Part Time employees will only be paid for a full eight (8) hour workday on holidays that fall on the part-time employees' scheduled work days, and only for part-time employees that work more than 30 hours per week.

5.2 Lunches

All part-time employees are eligible for 30 minute paid lunch break when at the office. Any time in excess of 30 minutes will be unpaid. Lunch breaks while working remotely from home are unpaid.

Full-time employees are expected to work 40+ hours/week. All breaks are self-managed.

5.3 Termination of Employment

Illinois is an at-will employment state. An employer or employee can end the work relationship at any time without cause. The employer must adhere to federal laws and cannot fire someone on the basis of color, race, nationality, gender, sexual orientation, religion, disability or any other protected class.

5.3.1 Notice

2 week notice of voluntary termination is requested. All employees must be onsite during the notice period and complete all requested activities including transition of responsibilities.

5.3.2 Severance

Severance will not be paid for either voluntary or involuntary termination.

5.3.3 Unused PTO

All unused, earned PTO will be paid upon termination. Any borrowed PTO (used but not earned) will be deducted from final paycheck.

5.3.4 Return of Company Assets

All company assets must be returned upon termination. This includes but is not limited to equipment, passwords, intellectual property, office keys, parking passes and client files.

5.3.5 Non-Compete

Employees who terminate voluntarily or involuntarily agree that they will not solicit current or past clients of Paul Gregory Media, or share confidential processes, procedures, documents or files.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

By my signature below, I acknowledge that I have received and read the Employee Handbook for Paul Gregory Media, that I have been given the adequate opportunity to ask questions and receive clarification, regarding the policies and procedures set forth in the Employee Handbook, and that I understand its contents.

I understand that I am required to abide by, and agree to abide by, Paul Gregory Media's policies as set forth in the Handbook or as otherwise adopted or implemented by "company" from time to time. I understand that there may be other policies or procedures in effect at Paul Gregory Media from time to time that are not included in the Employee Handbook, and I agree to abide by those policies and procedures.

Unless otherwise agreed in writing by the Chief Executive Officer, Chief Operating Officer, or Chief Financial Officer of Paul Gregory Media (or a designee of any such Officer), I understand that I have no contract of employment with Paul Gregory Media for any definite period of time, either oral or written, and that either I or Paul Gregory Media may terminate my employment at any time with or without cause or notice. I understand that I am an "at will" employee of Paul Gregory Media and that no agent or employee of Paul Gregory Media, other than the officers listed in the preceding sentence has any authority to alter or make any agreement other than the "at will" relationship. I understand that neither this handbook nor any provision herein constitutes an employment contract, an offer to enter a contract of employment or part of an employment contract, or confers any contract rights.

I understand that Paul Gregory Media may rescind, modify, change, or deviate from the Employee Handbook or any of its policies or procedures at any time, and any such rescission, modification, change, or deviation may become effective regardless whether the Employee Handbook has been revised or I have been notified.

I understand that this signed acknowledgement will be inserted in my personnel file.

Date

Employee Signature

Print Employee Name