

Painted Sky Designs Code of Conduct

The Painted Sky Designs Code of Conduct includes information concerning the policies and practices of Painted Sky Designs. It does not constitute a contractual obligation of any kind to any prospective, present or past employees or suppliers. We reserve the right to modify any and all policies and practices outlined in this handbook at any time.

The Painted Sky Designs Workplace Code of Conduct was developed in alignment with the Fair Labor Association Workplace Code of Conduct. This code's standards are based on International Labor Organization standards and accepted good labor practices.

Employment-At-Will: Painted Sky Designs has no expressed or implied contract with its employees concerning the terms and conditions of employment. Painted Sky Designs and its employees have the right to terminate the employment relationship at any time, with or without cause, and with or without notice.

Employment Policies

Equal Opportunity Employment: Painted Sky Designs is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, or any other applicable status protected by federal, state or local law.

Americans with Disabilities Act (ADA): Painted Sky Designs does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. Painted Sky Designs complies with the Americans with Disabilities Act (ADA) and all other applicable federal, state and local laws protecting qualified individuals with known disabilities. Accordingly, we will reasonably accommodate qualified individuals with disabilities, unless doing so would create an undue hardship on the Company. Examples of "reasonable accommodation" include, but are not limited to, job reassignment, modified work schedules and the acquisition or modification of equipment or devices. Reasonable accommodation will be considered on a case-by-case basis.

Open Door Policy: Painted Sky Designs's Open Door Policy allows its employees the right and freedom to present ideas, discuss problems or voice complaints to anyone in management, include Painted Sky Designs Owners.

Voluntary Resignation: Any non-exempt employee who voluntarily terminates their employment is asked to provide at least fourteen (14) days written advance notice to their supervisor. This notice should include the effective date of termination and reason for resignation. Exempt Employees are kindly asked to provide thirty (30) days written notice to ownership.

Intellectual Property: During the course of your employment, you may be asked to create, develop or work on a variety of projects, programs, educational materials and the like. All creations, results, work product, drawings, writings, documents, records, research, designs and conceptions are and remain proprietary information and are the exclusive property of Painted Sky Designs.

Confidentiality: During the course of your employment, you will have access to and receive confidential, proprietary, and trade secret information. No employee is authorized to reproduce,

copy, disclose, use or release such information to anyone outside the organization except as may be required in the normal course of business (and only if the appropriate confidentiality/non-disclosure agreement has been fully executed) without written authorization from ownership. This obligation continues after your employment with Painted Sky Designs ends and is in addition to any other restrictions that may be provided by law.

Employment Classification

In accordance with the Fair Labor Standards Act (FLSA), Painted Sky Designs classifies its employees as follows:

Exempt Employees: Employees whose job duties meet the U.S. Department of Labor's criteria for exemption from the FLSA, and therefore, ARE exempt from the minimum wage and overtime provisions of the law. They are paid on a salary basis.

Painted Sky Designs has established the following categories for both non-exempt and exempt employees:

Full-Time Regular: Employees who are not in a temporary status and who are regularly scheduled to work 32-40 hours of work per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.

Part-Time Regular: Employees who are not in a temporary status and who are regularly scheduled to work 20-32 hours each week. Part-time employees who work less than 32 hours a week are not eligible for employee benefits except where mandated by applicable law.

Temporary: Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees are not eligible for employee benefits except where mandated by applicable law.

Compensation and Scheduling

Compensation: The rates of pay at Painted Sky Designs are determined on the basis of job requirements and market conditions. It is our policy to pay wages and offer benefits which are equitable and competitive and which will aid in the recruitment, retention, and motivation of a highly qualified staff.

Pay Procedures: Employees are paid on a bi-weekly basis.

Employee Insurance Benefits

Painted Sky Designs employees have an opportunity to participate in medical insurance programs. Painted Sky Designs will pay the employee's monthly medical premiums.

Self-managed PTO

Painted Sky Designs has adopted a Self-Managed PTO (Paid Time Off) policy for exempt employees, where each employee is afforded the flexibility to take unlimited vacation and sick time as needed. We offer our employees flexibility because we want to invest in their personal

lives. But the investment needs to be mutual. In return for flexibility, we ask our employees to invest themselves in our mission, making sure work gets done and gets done well, so our organization can thrive, our customers are supported, and our colleagues can balance their lives, too.

Time off lasting more than one week must be pre-approved at least one month in advance. Time off lasting more than two weeks must be pre-approved at least 2 months in advance.

Exempt employees will not “accrue” vacation time under this policy, therefore you will not receive compensation for “unused” vacation time upon termination of employment.

Workers Compensation

We provide compensation for work-related illness, accidental injury, or fatality in the course of, or as a result of employment while on duty. All accidents must be reported to your direct supervisor immediately. Failure to follow reporting procedures could jeopardize your eligibility and may result in disciplinary action up to and including termination. We reserve the right to require a medical exam before issuance of benefits and/or return to work after a work-related injury or illness.

Leaves

Bereavement Leave: Requests for bereavement leave should be made to owners.

Voting Time: Painted Sky Designs encourages all employees to fulfill their civic responsibilities and to vote in all official public elections. Generally, your working hours are such that you will have ample time to cast your vote before or after working hours. However, Painted Sky Designs complies with all applicable voting-time laws of the states and municipalities in which its communities and offices are located.

Jury and Witness Duty Leave:

To qualify for jury or witness duty leave, you must submit to owners a copy of the summons to serve as soon as it is received. In addition, proof of service must be submitted to your supervisor when your period of jury or witness duty is completed.

If you are summoned to jury duty, Painted Sky Designs will pay you for the scheduled work hours you missed during your active period of jury duty up to a maximum of three working days per calendar year. This is in addition to the allowance you receive from the court for such service. However, you must return to work as soon as you are released from jury duty.

Harassment

All Painted Sky Designs staff members, vendors and visitors are expected to adhere to a standard of conduct which exemplifies and supports a professional work environment free from all forms of discrimination and harassing conduct based on race, color, religion, sex, national origin, age, sexual orientation, disability, military or any other status protected by federal, state or local laws.

Harassment includes, but is not limited to:

- Verbal harassment such as epithets, derogatory comments or slurs.
- Physical harassment such as assault, impeding or blocking movement or any physical interference with normal work or movement directed at an individual.
- Visual forms of harassment such as derogatory posters, cartoons or drawings.

- Sexual harassment such as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, such as name calling, suggestive comments or lewd talk and jokes: (a) if submission to such conduct is made a term or condition of working at the Company; (b) if submission to or rejection of such conduct is the basis for employment decisions; or (c) if such conduct unreasonably interferes with the individual's work performance or has the purpose or effect of creating an intimidating, hostile or offensive work environment.
- Bullying behavior in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures.
- Intentional and/or persistent refusal to respect an employee's gender identity (e.g. intentionally referring to an employee by a name or pronoun that does not correspond to their gender identity).
- Persistent, unwanted questions relating to an employee's gender identity, gender expression, or transgender status (e.g. questions related to genitalia, sex assigned at birth).

Sexual harassment requires some special attention because it is often hard to define. It can include unwelcome conduct of a sexual nature such as sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature such as comments, touching, teasing, joking or intimidation. It can include conduct between people of the same sex as well.

We are aware that conduct which might be offensive to some individuals might be considered inoffensive by others. We are also aware that not all conduct of a sexual nature amounts to illegal sexual harassment. However, we believe it is important to put a stop to harassing conduct before it reaches the point of interfering with work or creating an intimidating, hostile or offensive environment.

With this in mind, if you feel you have witnessed or been subject to harassment or discrimination of any kind, even if you consider it minor:

- If you want to make a formal complaint and have your complaint investigated, you must promptly bring the matter to the attention of owners.
- Owners will take prompt action to ensure that your complaint is fairly and thoroughly investigated. Confidentiality will be maintained to the extent consistent with a fair investigation.
- If an investigation reveals that this policy has been violated, ownership will take prompt and appropriate corrective action designed to stop the harassment/discrimination and prevent recurrences, which may include discipline or termination of the accused.

Retaliating or discriminating against someone for complaining about harassment, discrimination or cooperating in an investigation is also a violation of this policy that can result in discipline or termination. If you believe you have been retaliated against, report this immediately to owners.

Employee Safety and Health

Accident prevention should be a top priority for all employees. Your responsibilities include:

- Obeying the safety rules.
- Following safe job procedures.

- Keeping work areas clean and free from slipping or tripping hazards.
- Using available personal protective equipment and requesting said equipment when needed.
- Using care when lifting and carrying objects.
- Observing restricted areas and all warning signs.
- Reporting unsafe conditions to supervisors.
- Promptly reporting every accident and injury to your supervisor.
- Following the care prescribed by the attending physician when treated for an injury or illness.
- Participating in accident investigations or other loss prevention activities as needed.

Painted Sky Designs Corporate Social Responsibility (CSR) company policy.

Mission: Painted Sky Designs creates original art and turns it into functional outdoor furniture and accessories. We believe in being different by design, which is why corporate responsibility is woven into how we develop, manufacture, and sell products.

Corporate Social Responsibility

Our Corporate Social Responsibility (CSR) policy refers to our responsibility toward our environment, community, customers, and employees. We aim to meet the highest standards of ethics and professionalism through our own practices and those of our suppliers.

Painted Sky Designs' corporate social responsibility falls under two categories: **compliance** and **proactiveness**. Compliance refers to our commitment to legality in all aspects of business. Proactiveness encompasses our commitment to care of our employees, help our communities and customers, and protect our natural environment.

Compliance

Legality

Painted Sky Designs will:

- Respect the law as it pertains to all aspects of business development, production, import/export, promotion and sales
- Ensure all business operations are legitimate
- Keep every partnership and collaboration open and transparent

Business ethics

Painted Sky Designs will conduct business with integrity and respect to human rights, including in relation to our suppliers. We'll promote:

- Safety and fair dealing
- Respect toward the consumer
- Non-discrimination policies
- Anti-bribery and anti-corruption practices

This includes:

Employment Relationship

Employers shall adopt and adhere to rules and conditions of employment that respect workers and, at a minimum, safeguard their rights under national and international labor and social security laws and regulations.

Nondiscrimination

No person shall be subject to any discrimination in employment, including hiring, compensation, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, social group or ethnic origin.

Harassment or Abuse

Every employee shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological, or verbal harassment or abuse.

Forced Labor

There shall be no use of forced labor, including prison labor, indentured labor, bonded labor or other forms of forced labor.

Child Labor

No person shall be employed under the age of 15 or under the age for completion of compulsory education, whichever is higher.

Freedom of Association and Collective Bargaining

Employers shall recognize and respect the right of employees to freedom of association and collective bargaining.

Health, Safety and Environment

Employers shall provide a safe and healthy workplace setting to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employers' facilities. Employers shall adopt responsible measures to mitigate negative impacts that the workplace has on the environment.

Painted Sky Designs is committed to participation in the Fair Labor Association, as well as the Ethical Supplier Engagement Program through Sumerra. Annually, Painted Sky Designs participates in training through the Fair Labor Association required to maintain its affiliation.

The Ethical Supplier Engagement Program, known as ESEP, is a supply chain monitoring program designed to support collegiate licensees like Painted Sky Designs, their suppliers, and associated universities in understanding the ethical sourcing performance at their manufacturing facilities. In 2022, Painted Sky Designs will participate in a supplier audit and subsequent corrective action plans and training based on the results of the audit.

Painted Sky Designs is committed to ongoing supply chain monitoring activities under the guidance of the Fair Labor Association and Sumerra's ESEP program.

Protecting people

Painted Sky Designs will ensure that we:

- Don't risk the health and safety of our employees and community.
- Avoid harming the lives of local and indigenous people.
- Provide an employee handbook with policies that address non-discrimination, sexual harassment, work leave, and compensation that is shared with each employee
- Support diversity, equity and inclusion

Human rights

Painted Sky Designs is dedicated to protecting human rights. We are a committed equal opportunity employer and will abide by all fair labor practices. We'll ensure that business activities do not violate human rights in any country. We are a proud member of the Fair Labor Association, which holds its members to a higher level of workforce accountability.

Proactiveness

Donations

Painted Sky Designs reserves a budget to make monetary donations or provide in-kind products to community nonprofits. These donations will aim to:

- Advance the arts, education and community events.
- Protect the environment and ensure good stewardship of natural resources
- Help raise funds for wildlife conservation and habitat.

As such, we offer partnerships with conservation organizations, both local and national, including Rocky Mountain Elk Foundation, National Wild Turkey Federation, Ducks Unlimited, and Pheasants Forever. Painted Sky Designs provides quarterly contributions to One Tree Planted, which is defined as \$1 for each product sold through www.paintedskydesigns.com.

Volunteering

Painted Sky Designs encourages its employees to volunteer in local programs that benefit our headquarters community. Painted Sky Designs may sponsor volunteering events from other organizations.

Preserving the environment

Apart from legal obligations, Painted Sky Designs will proactively protect the environment. Examples of relevant activities include:

- Recycling
- Conserving energy
- Using environmentally-friendly technologies related to warehousing, shipping, and distribution of product and packaging

Learning

Painted Sky Designs will actively invest in responsible Research & Development. We will be open to suggestions and listen carefully to ideas. Our company will try to continuously improve the way it operates for the benefit of community, environment, employees, and customers.