

THE
BOULEVARD
HAIR CO

EMPLOYEE HANDBOOK

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REVISED AND EFFECTIVE SEPTEMBER 2021

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INTRODUCTION

Welcome to The Boulevard Hair Company! We are pleased that you have chosen The Boulevard as the place to begin or advance your career. Welcome to the team! This handbook will acquaint you with our policies and benefit programs. The Boulevard Hair Company has proven itself a leader in the salon/spa industry. The Company is proud of its good guest relations and its reputation in the area. For all of us to prosper, it is necessary that we maintain our high standard of guest service and satisfaction.

The Company considered many factors when selecting you as one of its employees, such as the ability to get along with your associates and the ability to project a good image to our guests. Other considerations, such as your prior employment record, skill and experience were considered. Since we hired you, we believe that you will be a valuable addition to the Company.

The work environment includes both the working conditions and the personal relationships between the Company and the employees acting together as a team. We want you to feel free to talk to us, and we will feel free to talk to you. During the tenure of your employment, we strive to keep it this way. It is very important that every employee be treated as an individual and an important participant in the operation of our Company. We strongly believe that individual consideration in employee/Company relations provides the best climate for each employee's maximum development, for the teamwork between the employee and the Company, and for the attainment of the common goals of both the employee and the Company.

HOW TO USE THIS HANDBOOK

This handbook has been prepared to provide you with a summary of our policies, procedures, and current employee benefits. It is not a contract, and the contents are subject to change, addition, or deletion by the Company at any time, with or without notice. Any such changes will be communicated to you. If you have any questions about Company policies, please contact your Department Head and/or the Owner.

This handbook replaces and supersedes all other published and unpublished rules, practices, procedures and/or employment policies in effect at the Salon Company prior to its effective date. The Salon Company reserves the right to amend this handbook, including any of the policies contained therein, at any time without prior notice.

EMPLOYEE DEFINITIONS & STATUS

AT-WILL EMPLOYMENT

Your employment at the Salon Company is entirely at-will. This means that you may voluntarily terminate your employment at the Salon Company at any time for any reason. Likewise, the Salon Company reserves the right to terminate your employment at the Salon Company at any time, for any reason, with or without cause, and with or without prior notice. This handbook is not, nor is it intended in any way to be construed as, an employment contract or a guarantee of employment, and it does create any contractual rights or in any way alter the at-will status of your employment relationship with the Salon Company.

No one at the Salon Company is authorized to make any changes, promises and/or agreements that deviate from the policies set forth in this handbook, unless made in writing and signed by the Salon Company's owner(s). If you have any questions at all regarding your employment at the Salon Company, the policies set forth in this handbook, and/or the application of such policies, please speak to your supervisor or any manager.

EMPLOYMENT CLASSIFICATIONS

Exempt Positions: As defined by state and federal law, exempt positions are not entitled to the payment of overtime.

Non-exempt Positions: As defined by state and federal law, non-exempt positions are entitled to overtime pay for all hours worked in excess of forty (40) hours in a single workweek.

In addition, you may be classified in one or more of the following categories:

Full-Time Employee: An employee who is regularly scheduled to work thirty-two (32) hours or more per week in a single workweek.

Part-Time Employee: An employee who is regularly scheduled to work less than thirty-two (32) hours or more in a single workweek.

Temporary Employee: A temporary employee is hired with the expectation that they will be needed for a specified period usually not more than 6 months. The employee will remain in a temporary status until a written offer of a full time or part time position is accepted.

STANDARDS OF CONDUCT

EQUAL EMPLOYMENT OPPORTUNITY

The Salon Company is an equal opportunity employer and is committed to providing equal employment opportunity to all individuals without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or any other classification protected by federal, state and/or local law. This applies to all phases of employment, including, but not limited to, recruiting, employment, job assignment or placement, promotion, demotion, lay-off, recall, termination, compensation, training and any other employment related programs, which are administered reasonably and consistently to similarly situated individuals on an equal opportunity basis and without regard to any characteristic protected by federal, state and/or local law.

The Salon Company absolutely prohibits and will not tolerate harassment, intimidation, threats, retaliation, coercion or discrimination against employees who have exercised any right protected by law. All employees are responsible for supporting the concepts of equal opportunity and diversity and assisting the Salon Company in these concepts.

Any individual who believes that they have been subjected to unequal treatment or discrimination prohibited by federal, state and/or local law may file a written complaint with Abigail Culleton or Sierra VanMeter, owners of The Boulevard Hair Company. A formal complaint must be filed within 180 days of the alleged occurrence or when the alleged discrimination became known to the complainant. A complaint form can be found in Appendix A of this handbook. It can also be found on The Boulevard Hair Company's website at <https://salonblvd.com/employee-portal>

IMMIGRATION LAW COMPLIANCE

The Salon Company is committed to complying with all applicable immigration laws by employing only United States citizens and other individuals legally authorized to work in the United States and does not unlawfully discriminate based on citizenship or national origin.

ADA POLICY & PROCEDURE

Policy

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the The Boulevard Hair Company's policy to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the organization's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Beyond its legal obligations, The Boulevard Hair Company is committed to providing accommodations that will allow its employees with disabilities to contribute at the highest levels.

Process

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

The Boulevard Hair Company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to The Boulevard Hair Company. Contact Sean Culleton with any questions or requests for accommodation.

All employees are required to comply with The Boulevard Hair Company safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.

Sean Culleton is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

Procedure

1. Requesting Accommodation

Employees or applicants with disabilities may request reasonable accommodations of the employer, regardless of title, salary or employment status. This request should be made by the employee in writing to their supervisor or to the human resources department.

The reasonable accommodation does not have to be requested at the beginning of employment. However, a reasonable accommodation request will not cancel out any prior performance improvement or disciplinary actions.

2. Identifying Need

Upon receiving the reasonable accommodation request, Sean Culleton will meet with the employee to conduct an informal, interactive discussion. The discussion will include the following steps:

- a. A review of the employee's position description or job announcement delineating the essential functions from the marginal or auxiliary functions.
- b. A determination of how the employee's disability limits their ability to perform the essential functions of their job in order to identify the employee as a qualified individual with a disability.
- c. Identify potential accommodations and assessment of the effectiveness of such accommodations on the employee's job performance.

- d. Identification of the type of accommodation needed. The Job Accommodation Network can be contacted for assistance in making this assessment at 1-800-232-9675 (Voice/TTY) or through their website.
- e. The employee's preference of accommodation will be considered. The Boulevard Hair Company has the right to select among the alternatives available, as long as they are effective.
- f. Selection and implementation of the effective reasonable accommodation by The Boulevard Hair Company will occur as soon as possible. Sean Culleton will continue to communicate with the employee to discuss timelines for obtaining the accommodation and any possible delays.

3. *Medical Documentation and Confidentiality*

If the disability is not obvious and there is no other medical information already on record for the employee, The Boulevard Hair Company may require the employee to provide documentation from a physician or other medical professional concerning the existence and extent of the disability.

The employee's medical information will be maintained in a separate confidential file. Any information regarding the employee's condition will only be made available on a need to know basis.

4. *ADA Determination*

After meeting and reviewing medical documentation, Sean Culleton will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee.

The plan will:

- a. State whether the employee is a "qualified individual with a disability" as defined by the ADA.
- b. Outline the employee's essential job functions needing accommodation.
- c. Recommend types of accommodation.
- d. Determine whether any accommodations causes and undue hardship or poses a direct threat.

5. *Types of Reasonable Accommodation*

Accommodation will be determined on a case by case basis. The human resources department will work closely with the employee and supervisor to ensure that reasonable accommodation is provided and effective.

The employee's preference of accommodation will be considered. The Boulevard Hair Company has the right to select among the alternatives available, as long as they are effective.

- a. Some accommodations cost little or no money. Changes may include support from supervisor, additional time to complete assignments or small changes in worksite setup.
- b. Some accommodations are technologically simple and easily achieved in most offices. Examples: accessible door handle, magnifier, additional lighting.
- c. Accommodations requiring advanced or sophisticated devices may take more time and expense to achieve. Examples: screen reading software, CCTV, speech synthesizer.

Within 90 days after the accommodations have been provided, the human resources department will assess the effectiveness of the accommodations in enabling the employee to perform the essential functions of the job. Additional accommodations or changes to the existing accommodations may be considered.

6. *Complaint Form and Procedures*

Any individual who believes that they have been subjected to unequal treatment or discrimination prohibited by the ADA may file a written complaint with Abigail Culleton or Sierra VanMeter, owners of The Boulevard Hair Company. A formal complaint must be filed within 180 days of the alleged occurrence or when the alleged discrimination became known to the complainant. A complaint form can be found in Appendix A of this handbook. It can also be found on The Boulevard Hair Company's website at <https://salonblvd.com/employee-portal>

7. *Terms Used in This Policy*

As used in this ADA policy, the following terms have the indicated meaning:

- **Disability:** A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.
- **Major life activities:** Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
- **Major bodily functions:** Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed “mental retardation”), organic brain syndrome, emotional or mental illness and specific learning disabilities.
- **Substantially limiting:** In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under EEOC final ADAAA regulations.
- **Direct threat:** A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.
- **Qualified individual:** An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.
- **Reasonable accommodation:** Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or

modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

- Undue hardship: An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:
 - The nature and cost of the accommodation.
 - The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
 - The overall financial resources of the employer; the size, number, type and location of facilities.
 - The type of operations of the company, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.
- Essential functions of the job: Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

ANTI-HARASSMENT POLICY

The Salon Company absolutely prohibits and will not tolerate any harassment in its workplace. Accordingly, all employees are expected to maintain a productive work environment free from harassing, bullying, intimidation, or disruptive activity. The policy shall be deemed to apply to all conduct in the Salon Company's workplace, as well as to any work-related setting outside of the Salon Company's workplace, such as business trips, meetings, and business-related social events.

The Salon Company is committed to working to prevent such conduct, to investigate complaints of inappropriate conduct, and to remedy violations of this policy. If you reasonably believe that you have been subjected to any form of prohibited conduct, as defined herein, or if you should

witness any harassing conduct, you may (1) affirmatively inform the offender/harasser that such conduct is unwelcome; and are required to (2) report the incident immediately to your supervisor, a manager, or the owner. No employee is exempt from the requirement to report conduct that may be in violation of this policy.

The Salon Company will investigate complaints of harassment and will make all attempts as being mindful of the confidential nature of the investigation and will maintain the confidentiality to the extent possible to resolve the investigation. The Salon Company is required to investigate promptly and thoroughly, and this process may include interviewing relevant parties. Should an investigation disclose a violation of this policy, the Salon Company, may in its sole discretion, undertake appropriate corrective action designed to rectify the conduct and prevent any recurrence. Under no circumstances will The Salon Company tolerate any retaliation against an individual for making a complaint under this policy or for participating in the investigation of any such complaint.

Any employee who engages in any prohibited conduct may be subject to disciplinary action, up to and including immediate termination, to be determined by the Salon Company in its sole discretion.

Definition of Harassment

“Harassment” is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, national origin, age, disability, sexual orientation, pregnancy, or military status and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
- Has the purpose or effect of unreasonably interfering with an individual’s work performance.
- Otherwise adversely affects an individual’s employment opportunities.

Examples of harassing conduct include, but are not limited to the following:

- Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, age, religion, national origin, sex, sexual orientation, or disability.
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, age, religion, national origin, sex, sexual orientation or disability and that is placed on walls, bulletin boards, or elsewhere on our premises or is circulated in the workplace.

- Unwelcome requests for sexual favors or sexual advances.
- Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.

Because of our strong disapproval of offensive or inappropriate behavior at work, all employees must avoid any action or conduct which could be viewed as harassment of any kind.

Sexual Harassment

Sexual harassment is a form of sex discrimination, which is a violation of Title VII of the Civil Rights Act of 1964. The Equal Employment Opportunity Commission (EEOC) has defined sexual harassment as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting an individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of sexual harassment include but are not limited to the following:

- Unwanted physical contact or conduct including flirting, touching, brushing the body, sexual advances or propositions.
- Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or innuendo, jokes about gender-specific traits, or references to appearances.
- Insulting or sexually suggestive written, recorded or electronically transmitted messages.
- Display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures or photographs.

Reporting Harassment

If at any time you feel that you or any other employee has been subjected to discrimination or harassment of any nature, you are expected to (1) expressly inform the offending party that such conduct is unwelcome and inappropriate; and (2) report the incident immediately to your supervisor, a manager, or the owner. Early reporting and intervention have proven to be the most

effective methods for resolving actual and/or perceived incidents of harassment and/or discrimination in the workplace. The Salon Company strongly urges all employees to promptly report all complaints or concerns immediately or as soon after as possible so that appropriate action can be taken as soon as possible and to prevent unwelcome conduct from becoming pervasive and/or severe.

Retaliation Prohibited

The Salon Company absolutely prohibits any form of retaliation against any employee who reports a suspected incident of discrimination and/or harassment, or who cooperates in an investigation of any such conduct. Any individual who violates this policy or retaliates against an employee in any way may be subject to disciplinary action, up to and including immediate termination, to be determined by the Salon Company in its sole discretion. Any instances or complaints of retaliation must be reported to a supervisor, a manager, or the owner.

Investigations

The Salon Company will take the necessary steps to promptly and impartially initiate an investigation of a discrimination and/or harassment claim and will conduct its investigation in as confidential and timely manner as possible. Once a resolution of each complaint is reached, the Salon Company will then communicate its findings to the employee and any the other parties involved.

All complaints of harassment and/or discrimination will be treated with discretion and as confidentially as possible, except as necessary to investigate the complaint or as required by law. However, complete confidentiality cannot be guaranteed. When a supervisor or any member of management is notified of alleged harassment and/or discrimination, an investigation will take place as promptly as possible, which may involve interviewing relevant parties. Refusal to participate in an investigation may lead to disciplinary action up to and including discharge.

Resolution of Complaints of Harassment and/or Discrimination

Misconduct that the Salon Company determines to constitute harassment, discrimination, or retaliation shall be dealt with promptly and appropriately, with the Salon Company retaining the right to exercise discretion in deciding what action is appropriate under each circumstance. Such action may include warnings or disciplinary action, up to and including immediate termination, to be determined by the Salon Company in its sole discretion.

WORKPLACE VIOLENCE

The Salon Company provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

Prohibited Conduct

The Salon Company does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors provides examples of conduct that is prohibited:

- Causing physical injury to another person.
- Making threatening remarks.
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging employer property or property of another employee.
- Possessing a weapon while on company property or while on company business.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Dangerous/Emergency Situations

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, employees should cooperate and follow the instructions given.

Reporting Procedures

Any potentially dangerous situations must be immediately reported to a supervisor, owner or Business Manager. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled, and the results of investigations will be discussed with them. The Salon Company will actively intervene at any indication of a possibly hostile or violent situation.

Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to

disciplinary action, up to and including termination. Nonemployees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

EMPLOYEE COMMUNICATION/OPEN DOOR POLICY

We want you to be happy and satisfied with your job. For this purpose, we emphasize two-way communication between the Company's owner, managers and employees. We realize that from time to time it is only normal that situations may arise where an employee has a question or complaint about some aspect of his/her employment with the Company. Because questions can only be answered, and complaints can only be rectified when there is communication between the Company and its employees, the Company has an open-door policy with respect to the availability of Department Heads and Owner. This is extremely important for us to maintain good channels of communication between the Company and you.

GENERAL EMPLOYMENT POLICIES

HOURS OF OPERATION / WORKING HOURS

The Salon Company is open at the following times:

Day(s)	Open	Close
Monday – Thursday	08:30am	9:00pm
Friday	09:00am	5:00pm
Saturday	08:00am	4:00pm
Sunday	Closed	Closed

Employees will be required to work shifts based on the position they hold and employment classification. Your supervisor will schedule the hours you are expected to work.

LEVEL SYSTEMS

Our Level System determines service prices. It serves as a guide for evaluation on chemical percentage, referrals, prebooks, and retail performance. Multi-level systems pertain only to licensed personnel.

ASSOCIATE PROGRAM

Associates must be licensed or a recent graduate awaiting state boards. They work very closely with our highest-level stylists for approximately 8 months to learn all aspects of cosmetology and guest service. Upon completion of the program, the associate will begin as a Level 1 stylist. We feel this program helps the stylist achieve a successful career at a faster rate than if they went out on the floor immediately upon graduation.

PERFORMANCE REVIEWS / COACHING SESSIONS (ONE-ON-ONES)

Individual consultations concerning your performance will be scheduled frequently with a mentor and/or the Owners.

PROPRIETARY INFORMATION

Employees are required to keep and maintain in strict confidence any proprietary information they may acquire relating to the policies and/or operations of the Salon Company, as well as any such information regarding the Salon Company's clients. This information is for business

purposes only and depending on your position, you may be privileged to such information at the Salon Company to meet job requirements. It is property of the Salon Company and may only be used in the course of need within your position with the Salon Company. All other use is prohibited. Such information includes, but is not limited to, business records, personnel manuals, operations manuals, financial information, pricing, formulas, unique style and preparation practices, customer names and software. Employees may not disclose any such confidential information to any person outside the Salon Company or use any such confidential information for any reason other than for business of the Salon Company without prior written permission of the Salon Company. If an employee has any question as to whether a piece of information is considered proprietary, the employee should ask a manager or the owner.

CONFLICTS OF INTEREST & OUTSIDE EMPLOYMENT

As an employee of the Salon Company, it is expected that you will devote your full energies to carrying out your job duties, responsibilities, and assignments in a professional manner to the best of your abilities. Accordingly, you should not engage in any activities that will create any conflict of interest, whether actual or perceived, with your employment at the Salon Company, or that will in any way interfere with the performance of your job with the Salon Company. If you maintain or intend to maintain an outside business, second job, or other business interest, you must inform the Salon Company's management to ensure that no conflict of interest is created.

PERSONNEL FILES

All records created and maintained by the Salon Company, including all personnel files, are and shall at all times remain the sole property of the Salon Company. Additionally, many of the records maintained by the Salon Company are considered confidential information and cannot be openly shared. Therefore, employees have no right to access any such records except as allowed by the Salon Company in its sole discretion.

CHANGE OF PERSONAL DATA

Employees are responsible for notifying their supervisor or a manager of any change in name, address, telephone number, marital status, number of dependents, or other related information. Falsification or intentional omission of pertinent information for the Salon Company's records may result in disciplinary action, up to and including immediate termination, to be determined by the Salon Company in its sole discretion.

JOB SAFETY

The Salon Company considers safety to be a priority in the workplace and hopes to foster a culture of safety in all areas. Accordingly, the Salon Company is committed to conducting all business operations in compliance with the applicable standards and requirements of OSHA, the EPA, and all other applicable federal, state, and local laws and regulations.

Maintaining a safe work environment requires the continuous cooperation of all employees and the Salon Company encourages all employees to communicate with fellow employees and supervisors regarding safety issues. Because workplace safety is a shared responsibility, all employees are accountable and encouraged to report any unsafe work act or workplace hazard without any fear or retaliation or reprisal. Any employee who prevents, or attempts to prevent, another employee from reporting such a concern or who knowingly allows an unsafe act or circumstance to continue uncorrected may be subject to disciplinary action, up to and including immediate termination, to be determined by the Salon Company in its sole discretion.

WORKPLACE INJURIES

If an employee is involved in an accident while working or witnesses an accident by a participant or another staff member, the employee is required to report the accident immediately, within 24 hours, or as soon as practically possible, to their immediate supervisor, a manager or the owner.

If an employee suffers a workplace injury, he or she must fill out and submit an Employee Incident Report to his or her immediate supervisor. At the discretion of the Salon Company management, the employee may be required to report for a drug and alcohol test immediately after completing the Employee Incident Report.

All work-related injuries and illnesses are managed by an external insurance agency within accordance to federal and state regulations. No employee of Salon Company can modify, decline or expand work related illnesses or injury benefits except at the written direction of governing insurance agency or Salon Company owner(s).

BUILDING SECURITY

Each employee must follow the building safety and security rules and regulations listed here:

- Curling irons, blow dryers, wax pots and other employee-provided tools must be UV-listed and in good working condition.

- Power strips, phones, computers, and other Boulevard-provided equipment must be used according to the user's manual and with common sense. Additional training will be provided upon request.
- All employees will follow safe practices, use personal protective equipment as required, render every possible aid towards promoting safe operations, and report all unsafe conditions or practices to their immediate manager/supervisor, when noted.
- No one shall be permitted to work under the influence of alcohol, illegal drugs, or prescription drugs that have been illegally obtained or have not been taken in accordance with the prescribed dosage.
- Keep your individual work area or station clean and orderly at all times; help with the overall neatness of the salon, laundry and other duties as required by managers or owners so that it is a safe and tidy environment for all.
- Do not allow unauthorized persons to operate equipment or to have access to restricted areas.
- Store all materials and equipment in their proper places.
- Learn the Salon Company's posted locations of fire extinguishers and evacuation routes. Be aware of your duties during a fire or disaster.
- Employees are not allowed on Salon Company property after hours without prior authorization from their supervisor.
- When tasked with closing the salon, employees shall follow all closing procedures to ensure the building is secure. This includes locking all exterior and common space doors, as well as arming all security systems in place.

STAFF MEETINGS

Staff meetings are held every month. Attendance by all employees is required unless excused by your Department Head or the Owner. At a minimum, employees are required to attend 10 out of 12 monthly staff meetings every calendar year and may only miss scheduled meetings with prior approval of their Department Head and/or Owners.

LICENSING & EDUCATIONAL REQUIREMENTS

Employees are responsible, at their sole expense, for ensuring that they have all licenses and/or permits necessary to perform the agreed-upon services at the Salon Company and that said licenses and/or permits are kept current always while employed by the Salon Company. Employee shall also be responsible for displaying any such licenses and/or permits in the place and manner directed by the Salon Company.

In addition, all employees are required to attend all in-salon classes unless excused by your Department Head and/or Owners. Employees are also required to attend a minimum of one (1) class outside of the salon. Employees are responsible for reviewing this schedule and ensuring their attendance at such classes.

DOWN TIME

Salon appearance and atmosphere create an important first impression of our team. It also allows us to effectively serve our guests. When necessary, the Company expects every employee to use their down time to wash and fold towels, pick up magazines and any debris, etc., in addition to keeping the shampoo area and their stations neat and clean.

In addition, employees are also expected to use their down time to plan their days and promote referral bookings through social media platforms.

FRONT DESK

The only persons authorized to be behind the front desk at any time are Front Desk Associates, Department Heads and the Owner. The only exception to this policy is if a service provider is assigned to the front desk as a part of their training.

ATTENDANCE AND PUNCTUALITY

For our Company to function efficiently, we must have all employees present for work. Daily attendance records will be maintained by the Company. If you are going to be absent, you must telephone your Department Head or the Owner at least two (2) hours prior to the start of your scheduled work shift. The report must be made by you directly to your Department Head or the Owner; you may not rely on friends, relatives, or fellow employees to convey a message for you. If your absence is unreported for a period of two (2) days, without good reason, you will be considered to have voluntarily resigned from your employment at the Salon Company.

Punctuality is as important as attendance. To be punctual, you must arrive 15 minutes prior to your scheduled hour of work and be ready to serve guests. If you are going to be late by more than ten (10) minutes, you should provide advance notice to your Department Head or the Owner as to the anticipated length of tardiness. Regardless of the length of time you are tardy, you must immediately report to your Department Head or the Owner upon arrival at work and explain the reasons for your tardiness.

Poor attendance or tardiness may result in discipline up to and including discharge. Attendance records will also be taken into account when considering employees for promotion, advancement, pay increases, or transfer. If you must leave the premises for any non-emergency reason, it is mandatory that you obtain permission from your Department Head or the Owner prior to leaving.

Inclement Weather

In case of **weather emergency**, as declared by local, state, or federal governments, employees are not expected to report to work. However, employees must call their Department Head or the Owner by the start of their scheduled work shift on that day to discuss scheduling issues.

Absence Due To Illness

If you are absent from work for a medical reason for more than two (2) consecutive days or more than three (3) days in a calendar year, the Salon Company requires that you submit a medical statement from your doctor or medical provider stating the duration you were unable to work and that you are now physically able to return to work and safely perform the essential functions of your job, with or without an accommodation. The Salon Company also requires that you submit a medical statement from your doctor if you are absent from work due to illness on the day before or day after any scheduled time off or holiday.

SCHEDULED TIME OFF REQUESTS (PAID & UNPAID)

The salon company understands that employees will want or need scheduled time off for various reasons. Eligible full-time employees are provided with Paid Time Off (PTO), subject to the conditions outlined in the Benefits Policies section of this handbook. Those employees may request either paid or unpaid time off. All other employees may request unpaid time off.

All requests for time off must be documented and requested by using the appropriate form on the employee portal (*available online at <https://www.salonblvd.com/employee-portal>*). Time off requests are subject to your supervisor's approval as well as team or department staffing needs. Requests are not considered approved until approval is given by the employee's supervisor in writing or via electronic message. Approval of time off requests, whether paid or unpaid, is in no way guaranteed.

In the event an employee's scheduled time off request is approved, it is the employee's responsibility to block off their schedule in the salon's booking software and to contact and reschedule any currently scheduled guests on the days that time off is being requested.

NO REQUESTS FOR TIME OFF

Unless required due to an ADA covered reason, no requests for time off, either paid or unpaid, will be approved during peak business times that include:

From Thanksgiving to New Year's Day
Week before and after Valentine's Day
Week before and after Mother's Day

MEALS & BREAKS

The Salon Company provides all employees an unpaid meal period of at least thirty (30) minutes on days that you are scheduled to work more than 4 hours. Any meal breaks greater than forty-five (45) minutes require advance approval from the Salon Company's management. Meal breaks on Saturdays should always be limited to thirty (30) minutes.

Your meal break is to be scheduled at a time that is convenient for you as well as the Salon Company. However, meal breaks should always be scheduled such that you are back at least fifteen (15) minutes prior to your next appointment, keeping in mind that an appointment might be scheduled while you are out on your meal break. You should block off time from the schedule when you anticipate taking a meal break well in advance, so the scheduler will not schedule an appointment that conflicts with your meal break. The Salon Company reserves the right to exercise discretion in moving employees' meal breaks as necessary to accommodate scheduling an appointment for an employee but will make efforts not to make any such changes when an employee has previously indicated that it is important for the employee to take their scheduled meal break at the time previously indicated.

PERSONAL APPEARANCE & DRESS REQUIREMENTS

The Salon Company requires all employees to present themselves at all times in a neat and professional manner. Accordingly, we expect you to conform to the standards of personal grooming, cleanliness and attire as would not be considered offensive or as otherwise detracting from our working environment or a pleasing environment for our customers. Dress requirements as stated in the policy manual and enforced by company management satisfy both safety needs and customer requirements. Appropriate dress and appearance expectations are as follows:

Personal Hygiene

- Showering and the use of anti-perspirant or deodorant are required.
- Strong perfume or fragrances of any kind are not permitted.
- Clean teeth & fresh breath. We work close to our guests.

- When applicable, facial hair should be groomed/shaved in a neat manner.
- If wearing a sleeveless shirt, underarms are to be shaved.

Hair

- Arrive to work with hair clean, dry, finished and styled to the latest trends. It reflects the work that you do & clients will notice.
- Hair accessories are okay, including extensions, headbands, bows, flowers, barrettes.
- Baseball caps that don't have any wording on them are acceptable but must be approved by management prior to your wearing them. BLVD hats are acceptable.

Makeup

- Arrive to the salon with makeup applied appropriately for taking clients. Salon makeup is for salon guests. Employees are not allowed to use salon makeup for personal use.

Nails (Hands & Feet)

- Must be clean and filed. Nail polish must be clean, polished, shaped and not chipped. We would rather you wear no nail polish than come to work with chipped or lost nails.
- Extremely long acrylic nails are not allowed. They are unpleasant for our guests during their services.
- When wearing sandals, nails must be trimmed and polished.

Tattoos

- Tattoos are allowed, provided they do not violate the anti-harassment or EEO policies, are not deemed by management to be distasteful, offensive or a distraction to guests. At the sole discretion of management, any tattoos deemed to be distasteful must always be covered while working. Extreme body altering and branding must not be visible.

Shoes

- Must be worn at all time and must be clean and in good repair.
- NO flip-flop style shoes or slippers are allowed.
- Open-toed shoes are okay as long as they are professional.
- Tennis shoes are allowed but must be clean and in great condition.

SHOES NOT ALLOWED

- Slippers
- Athletic Slides
- Flip Flops
- Old, Worn Out or Dirty Tennis Shoes

Clothing & Uniforms

- All clothing must be clean and neatly pressed for a professional appearance.
- Uniform aprons are not mandatory UNLESS clothing has been stained by color or bleach.
- Bra straps are not allowed to be exposed unless it is a bralette designed to be seen.
- When wearing jeans, a professional shirt must be worn.
- Jeans with holes are okay, but holes must be tasteful.
- All Items sold in boutique are okay to be worn.
- Fashion is always changing. If you are unsure, please ask before wearing something.

APPAREL NOT ALLOWED

- Jean Shorts
- Low cut tops exposing cleavage
- Gym Attire
- Yoga Attire
- Sweatpants
- Sweatshirts
- Hoodies
- Pajamas
- Loungewear
- Inside Out Clothing
- Crop Tops
- Spandex Shorts
- T-Shirts (BLVD t-shirts are allowed)
- Cotton Shorts
- Baseball Hats with Logos (BLVD hats are allowed)
- T-Shirts with Jeans (if wearing jeans, shirt must be professional)

Company management reserves the right to require employees to change their clothes prior to commencing work if they fail to comply with company policies. If you have questions or may need an exception about appropriate apparel, please address them to your supervisor.

We want everyone's experience at The Boulevard Hair Co to be above and beyond! You are a reflection of your work and our business so always leave your house looking you're very best. It takes 7 seconds to make a first impression. You never know who you will meet each day!

SMOKING

To protect and enhance indoor air quality and contribute to the health and well-being of all employees and visitors, The Boulevard Hair Company shall be entirely smoke free and vape free.

Smoking and vaping are prohibited in all enclosed areas within this worksite without exception. This includes common work areas, break rooms, support rooms, classrooms, meeting rooms, private offices, hallways, employee lounges, stairs, restrooms, employer-owned or leased

vehicles and all other enclosed facilities. Further, at no time is there to be anyone smoking or vaping in front of the salon.

If an employee is to smoke, they are to do so at the designated smoking area at the exterior rear of the building. This includes clients of the salon. If a client is smoking or vaping in the front of the salon, it is the responsibility of that client's stylist to enforce these rules and politely ask the client to move to the designated smoking area.

Definitions: Smoking refers to the use of traditional tobacco products. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices. These are commonly called e-cigarettes, e-pipes, e-hookahs and e-cigars.

Background: To date, e-cigarettes and similar devices are not regulated by the U.S. Food and Drug Administration (FDA) and are not approved as cessation aids. The FDA has, however, concluded that e-cigarette pose health risks and contain detectable levels of carcinogens and toxic chemicals. At this time, e-cigarettes are not considered a safe alternative to smoking, and no scientific evidence has shown that they help smokers quit.

SUBSTANCE ABUSE

The Salon Company believes that the safety, health and well-being of all employees and other individuals in its workplace are a priority and that alcohol abuse and drug use pose a significant threat thereto. Accordingly, the Salon Company has established a drug-free workplace program that provides that all employees are strictly prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of illegal drugs. Likewise, anyone found using or under the influence of any illegal drug, controlled substance, or alcohol during working hours will be subject to disciplinary action, up to and including immediate termination, to be determined by the Salon Company in its sole discretion. For the purpose of this policy, a controlled substance is defined as use of non-prescribed drugs, misuse or prescribed drugs or over-the-counter medication, or any substance that has been inhaled, ingested or injected that has cause an impairment.

If a job injury occurs, the Salon Company reserves the right to require the employee at issue to submit to a drug test. Likewise, the Salon Company reserves the right to institute a ~~random~~ drug test policy and/or to require an employee to submit to a drug test if the Salon Company management, in its sole discretion, has reasonable cause to believe an employee is under the influence of a prohibited substance and in violation of this policy. Any failure and/or refusal on the part of an employee to report for and comply with such a drug test within the requested

period of time will be deemed a positive result and may result in disciplinary action, up to and including immediate termination, to be determined by the Salon Company in its sole discretion.

TELEPHONE CALLS & CELLULAR PHONE USE

Our telephone facilities are for business use, so it is important to keep lines available for clients that may call to book appointments. Accordingly, employees should not use the Salon Company's telephones for any personal calls without first receiving permission from their supervisor. When making a personal call upon receipt of permission, employees should make sure there is another line available to receive incoming calls and limit the length of time spent on a personal call to the minimum necessary. Please instruct friends and relatives to limit incoming personal calls to those that are necessary.

The Salon Company recognizes the growing importance for employees to use their cellular telephones when conducting the business of the Salon Company. (i.e. Social Media Marketing, Day Planning, Appointment Booking, etc...). Therefore, cellular phones can be used by employees while working, provided they are being used to perform the business of the Salon Company. However, CELLULAR TELEPHONES ARE NOT TO BE USED AT, NEAR OR BEHIND THE FRONT DESK AT ANY TIME. In addition, CELLULAR TELEPHONES ARE NOT TO BE USED BY SERVICE PROVIDERS WHILE SERVICING GUESTS, UNLESS DOING SO TO CAPTURE IMAGES FOR SOCIAL MEDIA USE OR OTHER FORM OF PROMOTION.

EQUIPMENT & SYSTEMS USAGE

All computers, software, hardware, and computer-related materials and/or access made available to employees are the sole property of the Salon Company and are provided solely for employee use in conducting the Salon Company's business. Employees should have no expectation of privacy in the usage of these equipment or systems. The Salon Company reserves the right to monitor employee use of its equipment and services and make take disciplinary action, up to and including immediate termination, for any violation of this policy and/or any misuse or abuse, as determined by the Salon Company in its sole discretion, of said equipment and/or systems.

SOLICITATION, DISTRIBUTION & BULLETIN BOARDS

Employees may not at any time solicit any clients or other Salon Company visitors during working time, or in work areas. Nor may employees distribute literature in work areas at any time. An employee wishing to solicit their co-workers for sale of appropriate items or fundraisers (i.e. Girl

Scout cookies, wrapping paper, etc.) must request and receive prior permission from one of the owners before doing so in non-work areas. Employees may not solicit salon clients at any time. In no circumstances, however, should any such approved solicitations occur in such a manner to disturb the work of others during their working time. The Salon Company reserves the right to revoke any such granted privileges, however, if the Salon Company determines, in its sole discretion, that such solicitations have become disruptive or otherwise inappropriate for the workplace.

Any bulletin boards maintained by the Salon Company are to be used only for posting or distributing notices concerning the Salon Company's business or announcements of a business nature that are equally applicable and of interest to all employees. Excess documents may distract from this important business information. Accordingly, any information posted on the Salon Company's bulletin boards must have prior authorization from the management.

Persons not employed by the Salon Company may not solicit the Salon Company's employees or clients for any purpose or distribute literature of any kind on the Salon Company's premises.

PARKING

Unless instructed otherwise, do not park in the parking places immediately in front of the building. These spots are to be reserved for the convenience of our clients. Your supervisor or the owner will provide you with specific parking instructions based on the time of year.

USE OF PRODUCT DISPLAYS, TESTERS, SAMPLES & SUPPLIES

The Salon Company has several product displays, product samples & testers for clients to test products while making a buying decision. Employees are also allowed to use these displays, samples and testers if and only if they are also making a buying decision. Any other use of same is strictly prohibited. Professional supplies and back bar items are for use while performing scheduled services only and any personal use of these items by employees is strictly prohibited.

INTERNET & ELECTRONIC MAIL

Access to the internet and electronic mail may be provided to employees for the benefit of the Salon Company and said access shall be used solely for professional reasons and for the purposes of satisfying job requirements. Additionally, all such usage by employees shall be effective, ethical, and lawful.

Inappropriate Use

It shall be considered a violation of this policy for employees to use either internet or electronic mail access granted to them by the Salon Company to conduct personal business or for personal gain or advancement of individual views. Likewise, neither may be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

Email and internet provided by the Salon Company also shall not be used to access or create any fraudulent, harassing, obscene, offensive, or disruptive information or messages. Examples of items considered offensive are any information or messages which contain sexual content, racial slurs, gender-specific comments, any type of profanity and/or any comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, race, or disability. Employees are responsible for the contents of all messages, whether text, audio or images, they place, send, or receive over electronic media systems and must attach and transmit under their own names.

File downloads and executable software may not be downloaded at any time unless prior permission is obtained from the Salon Company. Likewise, employees shall not duplicate or download from the Internet or from any e-mail any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property without express permission from the owner of the material. The Salon Company reserves the right to monitor all employees' usage of internet and electronic property.

Violations

Any employee who violates this policy or otherwise uses the Salon Company's systems for improper or unauthorized purposes may be subject to disciplinary action, up to and including immediate termination, in the sole discretion of the Salon Company.

Property & Privacy

All messages created, sent and/or retrieved over the internet using the Salon Company's equipment, software, and/or services are the sole property of the Salon Company and shall be regarded as public information. Accordingly, employees have no expectation of privacy in any of said communications and the Salon Company reserves the right to access the records of employees' internet use, as well as the contents of any messages sent using its equipment, software, and/or services. Additionally, the Salon Company may access and monitor employee communications and files as it considers appropriate. There is no right of privacy with respect to the usage, messages, information, and data accessed, composed, sent, or received on any of the Salon Company's property. Likewise, no employee has any property right on any information utilized or contained on any electronic media or communications provided by the Salon Company.

BLOGGING AND SOCIAL MEDIA POLICY

The Boulevard Hair Co understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, the Boulevard Hair Co has a policy on blogging and social media. This policy applies to all associates who work for the Boulevard Hair Co.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Boulevard Hair Co, as well as any other form of electronic communication.

The same principles and guidelines found in the Boulevard Hair Co's policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of the Boulevard Hair Co or the Boulevard Hair Co's legitimate business interests may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read these guidelines, the Boulevard Hair Co Code of Conduct Policy, Proprietary Information Policy, Internet and E-Mail, & Other Company Communication Systems, and the Boulevard Hair Co No Harassment Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

Always be fair and courteous to fellow associates, customers, members, suppliers or people who work on behalf of the Boulevard Hair Co. Also, keep in mind that you are more likely to resolved work related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of basis of race, color, religion, sex, national origin, age, disability, genetic information, gender identity, sexual orientation or any other characteristic protected by law or company policy.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Boulevard Hair Co, fellow associates, members, customers, suppliers, and people working on behalf of the Boulevard Hair Co or competitors.

Post Only Appropriate and Respectful Content

- a. Maintain the confidentiality of the Boulevard Hair Co's trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.

- b. Respect financial disclosure laws. It is illegal to communicate or give a “tip” on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate the Insider Trading Policy.
- c. Do not create a link from your blog, website or other social networking site to the the Boulevard Hair Co’s website without identifying yourself as a the Boulevard Hair Co associate.
- d. Express only your personal opinions. Never represent yourself as a spokesperson for the Boulevard Hair Co. If the Boulevard Hair Co is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of the Boulevard Hair Co, fellow associates, members, customers, suppliers or people working on behalf of the Boulevard Hair Co. If you do publish a blog or post online related to the work you do or subjects associated with the Boulevard Hair Co, make it clear that you are not speaking on behalf of Company Name. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the Boulevard Hair Co.”

Using Social Media At Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager. Do not use the Boulevard Hair Co email addresses to register on social networks, blogs or other online tools utilized for personal use.

Authorized Blogging

The goal of authorized blogging is to become a part of the industry conversation and promote web-based sharing of ideas and exchange of information. Authorized blogging is used to convey information about company products and services, promote and raise awareness of Company Name’s brand, search for potential new markets, communicate with employees and customers to brainstorm, issue or respond to breaking news or negative publicity, and discuss corporate, business-unit and department-specific activities and events.

When blogging or using other forms of web-based forums, the Boulevard Hair Co must ensure that use of these communications maintains our brand identity, integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace. If you are authorized to blog on behalf of the Boulevard Hair Co you will be issued rules and guidelines.

Retaliation is Prohibited

The Boulevard Hair Co prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media Contacts

Employees should not speak to the media on the Boulevard Hair Co's behalf without contacting the Owners. All media inquiries should be directed to them.

If you have questions or need further guidance, please contact the Business Manager, Sean Culleton.

CODE OF CONDUCT

The Salon Company aims to hire people who are reliable and satisfied employees. Nevertheless, and because of the at-will nature of their employment with the Salon Company, employees may choose to resign or may be dismissed by the Salon Company for various reasons. Employees are expected always to conduct themselves in a positive and professional manner and to meet the Salon Company's standards of work performance, which include good attendance, punctuality, job proficiency, and compliance with the Salon Company's policies and procedures.

Failure to comply with these rules and standards and/or any employee conduct deemed to be unacceptable for any reason by the Salon Company will be reviewed on its own independent merit. Such behavior may result in disciplinary action ranging from verbal warnings up to and including discharge, with the appropriate action to be determined by the Salon Company in its sole discretion.

NOTE: THE SALON COMPANY IS AN AT-WILL EMPLOYER AND RESERVES THE RIGHT TO TAKE ANY FORM OF DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION, AT ANY TIME FOR ANY VIOLATION OF ITS POLICIES. THIS IS NOT A MANDATORY PROGRESSIVE DISCIPLINARY POLICY.

Unacceptable Conduct

The following are some examples of conduct deemed to be unacceptable:

1. Negligent, careless, unsafe, or inefficient performance of duty.
2. Failure to promptly report to an immediate supervisor an on-the-job injury or accident involving an employee, visitor, or equipment.
3. Intentional falsification of any employment record including payroll, complaints, information in the course of an investigation or other records required in the transaction of Salon Company business and client related records.
4. Illegal, misuse or improper removal of any property belonging to the Salon Company, other employees, or clients.
5. Absence without proper notification to immediate supervisor, excessive absenteeism/tardiness, or insufficient reasons for absenteeism/tardiness.
6. Insubordination, for refusal or failure to perform assigned work.
7. Reporting to work or being on the job under the influence of alcohol, illegal drugs, or other medications, which could impair judgment.

8. Commission of unlawful or immoral acts either on or off duty, which may, in the sole judgment of the Salon Company, impact the Salon Company's business status, even if such acts do not lead to a criminal conviction.
9. Making malicious, false, or derogatory statements that may damage the integrity or business status of the Salon Company, its employees, or its clients.
10. Any acts or threats of violence will not be tolerated.
11. Fighting, either verbally or physically.
12. Intimidation or harassment of other employees or clients or other individuals within the course or work.
13. Misrepresentation or withholding of pertinent facts to securing employment or maintaining of facts pertinent to securing or maintaining employment.
14. Poor judgment, improper conduct or conduct unprofessional of a Salon Company employee, including failure to maintain satisfactory or harmonious working relationships with employees or supervisors.
15. Lying or stealing.
16. Possession of any firearm, explosive, or dangerous weapon on company property without written permission.
17. Failure to observe any safety policy or OSHA rule.
18. Sleeping on duty.
19. Creating or contributing to unsanitary conditions.
20. Unsatisfactory job performance.
21. Failure to return to work following a leave of absence.
22. Unauthorized disclosure of confidential information belonging to the Salon Company or any confidential client information.
23. Solicitation of a client of the Salon Company for your own personal gain or profit while you are employed by the Salon Company.
24. Unauthorized use of any equipment or use of any equipment without the proper training or authorization.
25. Conducting a second job or participating in an activity which conflicts with the interest of the Salon Company and your ability to perform your job satisfactorily.
26. Any use of the Salon Company's Internet or email systems to send or receive personal e-mails or to access the Internet for personal use or surfing.

THE LIST ABOVE IS NEITHER EXHAUSTIVE NOR ALL INCLUSIVE AND IS PROVIDED MERELY AS AN EXAMPLE OF CONDUCT THAT CANNOT BE TOLERATED. THIS LIST IN NO WAY LIMITS THE SALON COMPANY'S RIGHT OR ABILITY TO DISCHARGE OR DISCIPLINE AN EMPLOYEE FOR WHAT THE SALON COMPANY DEEMS IN ITS SOLE DISCRETION TO BE INAPPROPRIATE CONDUCT AND IN

NO WAY CHANGES THE AT-WILL RELATIONSHIP BETWEEN THE SALON COMPANY AND ITS EMPLOYEES.

TERMINATION OF EMPLOYMENT

Exit Interview

In a voluntary separation situation, the Salon Company management may conduct an exit interview to discuss the employee's reasons for leaving and any other impressions that the employee may have about The Boulevard Hair Company.

Return of Company Property

At the time of termination, regardless of the circumstances surrounding the same, employees shall return all the Salon Company's property, materials, and/or proprietary information immediately. Any company equipment or goods not returned by the employee immediately will be deducted from the employee's final paycheck for the amount assigned on the Assignment of Wages form accompanying the property at time of issuance. It is the sole responsibility of the employee to immediately reimburse to the company, any amounts not able to be retrieved by way of deduction.

Final Pay

In cases of involuntary terminations, final pay will be issued at the time of termination. In cases of voluntary terminations, final pay will be issued at the time of the next regular pay check. Final paychecks will include all wages for hours worked through the last day of employment. Any costs associated with lost or damaged property of the Salon Company, as described previously, will be deducted from the employee's final paycheck.

GENERAL COMPENSATION POLICIES

BASE COMPENSATION

It is the Salon Company's desire to pay all employees' wages or salaries that are competitive with other employers in the marketplace and in a way that will be motivational, fair, and equitable. Compensation is based on experience, roles and responsibilities, individual, and company performance, and in compliance with all applicable laws.

PAYDAY & TIMEKEEPING PROCEDURES

For wage and hour reporting purposes, our payroll week is a seven (7) consecutive day period starting Sunday at 12 midnight and ending at 11:59 PM on the following Saturday. All information must be accurately entered into the time tracking system for payroll integrity and insurance tracking purposes. All employees must clock in for themselves. Any employee found clocking in or out for another employee or asking another employee to clock in or out for them will be committing time card fraud. Time card fraud is a serious offense and will result in immediate termination for both the person requesting and the person performing the time card fraud.

Payroll is distributed bi-weekly, on Friday. This is based on a two-week period running from Sunday to Saturday and Sunday to Saturday. Direct deposit is offered, as well as Electronic Statements through Intuit View My Paycheck. Regular payroll dates will move when federal holidays alter the pay schedule. All employees please note that The Boulevard has implemented paperless paychecks for all employees.

OVERTIME

All non-exempt employee must receive prior approval from Salon Company management before working any overtime. Failure by any such employee to obtain prior approval before working overtime may subject the employee to disciplinary action, up to and including termination, to be determined by the Salon Company in its sole discretion. Employees entitled to overtime pay as a matter of law shall receive one and one half (1½) times the employee's hourly rate for all hours actually worked over 40 hours in any standard workweek. Only hours actually worked are included in the 40-hour accumulation. Salon Company does not include any hours covered by a benefit in overtime calculation.

In accordance to the FLSA, the Salon Company will not authorize any employee to receive paid time off in lieu of overtime compensation (comp time). If you are asked and/or approved to work overtime, you will be compensated for all overtime hours worked.

TIPS & REPORTING

Any tips collected by the Salon Company at the register (i.e. tips paid on credit card and check) will be paid to the employee through their regular paycheck with all applicable taxes withheld. Any cash tips collected by the employee and reported to the Salon Company using the below procedures will also be reflected on the employee's regular paycheck with all applicable taxes withheld. Employees will be able to identify their tip income separately from their commission or other forms of income.

The salon has entered into a Tip Reporting Alternative Commitment (TRAC) with the IRS. Under this agreement, the Salon Company is required to establish and maintain an educational program to train newly hired and existing employees that the law requires employees to report monthly their cash and charged tips to their employer.

Additionally, the Salon Company is required to establish procedures under which a written or electronic statement is prepared and processed on a regular basis (no less frequently than monthly), reflecting all tips for services attributable to each Employee. To comply with this requirement, the below procedures are to be followed by all employees when reporting tips received:

Charged Tips & Tips on Checks Reporting

As stated above, tips paid on credit card and check will be paid to the employee through their regular paycheck with all applicable taxes withheld. Employees are not required to report such tips to the Salon Company, as those records will be maintained by the salon and reflected in your regular paycheck.

Cash Tips Reporting

Cash tips reporting is completed on an electronic Gratuity Report Form. Each employee who receives tips/gratuities must complete this form bi-weekly and submit it electronically no later than midnight on Monday of the week paychecks are distributed. Gratuity Forms are to be completed and submitted at salonblvd.com/employee-portal. If an employee does not have access to the internet for electronic submission, a paper form will be made available. All paper forms are to be submitted in the lock box located in the break room. The employee should notify Sean of this need as soon as it is known.

SERVICE PROVIDER COMPENSATION/SCHEDULING POLICIES

The Boulevard Hair Company has adopted and implemented business systems and strategies produced by The Summit Salon Business Center. These systems are designed to promote individual (service provider) success, Company success and improved client satisfaction. Service providers will be required to learn and implement these systems as prescribed by the Salon Company. The below policies are not all encompassing as they relate to the implementation of The Summit Salon systems, but merely a reference for employees to determine compensation goals and scheduling requirements.

COSMETOLOGIST LEVEL SYSTEM

The Salon Company pays wages to hair stylists and sets prices based on the below Level System. A cosmetologist will earn either commission-based wages or their base hourly rate of pay, whichever is higher. Under no circumstances will a service provider earn both.

REQUIREMENTS	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 4A	LEVEL 4AA
TOTAL NUMBER OF GUEST VISITS	90	100	110	120	150	180
TOTAL NUMBER OF REPEAT/REQUEST	60	75	85	95	130	170
TOTAL NUMBER OF REFERRALS	12	10	8	6	4	2
REBOOKS NEEDED FROM TOTAL GUEST VISITS	45	60	77	90	120	150
AVERAGE SERVICE TICKET	\$60	\$72	\$83	\$93	\$104	\$116
TOTAL NUMBER OF SERVICES	145	170	195	220	285	360
TOTAL NUMBER OF HAIR CHEMICALS (scalp, color, foils, perms, etc....)	25	35	45	55	75	100
TOTAL NUMBER OF ADDITIONAL SERVICES (Color Overlays, Per Foils, Per Rods, Facials, Waxing, Conditioners, Make-Up, etc....)	30	35	40	45	60	80
RETAIL UNITS PER GUEST	0.5	0.6	0.7	0.8	0.9	1.0
TIMELINE (may vary by stylist)	1 YEAR	1 YEAR	1.5 YEARS	2 YEARS	3 YEARS	3 YEARS
SCHEDULE REQUIREMENTS	4 nights Fri/Sat	3 nights Fri/Sat	2 nights Fri/Sat	2 nights EO Sat	Flex	Flex

LEVEL JUMPS (PROMOTIONS)

A cosmetologist will earn a “level jump” only when they reach **ALL** their target numbers for three (3) out of four (4) consecutive months. The timeline listed in the Level Chart is only an illustration of how long the average Summit Stylist will remain in that level before qualifying for promotion. Cosmetologists may level jump earlier or later than the average timeline, depending on their ability to reach their target numbers.

SERVICE COMMISSION

Service Providers are paid service commissions based on their level and the time they were hired. Employees will be notified of their service commission schedule when hired.

RETAIL COMMISSION

Service Providers are paid retail commissions based on the **weekly dollar amount** of retail sold as follows:

Retail Commission Rate	
\$0-99.99	0%
\$100-199.99	10%
\$200-299.99	15%
>\$300	20%

BASE HOURLY RATE OF PAY (SERVICE PROVIDERS)

A service provider’s base hourly rate of pay will be the minimum wage set forth by the State of Missouri. As of 2021, this rate is effectively set at \$10.30 per hour.

NOTE: Employees are required to check on and confirm by midnight of Monday of the week they are being paid that there are NO payroll mistakes. If there are mistakes, please complete a payroll change form (available online at <http://www.salonblvd.com/employee-portal>). Please submit the form and follow up with Sean Culleton to verify it was received.

SERVICE PROVIDER SCHEDULING

The Salon Company schedules service providers through a “double-shifting” system. A full-time service provider generally is scheduled to work 32 hours per week (four 6-hour shifts and one 8-hour shift). As a service provider advances to higher levels, his or her regular schedule is designed

to become more flexible and match the typical requests of his or her target demographic. See the level chart above to determine scheduling requirements for each level.

NON-SERVICE PROVIDER COMPENSATION/SCHEDULING POLICIES

BASE HOURLY RATE OF PAY (NON-SERVICE PROVIDERS)

It is the Salon Company's desire to pay all employees wages or salaries that are competitive with other employers in the marketplace and in a way that will be motivational, fair, and equitable. Compensation may vary based on roles and responsibilities, individual, and company performance, and in compliance with all applicable laws.

NOTE: Employees are required to check on and confirm by the Tuesday of the week they are being paid that there are NO payroll mistakes. If there are mistakes, please complete a Payroll Change Form (available online at <http://www.salonblvd.com/employee-portal>). Please submit the form and follow up with Sean Culleton to verify it was received.

NON-SERVICE PROVIDER SCHEDULING

A non-service provider's schedule will be determined based on their stated availability when they were hired, and Company needs. Non-service providers should consult with their Department Head and/or the owners to determine any changes to their schedule.

PERFORMANCE BASED MONTHLY REWARD SYSTEM (FRONT DESK)

The Salon Company has a performance based MONTHLY REWARD SYSTEM for front desk personnel. This system provides incentives for the Front Desk Associates to achieve any/all targets established for the month

Front Desk Associates will have both individual and team goals. These goals will be set on a monthly basis and will be located in the front pocket of the Front Desk Tracking System Binder. The goals will be based on the following charts:

Monthly Front Desk INDIVIDUAL Goals			
TARGET	ADD'L SERVICES	GIFT CARDS	REFERRALS
GOALS	40 services (or \$ 800)	\$1000	5 referrals (or \$ 250)
IDEAS HOW...	Any service that is upsold while: Confirming appts Phone Appts Salon Tours	GCS Sold GC Upsold	Friends Family Social Networking Business Neighbors <small>*total depending on salon new guest avg service ticket</small>

Monthly Front Desk TEAM Goals			
TARGET	RETAIL (RTS%)	REBOOK %	SEASONAL GCS
GOALS	Goal set by adding 2% to salon's current 3 month RTS% trend Never lower than 15% Once goal is achieved 3 months in a row, it is raised 2% points.	Goal is set by adding 3-5% to the salon's current 3 month Rebook % trend Never lower than 50% Once goal is achieved 3 months in a row, it is raised 3-5% points.	20% greater than the same month last year. Valentine's Day Mother's Day Holiday Season (November – December)

PERFORMANCE BASED MONTHLY REWARD SYSTEM	
Rewards are paid per individual upon achieving their total number of targets in both the individual & team charts.	
ONE TARGET	\$15 Gift Card / Bonus
TWO TARGETS	\$30 Gift Card / Bonus
THREE TARGETS	\$45 Gift Card / Bonus
FOUR TARGETS	\$60 Gift Card / Bonus
FIVE TARGETS	\$75 Gift Card / Bonus
SEASONAL GIFT CARDS	Special Team Reward (ex: team night out, catered lunch, etc...)
PERFORMANCE BASED HOURLY RAISE	
Qualifying Monthly = When a front desk associate has achieved hitting 5 targets during a month. Must have 5 Qualifying Months in a 12-month period to receive a \$1 per hour raise.	

*If a front desk associate doubles any single goal for a given month, that will count as "2 targets".

EMPLOYMENT BENEFITS POLICIES

We strive to provide benefit policies that will be helpful to all employees. However, these policies may be adjusted or eliminated at the company's discretion.

EDUCATIONAL BENEFITS

The salon company offers an Educational Stipend to all service providers to be used towards their required class outside of the salon. (See LICENSING & EDUCATIONAL REQUIREMENTS above) The amount of the stipend varies based on the service provider's level as shown below:

LEVEL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 4A	LEVEL 4AA
ANNUAL EDUCATIONAL STIPEND	\$50	\$75	\$100	\$125	\$150	\$175

INSURANCE/CAFETERIA PLAN

The salon company offers health insurance to all full-time employees. A benefit guide detailing the plans offered and the rules surrounding eligibility can be requested at any time.

For more information regarding our benefits enrollment procedures, please contact Sean Culleton at (314) 374-1434 or management@salonblvd.com, or the company's insurance broker representative, Lucy Sullivan at (314) 315-3450 or lucy.sullivan@jwterril.com.

RETIREMENT PLAN (SIMPLE IRA)

The Savings Incentive Match Plan for Employees (Simple IRA) offers Company employees a unique opportunity for savings, financial growth and favorable tax treatment. The SIMPLE IRA plan helps contributors save in several ways:

- Gross taxable income is reduced
- The Company will match the employees' contribution dollar-for-dollar up to 3% of their gross annual earnings.
- Convenience of payroll deduction (amount you choose)

The SIMPLE IRA plan is administered through an investment firm and managed internally by The Boulevard Hair Co. The Company makes matching contributions equal to 100% of Elective Deferrals that does not exceed the Company's selected maximum percentage of annual base salary compensation. Each year the Company chooses the percentage of matching funds for the

year. The company will notify you in writing for each plan year that you satisfy the eligibility requirements for participation in the SIMPLE IRA Plan. Eligible employees will generally have no less than 60 days to decide if they would like to participate in the SIMPLE IRA plan and how much wages they would like to contribute.

WORKERS' COMPENSATION

All employees are covered by the Workers' Compensation Law which was established to standardize the benefit structure, reduce litigation, and encourage early rehabilitation intervention, good employee/employer relationship and return to work programs. All job-related injuries should be reported immediately to the Manager. Appropriate forms must be completed, and employees are expected to cooperate fully in completing any necessary forms or reporting for any required examination.

DISCOUNT POLICY

Employees are permitted to trade services if they so wish. Employees may get their hair styled, colored, or permed before the workday begins, after it ends, or on a scheduled day off. Additionally, services provided under this policy may only be scheduled on Mondays through Thursdays and not on any Friday or Saturday, except with prior approval from management. Applicable product charges will be imposed at the time of service and must be paid at that time.

Employees may purchase products at a 40% discount off the retail price. Employees may also directly order products from the suppliers at cost; see your Department Head for proper procedure prior to placing personal orders. Each employee is allowed to perform gratuitous service to two (2) guests per month. Applicable product charges will be imposed at the time of service and must be paid at that time.

PAID TIME OFF (PTO)

The purpose of Paid Time Off (PTO) is to provide employees with flexible paid time off from work that can be used for such needs as vacation, personal or family illness, doctor appointments, school, volunteerism, and other activities of the employee's choice. The company's goal is to reduce unscheduled absences and the need for supervisory oversight.

The company provides PTO based on the following guidelines.

Eligibility Requirements

To be eligible for PTO employees must meet **ALL** of the following criteria:

1. Employee must be full-time (scheduled an average of 32 hours per week or more). Employees working less than 32 hours per week are not eligible for PTO.
2. Employee must have been employed by the company for a minimum of one (1) year.
3. **If a service provider**, employee must be classified as a Level 2 SP or above. Service Providers classified as a Level 1 are not eligible for PTO.

Accrual of PTO

Our “PTO year” is based upon the calendar year. This means that your PTO year begins on January 1 and ends on December 31 of each year. Effective January 1, 2022 all eligible employees will annually accrue 6 PTO days (or 32 hours) on January 1st of the calendar year. Employees will begin accruing PTO when they meet ALL three (3) of the above eligibility criteria above. On the date an employee becomes eligible for PTO, the employee will accrue the prorated portion of annual PTO days/hours based on the remaining days in the calendar year.

Example: Employee A becomes eligible for PTO on July 1st. Employee A will initially accrue 3 days of PTO (16 hours) on July 1st. Employee A will then accrue 6 days (32 hours) of PTO annually every January 1st thereafter, provided he or she remains eligible for PTO.

PTO Compensation Rates

SUPPORT STAFF

PTO compensation for eligible support staff will be paid based on their hourly rate at the time the PTO is taken. (example: Employee A regularly earns \$14 per hour and takes 32 hours of PTO vacation. Employee A will be compensated a total of \$448.00 in PTO (\$14 x 32 hours).

SERVICE PROVIDERS

PTO compensation for eligible Service Providers will be paid based on their Level at the time the PTO is taken. PTO compensation for various levels is based on the following table:

LEVEL	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 4A	LEVEL 4AA
Hourly PTO Rate	\$26.21	\$32.79	\$39.89	\$54.97	\$73.43
PTO Hours Earned Annually	32	32	32	32	32
Annual PTO Compensation Available	\$838.72	\$1049.28	\$1276.48	\$1759.04	\$2349.76

Use & Scheduling of PTO

All PTO leave must be documented and requested by using the “Paid Leave Request” form on the employee portal (*available online at <http://www.salonblvd.com/employee-portal>*). Before

requesting paid leave, employees must confirm that the leave to be requested is available to them by checking the leave balances on their most current pay voucher.

Employees may use time from their PTO bank in hourly increments. To take PTO requires thirty (30) days of notice to the supervisor and Business Manager unless the PTO is used for legitimate, unexpected illness or emergencies. In all instances, PTO must be approved by the owner's or business manager in advance of taking the leave.

All PTO requests are subject to your supervisor's approval as well as team or department staffing needs. We understand that unscheduled absences occasionally happen; however, when possible, PTO should be scheduled in advance. **Under no circumstances will PTO be granted for unapproved leaves of absence.**

Roll Over of PTO hours

Employees may rollover a maximum of thirty-two (32) hours of PTO from one year to the next. It is the employee's responsibility to monitor their PTO hours to ensure they do not have more than 32 hours of PTO prior to January 1 of the upcoming year. Any hours over the maximum that are not taken prior to January 1 will be forfeited and not paid.

Option to Cash Out PTO

Eligible employees may elect to cash out their earned PTO while not actually taking time off. Employees wishing to cash out their earned PTO must provide the employer with a minimum 30-day notice prior to the pay date they wish to be compensated for the PTO.

PTO Upon Termination

Employees will not be paid for any unused, accrued vacation upon termination of employment.

BEREAVEMENT LEAVE

In the event of a death of an immediate family member, employees will be allowed up to six (6) working days off without pay (unless employee elects to use accrued PTO) to arrange and attend the funeral. This time must be used in consecutive days. For the purposes of this policy, immediate family is defined as mother, father, grandmother, grandfather, sister, brother, spouse, or children.

MATERNITY LEAVE

The Salon Company provides maternity leave for adoptive and natural mothers as a benefit of employment here. To be eligible for these benefits:

- You must have worked full time for the Salon Company for a minimum of 12 continuous months.
- We ask that you request leave a minimum 30 days in advance if possible. If this is not possible, please place your request ASAP once you become aware of it.

The benefits are as follows:

- Up to 12 weeks of unpaid leave.

Prior to the start of your maternity leave, the employee and the Salon Company will create a return to work plan that also includes the leave time. The employee is expected to communicate with the Salon Company if the leave plan or return to work plan needs to change while on leave.

JURY DUTY

The Salon Company will grant employees an unpaid leave of absence to serve jury duty. However, employees are expected to provide the Salon Company with a copy of the jury duty notice as soon as possible. Employees are also expected to call in daily to report their status while on jury duty and should report to work on non-jury days or on days when the jury is dismissed early.

MILITARY LEAVE

All eligible employees will be granted military leave in accordance with the provisions of the Uniformed Services Employment and Re-Employment Act (USERRA). USERRA applies to persons who perform duty, voluntarily or involuntarily, in the “uniformed services”, which include the Army, Navy, Marines, Air Force, Coast Guard and Public Health Service commissioned corps, as well as the reserve components of each of these services.

An employee requesting military leave should notify their supervisor, a manager or the owner as soon as possible, and is also required to submit a copy of their orders to a manager or the owner not less than one week before leave begins, except for military emergencies where such notice is not possible.

OTHER UNPAID LEAVES OF ABSENCE

The Salon Company may, in certain extenuating circumstances and in its sole discretion, grant an employee an unpaid and unprotected leave of absence. Unless the leave is for a reason mandated by ADA, only regular, full-time employees are eligible for any such leave of absence and only after they have exhausted all of their other available leave time. An employee who desires to request

such a leave of absence should direct their request to the owners, who may ask the employee to provide documentation supporting the need for the requested leave of absence. Any such request should be made as far in advance as possible. Employees should be aware, however, that they are in no way guaranteed that such a request will be granted. Rather, the decision of whether to grant a requested leave of absence rests in the sole discretion of the Salon Company.

HOLIDAYS

The Salon Company generally observes seven (7) holidays each year that include:

New Year's Day (January 1 st)	Thanksgiving Day (4th Thursday of November)
Independence Day (July 4 th)	Christmas Eve (December 24 th)
Memorial Day (last Monday of May)	Christmas Day (December 25 th)
Labor Day (1 st Monday of September)	

The Salon Company will be closed on these holidays. All employees will receive this time off without pay to observe these holidays. If there is any deviation from this written policy, you will be notified in writing before the holiday.

**ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK &
DISCLAIMER
(EMPLOYEE COPY)**

I HAVE RECEIVED A COPY OF THE BOULEVARD HAIR COMPANY’S EMPLOYEE HANDBOOK AND AGREE TO READ, UNDERSTAND AND ABIDE BY ITS POLICIES AND PROCEDURES. IF I HAVE ANY QUESTIONS, I CAN ASK SALON COMPANY MANAGEMENT.

DISCLAIMER

I UNDERSTAND THAT ALL EMPLOYEES OF THE BOULEVARD HAIR COMPANY (“THE SALON COMPANY”) ARE EMPLOYEES-AT-WILL. MY EMPLOYMENT IS NOT FOR A FIXED TERM OR FOR A DEFINITE PERIOD. NEITHER THIS HANDBOOK NOR ANY OF ITS SPECIFIC PROVISIONS ARE TO BE CONSIDERED A CONTRACT OF EMPLOYMENT WITH THE SALON COMPANY OR AS ALTERING MY AT-WILL EMPLOYMENT STATUS WITH THE SALON COMPANY IN ANY MANNER OR RESPECT. I HAVE THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME WITH OR WITHOUT CAUSE, AND THE SALON COMPANY RESERVES THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT PRIOR NOTICE.

NOTHING IN THIS EMPLOYEE HANDBOOK IN ANY WAY CREATES AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. THIS EMPLOYEE HANDBOOK MAY BE AMENDED, MODIFIED, OR TERMINATED AT ANY TIME. FURTHER, THE SALON COMPANY RESERVES THE RIGHT TO EXERCISE TOTAL DISCRETION IN THE APPLICATION OF THIS HANDBOOK AND ITS SPECIFIC PROVISIONS.

EMPLOYEE SIGNATURE

DATE

PRINT SIGNATURE

PLEASE SIGN, DATE AND RETAIN WITH COPY OF EMPLOYEE HANDBOOK

**ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK & DISCLAIMER
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EMPLOYEE SIGNATURE

DATE

PRINT SIGNATURE

PLEASE SIGN, DATE AND REMIT TO SALON COMPANY MANAGEMENT

APPENDIX A