



**EMPLOYEE HANDBOOK
POLICIES AND PROCEDURES**

October, 2022

INTRODUCTION

1.1 Welcome

Welcome!

On behalf of your colleagues, we welcome you to The Owl Saloon and wish you every success here.

We believe that each employee contributes directly to The Owl Saloon growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with The Owl Saloon.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Jeremy Matke
Victor Muniz
Directors - Operators

1.2 Values

Accountability – All of us take ownership in The Owl Saloon. We do what is best for our customers, for The Owl Saloon and for our team. We don't have to be asked to be accountable – we do it because our success depends on all of us.

Humility – We are confident, not arrogant. We are curious and open to learn from anyone. We are continually striving to improve ourselves and help others succeed. We own our mistakes and seek feedback from others.

Respect – We treat everyone with respect and empower diversity of thought and talent. Operate in a transparent environment.

Willingness – We are willing to learn, adapt and receive constructive feedback

Driven to succeed – we are self-motivated, ambitious and operate with a sense of urgency to ensure we are exceeding our customers', The Owl Saloon, co-workers and individual expectations.

Enjoy your work – Changing the world is hard work, we expect our teams to have fun and take pride in what you do.

1.3 Our Mission

To provide an outstanding restaurant and bar experience.

We are The Owl Saloon

1.4 Vision

To exceed our clients expectations by providing high quality food and beverages.

The Owl Saloon

EMPLOYMENT POLICIES

2.1 Introduction

Welcome to The Owl Saloon. Each employee is a valuable member of our team. Just as The Owl Saloon is dedicated to serving our customers with excellence and integrity, The Owl Saloon is also committed to providing its employees an excellent employment experience and a workplace conducive to personal and professional growth. To that end, this handbook is designed to provide you information about important policies and procedures. It also describes many of your responsibilities as an employee and outlines programs developed by The Owl Saloon for the benefit of its employees.

No employee handbook can anticipate every circumstance or question that may arise. For that reason, this handbook is intended as a general guide for managers and employees. This version of the handbook supersedes all prior handbooks and employment-related policies. To the extent any provision of the handbook may conflict with applicable law, the handbook will be construed, administered, and enforced consistent with applicable law and in a manner that gives effect to the guiding values of The Owl Saloon and the intent of the handbook to the maximum extent permitted by law. In the event of a conflict between the terms of the handbook and any applicable law or provision of a specific employee benefit plan document, the law and any such benefit plan document shall control. As the needs of The Owl Saloon and its employees change, The Owl Saloon will update this handbook accordingly and will strive to provide employees timely notice of changes in policy or procedure.

You are expected to know and abide by the policies and procedures in this handbook. Please read this handbook thoroughly. If you have questions about any matter regarding the terms and conditions of your employment, please address them promptly with your supervisor or any member of management, including the Executive Director. We strongly encourage clear, timely, courteous communication.

To that end, nothing in this handbook is intended to prevent you from communicating about matters regarding the terms and conditions of your employment, such as wages, hours, or other working conditions, so long as you do so in a manner that complies with any applicable privacy and confidentiality laws and regulations. We will be glad to answer any questions or address any concerns you may have and are committed to doing all we can to help you succeed as a valuable member of our team.

2.2 Employment Status

NOTHING IN THIS HANDBOOK NOR ANY OTHER COMMUNICATION BY AN THE OWL SALOON REPRESENTATIVE OR ANY OTHER EMPLOYEE, WHETHER ORAL OR WRITTEN, IS INTENDED TO IN ANY WAY CREATE A CONTRACT OF EMPLOYMENT. UNLESS YOU HAVE A WRITTEN EMPLOYMENT AGREEMENT SIGNED BY AN AUTHORIZED THE OWL SALOON REPRESENTATIVE, YOU ARE EMPLOYED AT WILL AND NOTHING IN THIS HANDBOOK CAN BE CONSTRUED TO CONTRADICT, LIMIT OR OTHERWISE AFFECT YOUR RIGHT OR THE OWL SALOON RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME WITH OR WITHOUT NOTICE OR CAUSE. IF YOU HAVE A WRITTEN EMPLOYMENT AGREEMENT SIGNED BY AN AUTHORIZED A THE OWL SALOON REPRESENTATIVE AND A PROVISION OF THIS HANDBOOK CONFLICTS WITH THE TERMS OF YOUR EMPLOYMENT AGREEMENT, YOU UNDERSTAND THAT THE TERMS OF THIS EMPLOYMENT AGREEMENT WILL PREVAIL.

2.3 Equal Employment Opportunity

The Owl Saloon fully supports Equal Employment Opportunity requirements under applicable state and federal laws. The Owl Saloon provides an Equal Employment Opportunity to all employees, applicants, and candidates for employment without regard to race, color, religion, creed, national origin, ancestry, sex (including pregnancy), gender (including gender nonconformity and status as a transgender or transsexual individual), sexual orientation, age (40 and over), physical or mental disability, citizenship, genetic information, past, current or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law. The Owl Saloon will not commit the following acts because of a qualified employee's membership in a protected class:

- refuse to hire;
- discharge;
- promote;
- demote;
- harass during employment;
- discriminate in compensation; or
- discriminate in terms, conditions, or privileges of employment.

2.4 Harassment Free Workplace

The Owl Saloon strictly prohibits and does not tolerate unlawful harassment against employees or any other covered persons including interns because of race, color, religion, creed, national origin, ancestry, sex (including pregnancy), gender (including gender nonconformity and status as a transgender or transsexual individual), sexual orientation, age (40 and over), physical or mental disability, citizenship, genetic information, past, current or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law.

The Owl Saloon policy against unlawful harassment applies to all employees of The Owl Saloon, including supervisors and managers. The Owl Saloon prohibits managers, supervisors and employees from harassing co-workers as well as The Owl Saloon customers, vendors, suppliers, independent contractors and others doing business with The Owl Saloon. In addition, The Owl Saloon prohibits its customers, vendors, suppliers, independent contractors and others doing business with The Owl Saloon from harassing our employees.

Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination.

Sexual Harassment

All The Owl Saloon employees, other workers, and representatives including vendors, clients, and visitors are prohibited from harassing employees and other covered persons based on that individual's sex or gender (including pregnancy and status as a transgender or transsexual individual) and regardless of the harasser's sex or gender.

Sexual harassment means any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- Submission to the advance, request, or conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of the advance, request, or conduct is used as a basis for employment decisions.

- Such advances, requests, or conduct have the purpose or effect of substantially or unreasonably interfering with an employee's work performance by creating an intimidating, hostile, or offensive work environment.

Sexual harassment includes a broad spectrum of conduct. By way of illustration only, and not limitation, some examples of unlawful and unacceptable behavior include:

- unwanted sexual advances.
- visual conduct, such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.
- verbal sexual advances, propositions, requests or comments.
- verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letter, notes or invitations.
- physical conduct, such as touching, assault, impeding or blocking movement.
- Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.

Other Types of Harassment

The Owl Saloon anti-harassment policy applies equally to harassment based on an employee's race, color, religion, creed, national origin, ancestry, sex (including pregnancy), gender (including gender nonconformity and status as a transgender or transsexual individual), sexual orientation, age (40 and over), physical or mental disability, citizenship, genetic information, past, current or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law.

Such harassment often takes a similar form to sexual harassment and includes harassment that is:

- Verbal (for example slurs, epithets, jokes, threats, derogatory statements and any other offensive remarks); Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying derogatory posters, cartoons, drawings, or making derogatory gestures).
- Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).
- Any other misconduct relating to one's legally protected characteristic that has the purpose or effect of interfering with one's work performance or creating an intimidating, hostile, or offensive work environment

Harassment is prohibited both at the workplace and at employer-sponsored events.

Romantic or Intimate Relationships

The Owl Saloon prohibits romantic or intimate relationships between employees who work in a reporting relationship, or in the same department, or in some other context that tends to create the appearance of or actual conflicts of interest, a perception of favoritism or bias, or the potential for abuse, coercion, intimidation, exploitation, or quid pro quo harassment, all of which undermine a spirit of trust and respect which are essential to a healthy, productive workplace. Employees who enter into such a romantic or intimate relationship must promptly notify Human Resources in confidence to ensure that the situation is managed in a manner that protects the integrity of the workplace and the employees involved or affected. The appropriate members of management will review the situation in confidence to evaluate the types of job or work-related changes that may be warranted. In doing so, management will safeguard the privacy of the employees to the maximum extent possible.

In accordance with Colorado law, The Owl Saloon will not discharge an employee or refuse to hire a person solely because the employee or person is married to or plans to marry another employee of the company. However, this does not apply:

- where one spouse would have supervisory, appointment, disciplinary, or similar authority over the other spouse.
- where one spouse would audit, verify, receive, or be entrusted with money received or handled by the other spouse: or
- where one spouse has access to the employer's confidential information, including payroll and personnel records.

Complaint Procedure

Any employee who feels that he/she has been discriminated against or harassed based on race, color, religion, creed, national origin, ancestry, sex (including pregnancy), gender (including gender nonconformity and status as a transgender or transsexual individual), sexual orientation, age (40 and over), physical or mental disability, citizenship, genetic information, past, current or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law should, without fear of reprisal, contact their immediate Supervisor and/or Human Resources.

An employee should address these matters with the individuals above in the respective order shown, unless the situation warrants skipping a level of supervision (e.g., where an employee's complaint is against the supervisor). In the event the complaint is against The Owl Saloon Supervisor, an employee may contact Human Resources.

Duty to Report

All employees must report any harassment or illegal discrimination promptly upon occurrence, as untimely reporting may cause difficulties in the investigative process or ineffective or inefficient resolution of these matters. Untimely reporting under this policy may constitute a violation of the policy.

Investigation of Harassment Complaints

The Owl Saloon will, upon receipt of information that may not reflect support of its EEOC practices, promptly investigate the circumstances and if needed, take appropriate actions to eliminate any harassment or illegal discrimination. The employee may be asked to provide additional information for the investigation.

Confidentiality

The Owl Saloon will attempt to maintain confidentiality of the situations and parties involved, but it makes no guarantee of absolute anonymity. Employees and external parties may be provided with information on a "need to know" basis as a part of the investigative process. Employees who have made a report of potential harassment should not disclose or discuss the matter with employees or others who are not responsible for investigating and remedying the situation.

Remedial and Disciplinary Action

The Owl Saloon will take swift remedial and disciplinary action as warranted by the results of the investigation and to the degree necessary to deter any further misconduct. Appropriate interim action may be taken during the pendency of an investigation.

All accusations of harassment or illegal discrimination must be made in good faith. Proof of either harassment or illegal discrimination, or a false accusation of harassment or illegal discrimination made in bad faith may result in disciplinary action up to and including termination of employment and/or legal action.

No Retaliation

If an employee feels he or she has been retaliated against based on making a complaint of harassment or illegal discrimination, or cooperation in an investigation of such conduct, the employee must report such

retaliation immediately in the same manner as set forth above for a harassment or discrimination complaint.

Conduct Not Prohibited by this Policy

This policy is not intended to preclude or dissuade employees from engaging in activities protected by state or federal law, including the National Labor Relations Act, such as discussing wages, benefits, or terms and conditions of employment, forming, joining, or supporting labor unions, bargain.

2.5 Accommodating Disabilities

The Owl Saloon complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), the Colorado Anti-Discrimination Act (CADA), and all applicable local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, The Owl Saloon will provide a reasonable accommodation to disabled applicants and employees with a disability, or who request an accommodation due to pregnancy, childbirth, or a related condition, if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

Requesting a Reasonable Accommodation

If you believe you need an accommodation because of a disability, or due to pregnancy, childbirth, or a related condition, you are responsible for requesting for a reasonable accommodation from the Human Resources Department. You may make the request orally or in writing. The Owl Saloon encourages employees to make their request in writing on The Owl Saloon reasonable accommodation request form and to include relevant information, such as:

- A description of the accommodation you are requesting.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your oral or written request, The Owl Saloon will engage in an interactive dialogue with you to determine the precise limitations of your disability, or details of your pregnancy, childbirth, or related condition, and explore potential reasonable accommodations that could overcome those limitations. The Owl Saloon encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, The Owl Saloon is not required to make the specific accommodation(s) requested by you, and may instead provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on The Owl Saloon.

Medical Information

If your disability or need for accommodation is not obvious, The Owl Saloon may ask you to provide supporting documents showing that you have a disability or pregnancy-related condition within the meaning of the ADA and applicable state or local laws, and that your disability or pregnancy-related condition necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, The Owl Saloon may require that you see a health care professional of The Owl Saloon choosing, at The Owl Saloon expense. In those cases, if you fail to provide the requested information or see the designated health care professional, your request for a reasonable accommodation may be denied.

The Owl Saloon will keep confidential any medical information obtained in connection with your request for a reasonable accommodation.

Determinations

The Owl Saloon makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation.

The Owl Saloon strives to make determinations on reasonable accommodation requests expeditiously and will inform the individual once a determination has been made. If you have any questions about a reasonable accommodation request you made, please contact the Human Resources Department.

Administration of this Policy

Management is responsible for the administration of this policy. If you have any questions regarding this policy or questions about disability accommodations that are not addressed in this policy, please contact the Human Resources Department.

2.6 Religious Accommodations

The Owl Saloon complies with Title VII of the Civil Rights Act of 1964 and the Colorado Anti-Discrimination Act (CADA), and all applicable local fair employment practices laws, and is committed to providing equal employment opportunities to all individuals, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, The Owl Saloon will provide a reasonable accommodation of an applicant's or employees sincerely held religious belief if the accommodation would resolve a conflict between the individual's religious beliefs or practices and a work requirement, unless doing so would create an undue hardship for The Owl Saloon.

Requesting a Religious Accommodation

If you believe you need an accommodation because of your religious beliefs or practices or lack thereof, you should request an accommodation from the Human Resources Department. You may make the request orally or in writing. The Owl Saloon encourages employees to make their request in writing and to include relevant information, such as:

- A description of the accommodation you are requesting.
- The reason you need an accommodation.
- How the accommodation will help resolve the conflict between your religious beliefs or practices or lack thereof and one or more of your work requirements.

After receiving your oral or written request, The Owl Saloon will engage in a dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs and practices and one or more of your work requirements. The Owl Saloon encourages you to suggest specific reasonable accommodations that you believe would resolve any such conflict. However, The Owl Saloon is not required to make the specific accommodation requested by you and may provide an alternative, effective accommodation, to the extent any accommodation can be made without imposing an undue hardship on The Owl Saloon.

Supporting Information

The Owl Saloon may ask you to provide additional information about your religious practices or beliefs and the accommodation requested. If you fail to provide the requested information, your request for an accommodation may be denied.

Determinations

The Owl Saloon makes determinations about religious accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation.

The Owl Saloon strives to make determinations on religious accommodation requests expeditiously and will inform the individual once a determination has been made. If you have any questions about an accommodation request you made, please contact the Human Resources Department.

No Retaliation

Individuals will not be retaliated against for requesting an accommodation in good faith. The Owl Saloon expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith.

The Owl Saloon is committed to enforcing this policy and prohibiting retaliation against employees and applicants who request an accommodation in good faith. However, the effectiveness of our efforts depends largely on individuals telling us about inappropriate workplace conduct. If employees or applicants feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to the Human Resources Department. If employees do not report retaliatory conduct, The Owl Saloon may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action

Administration of this Policy

Management is responsible for the administration of this policy. If you have any questions regarding this policy or questions about religious accommodations that are not addressed in this policy, please contact the Human Resources Department.

2.7 Immigration Law Compliance

The Owl Saloon is committed to employing only those individuals who are authorized to work in the United States. In doing so, The Owl Saloon prohibits and will not tolerate unlawful discrimination on the basis of citizenship or national origin. In compliance with applicable law, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present original documentation establishing identity and employment eligibility. Failure to present original documents will disqualify a candidate from employment or will result in a revocation of a conditional offer of employment. Former employees who are rehired must also complete Form I-9 if they have not completed an I-9 with The Owl Saloon within the past three years, or if their previous I-9 is no longer valid. The Owl Saloon verifies employment eligibility using an official service of the federal government.

If your authorization of employment or evidence of authorization of employment will expire, The Owl Saloon must re-verify employment eligibility. You are responsible for timely renewing your authorization. The Owl Saloon will re-verify your eligibility for employment by requiring you to complete a new Form I-9 in order to maintain uninterrupted employment.

If you have questions about immigration issues, please speak to Human Resources. If you believe you have been discriminated against because of your citizenship or national origin, you must immediately report the matter pursuant to the reporting process described in Section 2.4 above in order to facilitate a prompt investigation and, if necessary, swift corrective action.

2.8 Violence-Free Workplace

The Owl Saloon prohibits and will not tolerate any form of workplace violence by an employee, supervisor, or third party, including vendors, customers, clients and visitors both at the workplace and at employer-sponsored events.

Prohibited Conduct

For purposes of this policy, workplace violence includes:

- Making threatening remarks (written or verbal).
- Aggressive or hostile behaviors such as shouting, using profanity, throwing objects at another person, fighting or intentionally damaging a coworker's property.
- Bullying, intimidating, or harassing another person (for example, making obscene phone calls or using threatening body language or gestures, such as standing close to someone or shaking your fist at them).

- Behavior that causes another person emotional distress or creates a reasonable fear of injury, such as stalking.
- Assault.

This list is illustrative only and not exhaustive. No form of workplace violence will be tolerated.

Complaint Procedure

All threats of violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor, or The Owl Saloon Partner. When reporting a threat of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to an immediate supervisor, or The Owl Saloon Partners. The employee should not place himself/herself in peril. If the employee sees or hears a commotion or disturbance near his/her workstation, do not try to intercede – seek assistance from a supervisor, the Police Department, or The Owl Saloon Partners, and, if appropriate, call 911.

The Owl Saloon will promptly and thoroughly investigate all threats of violence, both direct and indirect, and suspicious individuals or activities. The Owl Saloon has the discretion of requesting outside Law Enforcement assistance as deemed necessary by The Owl Saloon. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, The Owl Saloon may suspend employees, without pay, pending investigation.

Anyone found to be responsible for threats of violence, both direct and indirect, or any other conduct that is in violation of these guidelines.

2.9 Open Door Policy and Employee Relations

All managers and supervisors of The Owl Saloon maintain an “open door” policy. You are strongly encouraged to bring your suggestions, concerns, questions, and any problems or other issues to the attention of your immediate supervisor. Your supervisor will promptly respond to you or will obtain assistance from management. If your questions or concerns are not resolved to your satisfaction within a reasonable period of time, you should bring them promptly to the attention of management up to and including the Executive Director.

2.10 Whistleblower and Anti-Retaliation Policy

Because The Owl Saloon is committed to conducting all of its operations and activities in a manner that best exemplifies the highest standards of honesty, integrity, good ethics, and that encourages and promotes complete compliance with all governing law, it is the policy of The Owl Saloon not only to encourage but also to require employees to report promptly and “blow the whistle” on any perceived conflicts of interest, dishonesty, or illegal activity affecting the employees or affairs of The Owl Saloon or those we serve.

Whistleblower Defined

A whistleblower is an employee of The Owl Saloon who makes an internal or external report of acts or omissions affecting The Owl Saloon, its employees, or those we serve that the whistleblower reasonably believes to be a conflict of interest, dishonest, or illegal.

Duty to Report Dishonest or Illegal Activity

If you have knowledge of a conflict of interest, illegal or dishonest activity, or if you are asked by a coworker, supervisor, manager, customer, or vendor to engage in any such activity, you must immediately report it to a member of management or Human Resources. The Owl Saloon also will respond seriously to reports of wrongdoing that are knowingly false.

Investigation and Corrective Action

The Owl Saloon takes each report of potential dishonest or illegal activity very seriously and will promptly and thoroughly investigate each report. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures, and the alleged violator or violators will not take part in any investigation or determination of corrective action. Swift corrective action will be taken as warranted by the results of the investigation.

Whistleblower Protections and Prohibition Against Retaliation

The Owl Saloon will not tolerate any form of unlawful retaliation against a whistleblower and will strive to protect whistleblowers from retaliation. The Owl Saloon will maintain the confidentiality of the whistleblower to the maximum extent possible. However, limited disclosure may have to occur in some cases in order to conduct a thorough investigation and to comply with the law. When limited disclosure cannot be avoided, The Owl Saloon will strive to protect the whistleblower from unlawful retaliation. Any whistleblower who believes retaliation is occurring must promptly report it to a member of management or Human Resources. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

2.11 Policy Against Retaliation

The Owl Saloon is committed to prohibiting retaliation against those who report, oppose, or participate in an investigation of alleged wrongdoing in the workplace. All forms of unlawful retaliation are prohibited, including any form of discipline, reprisal, intimidation, or other form of retaliation for participating in any activity protected by law.

Examples of protected activities include:

- Lodging a good faith internal complaint (written or oral) with the Human Resources Department or management specifically opposing unlawful discrimination or harassment or complaining about violations of wage and hour law (for example, if an employee believes he has been sexually harassed or not paid overtime he is owed).;
- Filing a good faith complaint of unlawful discrimination or harassment with the US Equal Employment Opportunity Commission (EEOC), the Colorado Civil Rights Division (CCRD), or in court.;
- Supporting another employee's internal or administrative complaint of unlawful discrimination (by, for example, testifying or providing an affidavit in support of a co-worker who has filed a discrimination complaint with the EEOC or CCRD);
- Filing a good faith complaint with the US Department of Labor (DOL), Colorado Department of Labor and Employment (CDLE), or in court about wage and hour violations or unfair pay practices or participating in a wage and hour investigation or audit conducted by the DOL or state or local administrative agency.;
- Requesting an accommodation under the Americans with Disabilities Act or the Colorado Anti-Discrimination Act (CADA).;
- Requesting or taking leave under the Family and Medical Leave Act or the Colorado Family Care Act (FCA).; and
- Filing a worker's compensation claim.

The examples above are illustrative only, and not exhaustive. No form of retaliation for any protected activity will be tolerated.

Complaint Procedure

The Owl Saloon strictly prohibits any adverse action/retaliation against an employee for participating in an investigation of any alleged wrongdoing in the workplace. If you feel that you are being retaliated against you should immediately contact your supervisor or any other member of management. In addition,

if you observe retaliation by another employee, supervisor, manager or non-employee, please report the incident immediately to your supervisor or another member of management.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. The Owl Saloon will directly and thoroughly investigate the facts and circumstances of all perceived retaliation and will take prompt corrective action, if appropriate

Additionally, any manager or supervisor who observes retaliatory conduct must report the conduct to Human Resources so that an investigation can be made and corrective action taken, if appropriate.

EMPLOYMENT INFORMATION

3.1 Access to Personnel Files

The Owl Saloon maintains a personnel file regarding each employee. Personnel files generally include job applications, resumés, personal information, training records, performance appraisals, compensation and benefits information, and other employment records. Certain records are maintained separately from personnel files for heightened confidentiality purposes and to comply with applicable law, such as medical information, drug and alcohol test results, criminal and character-related background checks, and other sensitive information.

Personnel files are the exclusive property of The Owl Saloon. Generally, access is restricted to managers who have a business reason to access a file. Employees may be allowed access to their personnel files after submitting a written request to Human Resources, describing the reasons for the review. The Owl Saloon will not allow original records to be removed from personnel files.

3.2 Personal Information Changes

The Owl Saloon relies on the accuracy of personal information you have supplied to properly administer various employment matters and to ensure proper notice to employees and dependents of certain employment and benefits-related matters. Accordingly, you must promptly notify Human Resources of changes in personal information. The Owl Saloon is not responsible for any consequences resulting from your failure to keep The Owl Saloon informed of changes regarding personal information. The Owl Saloon shall keep confidential the home address, telephone numbers, social security numbers, and other sensitive personal information of its employees and former employees.

An employee must notify and schedule related actions with his/her Human Resources should any of the information listed below change:

- Address and/or telephone number
- Emergency notification(s)
- The number of dependents to be claimed for State and Federal income tax purposes

3.3 Requests for Employment Information

The Owl Saloon regards and treats an employee's personnel records as highly confidential. Former employees of The Owl Saloon may wish to use The Owl Saloon as an employment reference. Should this occur, The Owl Saloon will provide, in writing, the individual's hire date, position(s) held with The Owl Saloon and the departure date.

The Owl Saloon will not release any other employment information without a written authorization and release signed by the employee or former employee except when otherwise required by law.

The Owl Saloon retains the right not to grant pay increases for a given year, and/or it retains the right to grant only selected increases based on management's judgment. In any event, the increase practices are determined on a year-by-year basis and shall not be viewed as the given standard from year to year.

Nothing contained herein alters the at-will nature of an employee's employment with The Owl Saloon.

3.4 Separation of Employment

In the event an employee is dismissed or voluntarily resigns from The Owl Saloon, the following outlines the steps that are generally taken:

Resignation:

Employees are asked to provide at least two weeks' written notice of resignation. Notice shall include anticipated date of departure, employee signature, and any other information the employee deems applicable. Failure to return to work upon the expiration of a leave of absence unless medical or other evidence has been submitted to The Owl Saloon along with a request for an extension of the authorized leave will be regarded and recorded as a voluntary termination without notice.

3.5 Layoff and Reduction in Force

The Owl Saloon may encounter situations such as lack of work, shortage of funds/materials, completion of special project(s), and other circumstance that require a reduction-in-force. Should a situation of this nature occur, retention strategy will be developed and documented by a The Owl Saloon Manager/Supervisor and presented to the Board.

Dismissal or Involuntary Termination

All individuals who are employed by The Owl Saloon are employed at-will. Therefore, just as an employee is free to resign, The Owl Saloon retains the right and may dismiss an employee at any time for any reason.

Death

In the event of an employee's death, termination of employment will be effective as of the date of death.

Procedures

- **Notice:** Voluntary employment separation, except abandonment and death, shall require written notice of the employee's intent to resign and the effective date. The employee is encouraged to submit a written notice to his/her Department Head in the event of resignation, acknowledgement of a disability initiated by either the employee or his/her legal representative, and retirement. The Department Head is responsible for submitting a written notice to affected employees in the event of reduction-in-force, acknowledgement of a disability that cannot be accommodated, or dismissal. Copies of the separation notice(s) shall be submitted to a The Owl Saloon Manager/Supervisor for placement in the employee's personnel file.
- **The Owl Saloon Property:** At the time of separation and prior to issuance of the final paycheck, all records, assets, and other items of BHB property in the employee's custody shall be transferred to the Department Head and certification of same shall be executed by the employee and acknowledged by the Department Head. Any amount due The Owl Saloon, because of a shortage in any of the areas outlined above, will be withheld from the employee's final compensation in accordance with Federal and State law and/or collected through other appropriate actions.
- **Final Compensation for Voluntary Separation:** Employees shall receive all compensation due upon separation at the standard payroll cycle in accordance with Federal and State guidelines. Any compensation due will be subject to regular payroll deductions and the deduction of any additional indebtedness to The Owl Saloon.
- **Final Compensation for Involuntary Separation:** Employees shall receive all compensation due as of the day of termination, unless physically impossible, or within 6 hours after the payroll department opens in accordance with Federal and State guidelines. Any compensation due will be subject to regular payroll deductions and the deduction of any additional indebtedness to The Owl Saloon. Compensation due to an employee's death shall be paid to the estate of the employee,

except for sums that by law are to be paid to the surviving spouse or other eligible persons.

- **Exit Interviews:** Exit interviews are a valuable tool to obtain insight from employees who are leaving their employment with The Owl Saloon. Therefore, The Owl Saloon may request, and a The Owl Saloon Manager/Supervisor or designee may conduct, an exit interview with anyone voluntarily terminating his/her employment.
- **Military Service Re-employment:** Reference the Uniformed Service Leave policy for reemployment which involves time away from work specifically to respond to Military and/or related services which fall under the Uniformed Services Employment and Reemployment Rights Act of 1994.

COMPENSATION

4.1 Employment Classifications

The Owl Saloon compensates employees in a nondiscriminatory manner that rewards excellent work. The Owl Saloon determines compensation based on business factors, such as the responsibilities assigned to each position; the employee's knowledge, skills, abilities, training, education, experience, length of employment; performance; and budgetary considerations. The Owl Saloon recognizes the provisions of the Fair Labor Standards Act (FLSA) and subscribes to the requirement therein to determine whether a position is eligible for compensatory time or payment of overtime for hours worked beyond 40 hours during a given work week.

For wage and benefits administration, The Owl Saloon classifies employees as follows:

“Full-time” employees are individuals scheduled to work a minimum of thirty hours per workweek for an indefinite period. Full-time employees may be classified as exempt or nonexempt from the requirements of minimum wage and overtime laws.

“Part-time” employees are individuals scheduled to work less than thirty hours per workweek for an indefinite period. Part-time employees may be classified as exempt or nonexempt.

“Temporary” employees are individuals hired on either a part-time or full-time basis for a specified, limited period (usually six months or less) and may be classified as exempt or nonexempt.

“Exempt” employees are individuals who are ineligible for overtime pay for work performed in excess of forty hours in a workweek, but certain hourly employees may be classified as exempt as well. Generally, this includes employees who work in management, supervisory, sales, professional, and administrative roles.

“Non-Exempt” employees are those employees required to be paid overtime at the rate of one and one-half times their regular rate of pay for all hours worked in excess of forty hours in a workweek. Nonexempt employees generally include those paid on an hourly basis but may include certain salaried employees as well. Generally, this includes employees who perform skilled and/or semi-skilled tasks in technical, clerical, maintenance, and/or attendant positions. Timesheets for recording hours worked will be provided at the beginning of each pay period for this employment classification.

The Owl Saloon recognizes that requirements or regulations may change at any time for any reason. The Owl Saloon retains the right to change work schedules on a temporary or continuing basis.

4.2 Hours of Work

The normal workweek is Monday through Sunday beginning and ending at midnight on Sunday and consisting of forty hours of work. The normal workday is 8 hours of work.

Nonexempt Employees Timekeeping

All nonexempt employees must complete an individual time record showing the hours actually worked each day. Time records cover one workweek and must be completed by the end of each workday. Timely completed records enable The Owl Saloon to accurately calculate each employee's compensation and applicable benefits. All nonexempt employees must adhere to the following timekeeping requirements:

- Accurately record the starting time of any early departure from work for personal reasons, quitting time, and total hours worked each day.

- Verify the accuracy of recorded hours worked before submitting your time record for approval.
- All-time records must be reviewed, approved, and signed by your supervisor. Unapproved absences will not be considered hours worked for pay purposes.
- If corrections are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.
- Filling out another employee's time record or falsifying any time record is prohibited and may be grounds for disciplinary action, up to and including termination.

Exempt Employees

Exempt employees are not required to complete daily time records but may be required to account for daily attendance and leaves of absence. Exempt employees will not receive overtime compensation.

4.3 Overtime

When business needs cannot be met during normal working hours, your supervisor may authorize and direct you to work overtime. Only your supervisor or other member of management may authorize you to work overtime, and such authorization must be given in writing in advance of any overtime being worked. As much advance notification as is possible will be given regarding mandatory overtime assignments. Overtime assignments will be distributed as equitably as practical to all nonexempt employees qualified to perform the required work. Absences from work (with or without pay), including holidays, will not be considered hours worked for purposes of determining overtime compensation. Working overtime without obtaining prior written approval is misconduct and will result in discipline, up to and including termination. Instructing subordinates to work overtime without properly recording it also constitutes misconduct and will result in disciplinary action, up to and including termination.

Non-Exempt Employees

Employees may be asked to work overtime to meet service schedules from time to time, as management deems necessary. Whenever possible prior notice will be given; however, management retains the right to request overtime whenever the need is identified. Further, management may authorize overtime requested by an employee for completion of a service request or a project.

All overtime must be approved, in writing, by an employee's Department Head or an appropriate member of management prior to working overtime hours, including determination of overtime or compensatory time status, except in the case of emergency. Overtime is not to exceed over 3 hours per week unless approved by management.

Pay Rate

Approved overtime at a rate of one and one-half times the regular hourly rate will be paid for all overtime hours worked over 40 hours per workweek by non-exempt employees in accordance with Federal laws.

Department Head Compensatory Time

The Owl Saloon recognizes Department Head positions that are exempt from overtime are paid at levels that include the scope of responsibility held. However, from time to time the employees who hold these positions may find it necessary to work significant numbers of hours beyond the standard work week to ensure service is available and provided, and to represent The Owl Saloon.

In recognition of the dedication shown, a The Owl Saloon Manager/Supervisor may approve periodic time off during regular work schedules when work/service loads are less demanding.

4.4 Severe Weather

In the event of severe weather, you should always prioritize your own personal safety and the safety of others when deciding whether to report to work or leave work early. Otherwise, you should make every effort to report to work on time and remain at work unless otherwise notified by a The Owl Saloon Manager/Supervisor.

If you will be late or unable to report to work due to severe weather, you must notify your supervisor as prior to the commencement of your start time or as promptly as possible. If you need to leave work early, you must coordinate with your supervisor before departing absent extraordinary circumstances.

If management determines that work will be closed due to severe weather, you will be notified by sending a mass email. In the event certain employees are deemed essential for maintaining certain operations or performing essential functions during severe weather, they will be notified of the work for which they are responsible and shall report to work as directed.

Nonexempt employees will not be paid for absences resulting from severe weather unless the employee has accrued, unused paid time off benefits. Employees who are ineligible to accrue paid time off benefits, such as temporary employees, will not be paid for lost time.

4.5 Wage Deductions

The law requires The Owl Saloon to make certain deductions from your compensation. Among these are applicable federal, state, and local taxes.

The Owl Saloon may deduct other amounts from your pay when required by law or as agreed between you and The Owl Saloon. With regard to garnishments or other such deductions, The Owl Saloon may charge a processing fee as allowed by law. You will receive a statement with your pay itemizing all deductions from your wages. If you have questions concerning deductions or how they were calculated, please speak to your supervisor.

4.6 Exempt Employee Salary Deductions

Exempt salaried employees will receive a salary that compensates for all hours worked. Salaries are established at the time of hire or upon becoming an exempt employee. While they may be subject to review and modification from time to time, salaries will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of work performed.

Salaries are subject to certain deductions. For example, your salary may be reduced for the following reasons:

- Full day absences for personal reasons.
- Full day absences for sickness or disability.
- Full day disciplinary suspensions.
- Family and Medical Leave absences (either full or partial day absences).
- To offset amounts received as payment for jury and witness fees or military pay.
- To prorate for actual days worked during the first and last week of employment if you work less than a full week.
- Your salary may also be reduced for certain types of deductions, such as your portion of health, dental, or life insurance premiums; state, federal or local taxes, social security; or, voluntary contributions to a retirement account or pension plan.

In any workweek in which you performed any work, your salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability.
- Your absence on the day before or after a paid holiday or because The Owl Saloon is closed on a scheduled workday.
- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
- Any other deductions prohibited by state or federal law.

The Owl Saloon also may reduce your accrued vacation or sick leave for full or partial day absences for personal reasons, sickness or disability.

4.7 Paydays

Non-Exempt employees are paid biweekly, every other Friday.

Exempt employees are paid bi-weekly.

4.8 Equal Pay

The Owl Saloon prohibits pay discrimination on the basis of sex. Employees in the same work location who perform substantially equal work will be paid at the same rate regardless of their sex, except where differences in pay are based on:

- A seniority, merit, or incentive system.
- Any factor other than an employee's sex.

This Policy covers jobs that require substantially equal skill, effort, and responsibility and are performed under similar working conditions.

If you believe that you have been discriminated against in violation of this Policy, you must immediately report your concerns to Management. For more information on how to report concerns about your pay, please review the employee handbook or contact Human Resources.

Pay Transparency

The Owl Saloon will not discipline, discharge, or otherwise discriminate or retaliate against employees or applicants because they have:

- Inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant.
- Filed a complaint under this Policy.
- Testified or participated in an investigation related to this Policy.

However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is:

- In response to a formal complaint or charge.
- In furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by The Owl Saloon.
- Consistent with The Owl Saloon legal duty to furnish information.

If you believe that you have been discriminated or retaliated against in violation of this Policy, you must immediately report your concerns to the Human Resources Department. For more information on how to report concerns about your pay, please see the Employee Complaint Procedure section of this Policy.

Complaint Procedure

If you believe there are any errors in your pay, including that you have been overpaid or underpaid, that improper deductions have been made from your pay, that you have been misclassified as exempt from overtime pay, or that your pay does not properly compensate you for all hours worked, including overtime hours, off-the-clock work, and work performed during lunch or rest breaks, you must immediately report your concerns to the Human Resources Department and they will promptly investigate all reported complaints. If appropriate, The Owl Saloon will take corrective action as soon as practicable, including reimbursing any improper pay deductions.

The Owl Saloon prohibits and will not tolerate retaliation against any employee because that employee filed a good faith complaint under this Policy. Specifically, no one will be denied employment, promotion, or any other benefit of employment or be subjected to any adverse employment action based on their good faith complaint. In addition, no one will be disciplined, intimidated, or otherwise retaliated against because they exercised their rights under this Policy or applicable law. If you believe you have been the victim of retaliation in violation of this Policy, report your concerns immediately to the Human Resources Department.

Administration of This Policy

Management is responsible for the administration of The Owl Saloon Payroll Practices and Compensation Policy. If you have any questions regarding this Policy or if you have questions about payroll practices that are not addressed in this Policy, please contact the Human Resources Department.

Any employee who abuses this Policy will be subject to disciplinary action, up to and including termination of employment.

4.9 Differential Pay

The Owl Saloon regards the flexibility to temporarily assign an employee to another job function as a benefit to both the organization and the employee. Acknowledging that assignments may place considerably greater responsibility on the employee than his/her regular position, The Owl Saloon may award a differential pay increase for the duration of the assignment.

4.10 Final Paychecks

Upon separation of employment, your final pay will not become due and payable until The Owl Saloon has confirmed that you have returned The Owl Saloon property and have satisfied all debts to The Owl Saloon. Upon becoming due and payable, your final pay will be issued the next regularly scheduled payday.

4.11 Reporting Policy Violations and Pay Problems

While The Owl Saloon strives to ensure work time is recorded accurately and employees are paid correctly and timely, errors may occur. You must carefully review each paycheck for accuracy. If you believe there is an error, you should promptly report it to your supervisor or Human Resources. If you believe a violation of policy has occurred, you must report it promptly. If your supervisor is unavailable or if you do not want to report it to your supervisor (or if you have not received a prompt and fully acceptable response from your supervisor), you should immediately contact Human Resources. Each report will be fully investigated, and corrective action will be taken where appropriate.

The Owl Saloon will not tolerate any form of retaliation against individuals who report potential policy violations or pay problems or who cooperate in an investigation of a report. Retaliation is unacceptable,

and any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

5.1 Workers' Compensation Insurance Coverage

In accordance with the guidelines of the Workers' Compensation Act and The Owl Saloon insurance carrier, the employee is responsible for reporting any injury or accident incurred on the job, regardless of severity, within the established time frame of no more than 4 working days. Failure to report an accident within the required time frame may result in delayed, reduced, or denied coverage of benefits provided by the Workers' Compensation Insurance carrier.

If the injury requires immediate medical attention outside of normal business hours, the employee should seek treatment from the nearest medical facility. Follow-up treatment should be received from one of the designated medical providers. In cases of emergency, call 911.

An injured employee may not return to work without a written release from The Owl Saloon designated physician stating that the employee may resume essential duties and responsibilities of his/her position. The written release with light duty restrictions or release to full duty must be given to Management prior to beginning work. In the absence of individual, please provide the release to The Owl Saloon Manager/Supervisor.

Any fraudulent claim for Workers' Compensation benefits or any claim filed against The Owl Saloon for an injury or illness incurred while volunteering work for another employer, engaging in self-employment, or conducting one's own work will not be tolerated.

All employees off work as a result of a work-related injury shall update the Workers' Comp coordinator and his/her Department Head on a monthly basis concerning the current status of their injury, treatment, and progress toward wellness. This requirement may be fulfilled when the employee picks up his/her paycheck or in accordance with other arrangements made with The Owl Saloon. Workers' Comp hours will be compensated when documentation is submitted with the time sheet substantiating the leave time. Workers' Comp hours will be listed on the time sheet as leave hours.

5.2 Employee Development Training

The Owl Saloon recognizes that its employees are one of its most valuable assets. In keeping with this philosophy, it encourages and provides for employee training that promotes efficiency, economy, safety, and assists employees with improving their abilities for advancement. Department Heads shall determine departmental employee training requirements, develop and administer internal training programs, and provide active encouragement for employees to participate.

Employee Development/Training

Department Heads are responsible for fostering and promoting employee training for the purpose of improving the quality of services rendered to the community and for assisting employees in their preparation for advancement within The Owl Saloon organization. Employees may request approval to attend formal education classes on their own time, seminars, workshops, or conferences that will mutually benefit The Owl Saloon and the employee. The Owl Saloon Manager/Supervisor will review all requests for additional training, and may approve The Owl Saloon payment for attendance based on the following criteria:

- Apparent direct benefit for both The Owl Saloon and employee.
- Budgetary limitations allowing for the spending.
- The normal schedule of work hours is defined as beginning when the employee leaves his/her lodging and goes directly to a mandatory training session and ending when the employee returns to his/her lodging directly after completion of the training session.

Cost of Training

The Owl Saloon and each employee receiving training shall execute an agreement that provides that, if The Owl Saloon pays for training, and the employee leaves prior to one year of continuous employment, The Owl Saloon may seek reimbursement from the employee for a proportionate share of costs incurred by The Owl Saloon in providing training to that employee; provided that the employee's proportionate share shall be calculated by prorating the total cost of training based upon the number of months of service, rounded to the nearest full month. For instance, if the employee leaves after 3 months of service, the employee will reimburse The Owl Saloon for 75% of the training costs. This reimbursement provision shall not apply where the employee leaves BHB employment due to a disability.

5.3 Reimbursable Expenses

Generally, an employee shall be reimbursed for pre-authorized expenditures including but not limited to air fares, lodging, toll fees, and rental cars as business expense, and will be provided a per diem to cover the cost of meals within the per diem rate guidelines of the U.S. General Services Administration if any of the following three conditions are satisfied:

- The expense is an ordinary, reasonable, and necessary travel expense.
- The expense is incurred while away from the employee's primary area of assignment or requires overnight lodging.
- The expense is incurred while the employee is attending a seminar, conference, or other meeting to benefit The Owl Saloon.

Other Expenses

Other expenses such as parking fees, meals, cab fares, tips, approved travel, required telephone calls, and other incidentals are eligible for reimbursement. Employees must provide substantiating cash receipts with supervisory approval.

Request for reimbursement of out-of-pocket expenses are to be submitted to the employee's Supervisor or Department Head on the appropriate reimbursement form showing itemized expenditures, substantiating receipts. Expense reimbursements will be made with the next payroll period.

5.4 Internal Job Changes

The Owl Saloon recognizes the importance and benefit of providing growth and advancement opportunities for its employees. The Owl Saloon is an equal opportunity employer; it hires, transfers, and promotes the most qualified individuals into positions where vacancies occur. In support of its practices:

- The Owl Saloon encourages employees who would like to be considered for transfer to an open position to express their interests to their immediate supervisor.
- Employees of The Owl Saloon are considered for open positions whenever a vacancy occurs.

LEAVES OF ABSENCE

6.1 Holidays (We are open on all Holidays)

The Owl Saloon observes the following nationally recognized holidays, when they fall during the standard workweek of a given year. Except for those employees for whom a different holiday system or schedule is specified in these or other The Owl Saloon policies, regular full-time employees shall receive 8 hours of pay:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

6.2 Sick Leave

The Owl Saloon allows full time employees 5 days of sick leave, after being employed for 6 months. Sick leave may be used only when you are unable to work because of your own sickness, injury, pregnancy, or medical, surgical, dental, or optical examination, or treatment, or when your presence at work would jeopardize the health of others or yourself.

To use sick leave, you must inform your supervisor or other member of management prior to missing work, if possible, or at least within the first hour of your normal work schedule. In the event of a life-threatening emergency, you should notify your supervisor or other member of management as soon as possible. If the absence exceeds three workdays or if excessive absenteeism occurs, you may be required to provide a physician's statement confirming the reasons and need for leave. The Owl Saloon may refuse to approve sick leave if an employee appears to be abusing sick leave privileges or fails to supply requested evidence of an illness. Sick leave may not be used or paid before it is accrued.

A total of 3 unused sick days may be carried over to the new year. Paid sick leave does not count toward hours worked for purposes of overtime. Upon separation of employment, unused sick leave is forfeited.

6.3 Family and Medical Leave

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees of covered employers with unpaid, job-protected leave for specified family and medical reasons. Eligible employees may take up to 12 workweeks of leave in a 12-month period for one or more of the following reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care, and to bond with the newborn or newly placed child.
- To care for a spouse, a partner in a civil union, a domestic partner, son, daughter, or parent who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care.

- For a serious health condition that makes the employee unable to perform the essential functions of his or her job, including incapacity due to pregnancy and for prenatal medical care.
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active-duty status.

An eligible employee may also take up to 26 workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness when the employee is the spouse, son, daughter, parent, or next of kin of the service member. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reasons during the single 12-month period.

In addition to providing eligible employees an entitlement to leave, the FMLA requires that employers maintain employees' health benefits during leave and restore employees to their same or an equivalent job after leave. The law sets requirements for notice, by both the employee and the employer, and provides employers with the right to require certification of the need for FMLA leave in certain circumstances. The law protects employees from interference and retaliation for exercising or attempting to exercise their FMLA rights. The law also includes certain employer recordkeeping requirements.

6.4 Military Leave

If you are a member of the Colorado National Guard, the reserve forces of the United States, or the Colorado Wing of the Civil Air Patrol, to qualify for leave under this policy you must:

- Return to your position as soon as possible after taking military leave.
- Provide The Owl Saloon evidence of your satisfactory completion of military training exercises.

All employees taking leave under this policy will be reinstated to their former positions or to a similar position with the same status, pay, and seniority after returning from leave, if they are still qualified to perform that job. You will not be deprived of vacation and sick leave, bonuses, advancement, or other benefits while on military leave.

If you need to take leave under this policy, you must give advance notice to your supervisor wherever possible so that arrangements can be made to accommodate your absence. You must also submit a copy of your official orders or instructions to your supervisor.

6.5 Court Attendance and Witness Duty Leave

The Owl Saloon provides unpaid leave to employees to testify before a committee of the general assembly or a court of law, or to speak to a member of the general assembly at the request of the committee, member, or court. If you are summoned or otherwise requested to testify or speak to a committee of the general assembly or a court of law, you must inform your supervisor immediately so arrangements can be made to accommodate your absence.

6.6 Jury Duty Leave

The Owl Saloon encourages employees to fulfill their civic responsibilities to serve on state and federal juries. When you are summoned or otherwise requested to serve jury duty, you must inform your supervisor immediately so arrangements can be made to accommodate your absence. You are expected to report to work when the court schedule permits, for example, if you are excused from jury duty during your regularly scheduled business hours or released from jury duty earlier than anticipated.

The Owl Saloon reserves the right to request proof of jury service issued by the Court on your return to work.

6.7 Domestic Abuse Victim Leave

The Owl Saloon provides leave to eligible employees who are victims of a crime, including domestic violence, stalking, sexual assault, or any other crime that includes an act of domestic violence.

Leave may be taken to allow you to:

- Seek protection orders.
- Attend related court proceedings.
- Obtain assistance in ensuring your health and safety and your children's health and safety.

If possible, you must inform your supervisor of your need for leave in advance, so arrangements can be made to accommodate your absence.

You must exhaust all other forms of leave before taking leave under this policy.

6.8 Witness and Victims of Crime Leave

The Owl Saloon acknowledges that, on occasion, employees may have an obligation to participate in criminal legal proceedings either as a witness or because the employee or a close family member was victimized by a criminal act. The Owl Saloon authorizes leave to attend those proceedings under circumstances described in this policy.

If you are required to attend a criminal proceeding either as a witness or as a crime victim (or a close family member of a crime victim), you must inform Management as soon as possible to make arrangements for a leave of absence. The Owl Saloon reserves the right to require employees to provide proof of the need to attend the criminal proceedings to the extent authorized by law.

Employees who must attend criminal proceedings for reasons authorized by this policy take that leave unpaid/paid for the three days. For any additional days, time off will be unpaid. Employees may opt to use any available accrued vacation time in place of unpaid leave.

For purposes of this policy, close family member includes:

- Spouse
- Civil union or domestic partner.
- Parent.
- Stepparent.
- Parent-in-law.
- Sibling.
- Brother-in-law.
- Sister-in-law.
- Child.
- Stepchild.
- Son-in-law.
- Daughter-in-law.
- Grandparent.

- Grandchild.
- Aunt.
- Uncle.
- Niece.
- Nephew.

Parent and child relationships include step, foster, and adopted relationships, and relationships based on one individual's legal guardianship or in loco parentis relationship to another.

Relationships traditionally defined by marital status, such as a parent-in-law or daughter-in-law, include equivalent relationships based on one's status as a civil union or domestic partner.

You are expected to return to work if you are excused from the criminal proceedings during regular working hours or released from the criminal proceeding earlier than expected.

This policy does not extend leave to employees seeking leave because they have committed or are alleged to have committed a criminal act.

Retaliation for an employee's taking leave permitted under this policy is strictly prohibited.

Civil Proceedings

The Owl Saloon acknowledges that, on occasion, employees may have an obligation to participate in civil proceedings as a witness. The Owl Saloon authorizes leave to attend those proceedings under circumstances described in this policy.

If you are required to attend a civil proceeding because you have been issued a subpoena, you must inform Management upon receipt of the subpoena to make arrangements for a leave of absence. The Owl Saloon reserves the right to require employees to provide proof of the need to attend the proceedings to the extent authorized by law.

You are expected to return to work if you are excused from the civil proceedings during regular working hours or released from the civil proceeding earlier than expected.

This policy does not extend leave to employees seeking leave because they or their family member(s) are a party to a civil lawsuit.

Retaliation for an employee's taking leave permitted under this policy is strictly prohibited.

6.9 Volunteer Disaster Leave

Permanent employees who are qualified volunteers under the meaning specified in Section 24-33.5-824 of the Colorado Revised Statutes may take a leave of absence to serve a volunteer organization in a disaster. Leave under this section is unpaid and is limited to 15 workdays in any calendar year.

To be eligible for this leave, you must:

- Be called into service for a disaster or for a training exercise, drill, or class conducted in preparation for a disaster.
- Be a qualified volunteer.
- Return to work as soon as possible after being relieved from emergency volunteer service.

The Owl Saloon may require you to provide proof that shows:

- You were called to service for assistance in a disaster or during a training exercise, drill, or class conducted in preparation for a disaster.
- You reported for service and performed the activities required of volunteers.
- The number of days of service performed.

Taking leave under this section does not affect your rights to sick leave, bonus, advancement, or any other employment benefits or advantages, and you will be returned to the position you held before the leave of absence or to a similar position.

The Owl Saloon reserves the right to restrict leave granted under this policy to no more than 20% of its employees on any given workday. The Owl Saloon also reserves the right to refuse leave under this section to any employees The Owl Saloon deemed essential. Essential employees are either:

- Essential to the operation of The Owl Saloon enterprise.
- Employees whose absence would likely cause The Owl Saloon to suffer economic injury.
- Employees whose duties include assisting in disaster recovery for The Owl Saloon.

6.10 Volunteer Firefighter Disaster Leave

Employees serving as volunteer firefighters under Section 31-30-1131 of the Colorado Revised Statutes may take a leave of absence to respond to an emergency summons within the response area of their volunteer fire department, if the summons requires all firefighters to respond. Leave under this section is unpaid and is limited to the duration of the summons. The Owl Saloon may deduct time lost from employment due to a response to an emergency summons from the wages of an employee who takes volunteer firefighter leave. Employees whose service is essential to daily operations are not permitted to take a leave of absence under this policy.

To be eligible for this leave, you must provide:

- Written documentation from the fire chief of your volunteer fire department attesting to your status as a volunteer firefighter (this must be provided before the leave).
- A written statement from the fire chief verifying the time, date, and duration of your response.

The Owl Saloon reserves the right to refuse leave under this section to any employees The Owl Saloon deemed essential. Essential employees are either:

- Essential to the operation of The Owl Saloon enterprise.
- Employees whose absence would likely cause The Owl Saloon to suffer economic injury.
- Employees whose duties include assisting in disaster recovery for The Owl Saloon.

6.11 Expressing Breastmilk

The Owl Saloon will not discriminate against employees who seek to express breast milk for their nursing children for up to 2 years after the children's birth. The Owl Saloon will provide reasonable unpaid break time, or permit an employee to use paid break time, mealtime, or both, each day to allow the employee to express breast milk for her nursing child for up to 2 years after the child's birth. The Owl Saloon will make

reasonable efforts to provide a room or other location near the working area where an employee can express breast milk in privacy.

6.12 Pregnancy and Childbirth Accommodation

The Owl Saloon will provide a reasonable accommodation to any employee who requires an accommodation for conditions related to pregnancy, childbirth, or a related condition to the extent required by law, provided the requested accommodation does not create an undue hardship for The Owl Saloon. Such accommodations may include, but are not limited to, more frequent or longer break periods; more frequent restroom, food and water breaks; acquisition or modification of equipment or seating; limitations on lifting; temporary transfer to a less strenuous or hazardous position if available, with return to the current position after pregnancy; job restructuring; light duty, if available, assistance with manual labor; or modified work schedules. If you require an accommodation to perform the essential functions of your job, you must notify Management. Once we are aware of the need for an accommodation, we will engage in an interactive process to identify possible accommodations.

6.13 Bereavement Leave

Full time employees who have completed the 90-day probationary period may receive up to three days of paid bereavement leave due to the death of an immediate family member. Immediate family members include your spouse, child, parent, sibling, or grandparent. A request for bereavement leave should be provided to your supervisor as soon as possible.

6.14 Administrative Leave

The Owl Saloon recognizes that it may be necessary to place an employee on Administrative Leave of Absence, with or without pay, when circumstances such as disciplinary action, criminal misconduct, or other situations warrant such actions.

- A fulltime regular employee may be placed on Administrative Leave of Absence with or without pay.
- Any fulltime regular employee placed on leave will be advised of the reason for the leave and the conventions under which interaction with The Owl Saloon and the public should be conducted.
- Any fulltime regular employee will be advised of the duration of the administrative leave or of the approximate timing for the next discussion/meeting with a The Owl Saloon representative.

6.15 Personal Leave of Absence

Employees may be granted leave for personal reasons that do not fall under the conventions of medical, military, or other defined forms of leave.

An authorized leave of absence shall not constitute a break in service. The time lapse during such leave shall not apply toward length of service considerations or time accrual credits for pay increases.

Leaves will be approved by The Owl Saloon Manager/Supervisor considering the employee's and The Owl Saloon needs. Employees should contact the Department Head or the Finance Director to discuss any type of Leave of Absence.

6.16 Return to Work Policy

The Owl Saloon has adopted a return-to-work policy to use eligible injured workers in a productive way while they are recovering from a work-related injury. The Owl Saloon will try to offer temporary modified duty, where practical, to workers who are unable to return to their regular jobs due to medical restrictions resulting from a work-related injury. The goal is to provide productive work and to return the injured worker to his/her regular job.

EMPLOYEE CONDUCT

7.1 Employee Conduct and Work Rules

Because your conduct reflects on the reputation and good will of The Owl Saloon whether you are on duty or off, The Owl Saloon expects all employees to observe the highest standards of professionalism, character, and integrity at all times. The Owl Saloon will enforce high standards of conduct and attitude to assure quality service, maintain orderly and efficient operations, provide the best possible work environment conducive to personal and corporate success, protect the interests and safety of others, and promote the reputation and goodwill of The Owl Saloon.

It is not possible to list all of the rules of conduct to be observed or all of the forms of behavior that are considered unacceptable. The following are examples of misconduct that may result in immediate disciplinary action, up to and including termination of employment:

- Any breach of trust, deception, or dishonesty, including but not limited to theft; inappropriate removal, possession, or use of The Owl Saloon property; falsifying employment or work-related information; misrepresentation; or unauthorized disclosure of confidential information.
- Unprofessional, offensive, disrespectful, or insubordinate attitudes or actions.
- Deliberate nonperformance of assigned work.
- Being convicted of a crime.
- Fighting, threatening violence, or horseplay.
- Disruptive activity in the workplace.
- Violation of safety and health rules.
- Smoking in prohibited areas.
- Sexual or other unlawful harassment, discrimination, or retaliation.
- Unauthorized possession of dangerous weapons, such as explosives, firearms, or knives.
- Excessive absenteeism or tardiness.
- Improper use or abuse of e-mail, voice mail, the internet, or other The Owl Saloon property.
- Failure to call or directly contact your supervisor when you will be late or absent from work.
- Engaging in unauthorized conflicts of interest or outside employment.
- Leaving work without authorization during work hours.
- Sleeping, loafing, or loitering on duty.
- Violation of any other The Owl Saloon policies or procedures.
- Any other conduct The Owl Saloon deems contrary to the best interests of its employees, operations, the public, or the reputation and good will of The Owl Saloon.

7.2 Attendance and Punctuality

The Owl Saloon expects you to be reliable and punctual in reporting for work, which means being at the assigned work location and ready to start work as scheduled. Absenteeism and tardiness place a burden on others and will not be tolerated. If you are unable to report to work as scheduled, you must notify your supervisor of your absence. If the supervisor is not available, you must continue your effort to make contact as soon as possible. Do not have a relative or friend call for you unless there is an emergency. If you are going to report to work after your scheduled start time, you must contact your supervisor as soon as possible. Failure to contact your supervisor as expected will result in an unexcused, unpaid absence and a corrective interview. It also may be considered job abandonment, which is grounds for disciplinary action, up to and including termination. A second occurrence may result in termination.

The Owl Saloon may require you to provide documentation from a health care provider or other third party to confirm the reason for your absence. In that event, we ask that you help The Owl Saloon comply with the GINA by not providing to The Owl Saloon any genetic information when responding to a request for medical information.

7.3 Moonlighting

You may receive approval from The Owl Saloon to engage in other work outside of The Owl Saloon only if the following conditions are met:

- You notify your The Owl Saloon of the nature and schedule of the outside employment.
- The outside employment does not create a conflict of interest or the appearance of a conflict.
- The outside employment does not interfere with your job with The Owl Saloon.

7.4 Tobacco Use

Employees who use any type of tobacco product are asked to abide by the following standards giving utmost consideration to co-workers, customers, and the image of The Owl Saloon.

- Deposit the remains of tobacco products in the proper receptacles and be considerate of the appearance of the work areas, parking lots, and grounds. Maintain cigarette receptacles in a presentable manner.
- Smoking, the use of any type of electronic vaporizing device, and the use of any product that can be used to deliver tobacco, nicotine or marijuana to the person inhaling from the device is not permitted within 25' of any publicly visible entrance.

7.5 Gun and Knife Policy

To ensure that The Owl Saloon maintains a workplace safe and free of violence for all employees, The Owl Saloon prohibits the possession or use of dangerous weapons on company property.

Persons Covered

All The Owl Saloon workers are subject to this provision, including contract workers and temporary employees as well as visitors and customers on company property. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.

Definitions

“Company property” is defined as all company-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under The Owl Saloon ownership or control.

“Dangerous weapons” include firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

Searches of Personal Property

The Owl Saloon reserves the right at any time and at its discretion to search all company-owned or leased vehicles and all vehicles, plus packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon is being, or has been, brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

This policy applies to all company-owned or leased vehicles and all vehicles that come onto company property.

7.6 Conflict of Interest

Employees shall not accept or engage in any activity, business, or employment during or after working hours that would conflict with the interests of The Owl Saloon or interfere with the unbiased ability of the employee to discharge his/her duty to the public in the best interest of The Owl Saloon. The Owl Saloon retains the right to determine, that which constitutes a conflict of interest in accordance with appropriate Federal, State, and local statutes, regulations, ordinances, and mandates.

- Should a situation arise concerning a possible conflict of interest with any The Owl Saloon employee or member of an appointed board and any enterprise or organization doing business with The Owl Saloon, the details of the situation will be presented to The Owl Saloon Manager/Supervisor for review, investigation, and final determination.
- Use of the official Logo, Letterhead, or other items in the conduct of activities that may not be viewed as BHB business is prohibited unless authorized by The Owl Saloon Manager/Supervisor.

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

7.7 Professional Attitude

The Owl Saloon relies on its employees to foster a positive work environment conducive to The Owl Saloon success and the professional growth and development of its employees. The Owl Saloon expects its employees to maintain a positive, professional demeanor and attitude at all times and to refrain from negative behaviors.

7.8 Professional Appearance

Standards of dress, grooming, and personal cleanliness contribute to the morale of all employees and affect the professional image The Owl Saloon presents to the public. You are expected to present a clean and neat appearance and to dress suitably for your position. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees may not be compensated for time away from work. Any questions about the dress code should be referred to your supervisor, who will be responsible for interpreting and enforcing this policy within the context of the particular work environment. Special dress codes may be required for certain properties managed by The Owl Saloon. If uniforms are provided, they must be worn. You are responsible for ensuring your uniform is neat and clean. The following are examples of appropriate and inappropriate attire:

Appropriate:

- Khakis or corduroys
- Jeans (must be clean; may not be excessively tight or revealing)
- Capris or shorts of appropriate length
- Maxi dresses or dresses of appropriate length
- Polo collar knit or golf shirts
- Oxford shirts
- Company logo wear
- Turtlenecks
- Jackets or sweaters
- Boating or deck shoes, moccasins

Inappropriate:

- Short shorts, low rise hip hugger pant
- Beachwear
- Sleeveless blouses or shirts where undergarments are revealed
- Crop tops, clothing showing midriffs, spaghetti straps
- Clothing, footwear (no open toed shoes) or jewelry in violation of specific area safety policies.

7.9 Supplies and Equipment

The Owl Saloon provides supplies, tools and equipment for the employee's use in performing his/her job. Employees are asked to exercise care, safety, and conscientiousness in the use of The Owl Saloon property.

- Removal of The Owl Saloon supplies, tools, or equipment from The Owl Saloon premises shall not be allowed unless it is authorized as part of the conduct of BHB business that is being performed off-site.
- Unsafe or careless use of The Owl Saloon supplies, tools, equipment, and chemicals may be viewed as a violation of safety standards and may become the subject of disciplinary action.
- Personal property that is damaged or lost in conjunction with the performance of The Owl Saloon assigned duties will be reviewed on a case-by-case basis for repair or replacement consideration.

7.10 Return of Property

You are responsible for all The Owl Saloon property and materials issued to you or your possession or control. You must return all The Owl Saloon property immediately upon request or upon termination of employment.

7.11 Trade Secrets and Confidentiality

As part of their employment with The Owl Saloon, employees may be exposed to and/or provided with trade secrets ("Trade Secrets") and other confidential and proprietary information ("Confidential Information") of The Owl Saloon relating to the operation of the Balanced Health Botanical' business and its customers (collectively referred to as "Trade Secrets/Confidential Information").

"Trade Secrets" means information, including a formula, pattern, compilation, program, device, method, technique or process, that: (1) derives independent economic value, actual or potential, from not being generally known to the public or to other persons or entities who can obtain economic value from its disclosure or use; and (2) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. The Owl Saloon Trade Secrets are (1) not generally known to the public or to The Owl Saloon competitors; (2) were developed or compiled at significant expense by The Owl Saloon over an extended period; and (3) are the subject of the The Owl Saloon reasonable efforts to maintain their secrecy.

"Confidential Information" means information belonging to The Owl Saloon whether reduced to writing or in a form from which such information can be obtained, translated or derived into reasonably usable form, that has been provided to employees during their employment with the The Owl Saloon and/or employees have gained access to while employed by The Owl Saloon and/or were developed by employees during their employment with The Owl Saloon, that is proprietary and confidential in nature.

Part of the consideration employees provide to The Owl Saloon in exchange for their employment and continued employment with The Owl Saloon is their agreement and acknowledgement that all Trade Secrets/Confidential Information developed, created or maintained by them shall remain at all times the sole property of The Owl Saloon, and that if The Owl Saloon Trade Secrets/Confidential Information were disclosed to a competing business or otherwise used in an unauthorized manner, such disclosure or use would cause immediate and irreparable harm to The Owl Saloon and would give a competing business an unfair business advantage against The Owl Saloon.

Employees will not, except as required in the conduct of The Owl Saloon business or as authorized in writing by The Owl Saloon disclose or use during their term of employment or subsequent thereto any Trade Secrets/Confidential Information. Furthermore, all records, files, plans, documents and the like relating to the business of The Owl Saloon which employees prepare, use or come in contact with shall be and shall remain the sole property of The Owl Saloon and shall not be copied without written permission of The Owl Saloon and shall be returned to The Owl Saloon on termination or cessation of employment, or at the The Owl Saloon request at any time.

Such confidential information belonging to the The Owl Saloon includes, but is not limited to, the following examples:

computer processes	pending projects and proposals
computer programs and codes	proprietary production processes
customer lists	research and development strategies
customer preferences	scientific data
financial information	scientific formulae
labor relations strategies	scientific prototypes
marketing strategies	technological data
new materials research	technological prototypes

All employees will be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business or employment information will be subject to disciplinary action, up to and including immediate termination of employment and legal action, even if they do not actually benefit from the disclosed information.

7.12 Social Media Policy

Purpose of the Policy

While social media offers many benefits, it also poses many risks. To protect The Owl Saloon and its employees, this policy sets forth guidelines employees must follow when using social media.

Social Media Covered By this Policy

Social media takes many forms and is continuously evolving. For purposes of this policy, social media includes but is not limited to internet forums, blogs, online profiles, wikis, chat rooms, LinkedIn, Facebook, MySpace, Wikipedia, YouTube, Twitter, Yelp, Flickr, email, instant messaging, text messaging, and all other forms of technology-supported communication and networking that may be developed.

Authorized Use of Social Media

Employees shall not access social media through computers, cell phones, or other devices owned by The Owl Saloon unless an essential function of your job involves using social media for the benefit of The Owl Saloon. Employees who use social media must adhere to the following guidelines:

- Abide by The Owl Saloon Policies. All use of social media must conform to the principles and values expressed in the policies of The Owl Saloon, including, for example, policies governing unlawful harassment and discrimination; standards of acceptable conduct; protection and non-

disclosure of confidential proprietary information; protection and non-disclosure of protected health information of a member or patient; acceptable use of company equipment; avoiding conflicts of interest; and avoiding words or actions that could be damaging to The Owl Saloon or its employees, business partners, members, or patients.

- **Write in the First Person.** Because only select owners or officers of The Owl Saloon are authorized to speak on behalf of The Owl Saloon, you must not make statements, publish written materials, or otherwise purport to speak on behalf of or represent The Owl Saloon. You must clearly identify yourself. If the context makes your relationship with The Owl Saloon apparent or generally known, then you should state that you are speaking on your own behalf and not for The Owl Saloon and should avoid words such as “we,” which may indicate you are speaking for The Owl Saloon or coworkers.
- **Avoid the Appearance of a Connection with The Owl Saloon.** Use your personal email address for all personal matters. Where your connection to The Owl Saloon is apparent, you should include the following disclaimer: “The views expressed are my own and do not reflect or represent the views, strategies, or positions of my colleagues or The Owl Saloon”. Such a disclaimer, however, will not shield you from disciplinary action, up to and including termination of employment, if you post information or engage in actions that violate The Owl Saloon policy or governing law.
- **Be Respectful of Others and Exercise Sound Judgment.** Use of social media should always be respectful of others and show sound judgment and discretion. For example, avoid using offensive slurs, personal insults, and obscenity. Show consideration for the privacy of others. Dialogue diplomatically without being offensive or inflammatory. Do not post or communicate matters that may be construed as defamatory or threatening, or that may infringe on intellectual property rights, or contain illegal content.
- **Protect the Brand and Reputation of The Owl Saloon.** Be careful to ensure that social media communications are consistent with and will positively impact the brand identity, integrity, and reputation of The Owl Saloon. If contacted by the media or press about postings that relate to The Owl Saloon or its members or patients, you must not respond unless authorization is granted by the Executive Director of The Owl Saloon.
- **Protect Confidential Business, Member, and Patient Information.** You are expected to protect the privacy of The Owl Saloon and its employees and customers. You are prohibited from disclosing information about coworkers and any proprietary and nonpublic information to which employees have access through their employment with The Owl Saloon, such as trade secrets, financial information, personal employment information, strategic business plans, and protected health information.
- **Ensure Social Media Usage Does not Interfere with Work or Business.** You should not allow use of social media to interfere with your work responsibilities or your commitment to faithfully serve The Owl Saloon or create the appearance of a conflict of interest. Nor should it cast The Owl Saloon, its business partners, employees, members, or patients in a negative or false light or otherwise interfere with the business or business relationships of The Owl Saloon.
- **Authorized Postings.** Employees who have been authorized to communicate on behalf of The Owl Saloon and who use social media must ensure information posted is accurate and lawful. Errors may reflect poorly on The Owl Saloon and could result in legal liability. In addition to complying with the other guidelines in this policy, employees may not post any copyrighted information where written reprint authorization has not been obtained in advance.

Monitoring Social Media Usage

The Owl Saloon reserves and exercises the right to monitor the use of its business devices and the use of social media for compliance with this and other company policies. Monitoring includes but is not limited to

posts, comments, and discussions about The Owl Saloon, its employees, members, patients, business partners, and competitors.

Reporting Violations

Employees who learn of actual or potential violations of this policy must promptly report it to their supervisor, manager, or any other member of management.

Discipline for Violations

The Owl Saloon investigates and responds promptly to reports of policy violations. Violations may result in disciplinary action up to and including termination of employment. The Owl Saloon also may respond to policy violations and illegal activity by taking legal action against employees or others to protect its rights and interest.

7.13 Progressive Discipline

You must meet or exceed The Owl Saloon expectations regarding performance, conduct, and attitude or corrective action will occur. Corrective action short of immediate termination, when appropriate, is intended to afford a reasonable time to improve and succeed. Progressive discipline is designed to encourage professional development by affording structured guidance in areas of needed improvement but depends on your commitment to The Owl Saloon. When a supervisor observes a deficiency in performance, conduct, or attitude, which, in the judgment of The Owl Saloon, does not warrant immediate termination, one or more of the following steps may be taken depending on an evaluation of all the facts and circumstances.

Verbal Counseling: The Supervisor and the employee discuss the issue/concern to clarify performance expectations or work requirements. These discussions are intended to improve work performance and may be initiated by either the employee or supervisor.

Verbal Advisory: The Supervisor and the employee discuss the issue/concern. These discussions will be documented, signed by the employee and made part of the employee's file.

Written Advisory: Management will recommend a plan for correction/improvement for employees. A written description of the concern/circumstance and the plan for improvement, including the date or dates of follow-up, shall be co-signed by the supervisor and the employee and placed in the employee's personnel file. Generally, the time span in the plan for improvement would be from one to 90 days, depending on the nature of the improvement to be made and the details of the plan for improvement. Follow-up discussions shall be documented and co-signed as with the original written advisory and placed in the employee's personnel file as an addition to the original document.

Human Resources, with the prior approval of The Owl Saloon Manager/Supervisor, may terminate an employee immediately, without performance counseling or other corrective action, if circumstances necessitate such action, as all employment at The Owl Saloon is at will.

SAFETY AND SECURITY

8.1 Safety Policy

It is The Owl Saloon intent that all employees enjoy a safe work environment free from known health and safety hazards. The Owl Saloon has established safety practices concerning work area organization as well as use of tools, equipment, and chemicals.

- Each employee is expected to take responsibility for helping ensure that the standards are followed by conducting his/her activities in accordance with established practices.
- It is the employee's responsibility to report accidents or injuries.
- Failure by an employee to follow safety standards and related practices may result in immediate disciplinary action up to and including termination.

8.2 Procedure for Reporting Workplace Injuries and Illnesses

You must immediately report all accidents or injuries, no matter how minor, to your supervisor or other member of management. In the event of a serious injury, call 911 immediately, and then notify your supervisor. In the event of a minor injury, the supervisor will determine the need for medical assistance and may require you to seek medical attention at an approved medical facility. The supervisor or other member of management may escort you to the approved medical facility. Your supervisor or other member of management must immediately complete an accident report following any accident, near-miss, or injury. The accident report form must be submitted to Human Resources within 24 to 48 hours of the accident, near-miss, or injury. Submission of the form ensures receipt by the injured employee of any applicable benefits under workers' compensation insurance.

8.3 Parking Area Safety

You should use caution when going to and from the parking area and should immediately report any suspicious behavior or persons in the parking area. To ensure parking area safety, you should lock your vehicle. If you arrive or depart work in darkness, you should take extra steps to ensure personal safety.

OTHER IMPORTANT POLICIES

9.1 Solicitations, Distributions, and Use of Bulletin Boards

You may not solicit other employees during work time or distribute literature in work areas at any time. You must not disturb the work of others for the purpose of soliciting or distributing literature during their work time. Persons not employed by The Owl Saloon may not solicit The Owl Saloon employees for any purposes on The Owl Saloon premises.

9.2 Use of Computers, Internet, Email, and Other The Owl Saloon Equipment

The Owl Saloon provides various supplies, computers, internet, email, telephones, and other resources necessary for you to perform your job. These items must be used with care for business purposes.

Computer Systems, Internet, and Email

The Owl Saloon monitors the use of its computers, networks, Internet, email, voicemail, and telephones. Occasional use for personal reasons is acceptable, but there is no privacy when using such systems, whether or not you have a password. Nor is there any privacy with respect to information contained on your personal electronic devices that are connected to or access the The Owl Saloon computers, network, Internet, email, or voicemail.

Computers

You must not install unapproved software. The Owl Saloon may purge data at any time without notice and is not responsible for loss of any personal information.

Internet

If you are provided access to the Internet, you must use common sense and good judgment. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law) may not be downloaded from the Internet or displayed or stored in The Owl Saloon computers. If you encounter or receive such material, you should immediately report it. The Owl Saloon equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and email.

You may not use the Internet to download games or entertainment software, including wallpaper and screen savers, or to play Internet games. You may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining written permission of The Owl Saloon.

E-Mail

All email and attachments to email sent or received using The Owl Saloon resources are The Owl Saloon property. Use of the email system for personal reasons during work time should be kept to a minimum. The Owl Saloon may monitor, access, retrieve, and delete any matter stored in, created, received, or sent by email. Though The Owl Saloon has the right to retrieve and read any email, email should be treated as confidential and accessed only by the intended recipient. Only authorized managerial employees may retrieve or read email not sent to them.

You must be courteous to others and always conduct yourself professionally when using email. Email must not be created, sent, or received that contains intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law. Email may not be used to solicit for non-job-related causes without prior permission from management.

Email shall not be used to send or receive copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from The Owl Saloon management. If uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, you should not transfer the information.

Personal Electronic Devices

To the extent The Owl Saloon allows you to use a personal electronic device to network with and access The Owl Saloon computers, networks, email, Internet, voicemail, and other business systems and devices for conducting The Owl Saloon business, all such The Owl Saloon information and records stored on your personal device remain the exclusive property of The Owl Saloon. All policies applicable to The Owl Saloon equipment, systems, and devices shall be applicable to your personal electronic devices. As a condition of employment, you authorize The Owl Saloon to access and monitor your personal electronic devices in order to protect the information and business interests of The Owl Saloon. You also authorize The Owl Saloon to issue a “kill command” to your electronic devices and wipe your devices when The Owl Saloon deems necessary to protect its proprietary and other sensitive information from loss, misappropriation, or theft. Since a kill command may result in loss of your own personal information and media, you should ensure that your personal information and media stored on your electronic devices is appropriately backed up and protected against loss or alteration.

9.3 Internal Investigations and Searches

From time to time, The Owl Saloon may conduct internal investigations pertaining to security, auditing, or other work-related matters. You must cooperate and assist in these investigations if requested to do so. Whenever necessary in The Owl Saloon discretion, work areas (*i.e.*, desks, file cabinets, etc.) and personal belongings (*i.e.*, briefcases, handbags, purses, coats, backpacks, etc.) may be subject to a search without notice. The Owl Saloon will seek your consent before conducting a search but may not always be able to do so. Failure to cooperate constitutes insubordination.

9.4 Recordings and Video

The Owl Saloon prohibits employees from recording conversations or making video while in the workplace or while engaged in work-related matters unless advance notice and consent is received from all parties who are present. Customers requesting in house videos must provide court or legal documents verifying request.

9.5 Human Resources Policy Administration

The Owl Saloon has established the processes and procedures outlined below for the development, announcement and authorization of human resources policies and procedures.

9.6 Policy Development and Review

Development of changes to existing policies and new policies shall be the responsibility of The Owl Saloon Manager/Supervisor or the Department Head with Board approval.

Each Department Head, with written The Owl Saloon Manager/Supervisor approval, may develop supplemental procedures for the operation of their department providing that they do not conflict with the standards outlined herein. If a conflict between procedures does arise, the procedures contained herein govern.

9.7 Policy Announcement

Policy changes (including rescinding old policies that no longer apply and adopting new policies) shall normally be announced at least 10 working days prior to the action to allow employees to become familiar with change before the effective date. These changes will be dated and will be distributed to each employee. Each employee will acknowledge receipt and acceptance of the changes and the changes will become part of this Handbook.

9.8 Appendix A: The Owl Saloon Leave Request Form

- Please fill the form and email to jzorn@hrainc.biz and your manager
- Manager will approve and send you email notification

Name	
Date of Request	
Requested Dates	
Total Number of Days off	
Paid or Unpaid	
Reason for request	
Doctors Certificate for Sick Leave requests Y/N (please attach)	
Comments / Notes	

Employees signature:

Manager signature:

Approved / Unapproved

9.9 Appendix B Employee Acknowledgement

I acknowledge that on _____(date) I received a copy of The Owl Saloon Employee Handbook and that I read it, understood it, and agree to comply with it.

I understand that the information contained in this Handbook supersedes any written or verbal policies I may have received in the past.

I understand that The Owl Saloon has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the Handbook at any time. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this Handbook. Further, I understand that changes in policy will be communicated in accordance with the procedure outlined in this manual and that this process may be supplemented by communications from my supervisor or through other notices issued verbally, in writing, or in an electronic form. I accept full responsibility for keeping informed of the policies and practices in place at a given point in time as well as for any changes thereto.

I understand that the policies, practices, and procedures contained in the Handbook do not constitute any form of contractual or legal employment agreement between The Owl Saloon and me. I understand that, unless I have a written employment agreement signed by an authorized The Owl Saloon representative, **I am employed at will and this Handbook does not modify my at-will employment status.** If I have a written employment agreement signed by an authorized The Owl Saloon representative and this Handbook conflicts with the terms of my employment agreement, I understand that the terms of my employment agreement will control.

Employee's Name (Printed)

Employee's Signature Date

The Owl Saloon Manager/Supervisor's Signature Date

NOTE: This form becomes a permanent part of an employee's personnel file.