

The Tailored Closet and PremierGarage

San Diego Employee Handbook

March 2026 Updated

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Core Policies

1.0 Welcome

1.1 A Welcome Policy

Welcome! You have just joined a dedicated organization. We hope that your employment with The Tailored Closet and PremierGarage will be rewarding and challenging. We take pride in our team members as well as in the products and services we provide.

The Corporation complies with all federal and state employment laws, and this handbook generally reflects those laws. The Corporation also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

The employment policies and/or benefits summaries in this handbook are written for all team members. When questions arise concerning the interpretation of these policies as they relate to team members who are covered by a collective-bargaining agreement, the answers will be determined by reference to the actual union contract, rather than the summaries contained in this handbook.

Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or

policy statements dealing with the subjects discussed herein. The Corporation reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the work place.

If you have questions about your employment or any provisions in this handbook, contact Dana Nuesca.

We wish you success in your employment here at The Tailored Closet and PremierGarage!

All the best,

Dana Nuesca, Owner, The Tailored Closet and PremierGarage

1.2 At-Will Employment

Your employment with The Tailored Closet and PremierGarage is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Corporation at any time, with or without notice and with or without cause.

Nothing in this handbook or any other Corporation document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Owner has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Owner.

If a written contract between you and the Corporation is inconsistent with this handbook, the written contract is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

This policy may not be appropriate in its entirety for team members working in Montana.

2.0 Introductory Language and Policies

2.1 Ethics Code

The Tailored Closet and PremierGarage will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and team members are expected to adhere to high standards of business and personal integrity as a representation of our business practices, at all times consistent with their duty of loyalty to the Corporation.

We expect that officers, directors, and team members will not knowingly misrepresent the Corporation and will not speak on behalf of the Corporation unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) about the Corporation or operations, or that of our customers or partners, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The

degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

2.2 Revisions to Handbook

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including The Tailored Closet and PremierGarage policies and procedures. The handbook is not a contract. The Corporation reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on company bulletin boards.

3.0 Hiring and Orientation Policies

3.1 Conflicts of Interest

The Tailored Closet and PremierGarage is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the Corporation, you must disclose it to your Manager. If an actual or potential conflict of interest is determined to exist, the Corporation will take such steps as it deems necessary to reduce or eliminate this conflict.

3.2 Employment of Relatives and Friends

We will not employ friends or relatives in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at The Tailored Closet and PremierGarage. It is your obligation to inform the Corporation of any such potential conflict so the Corporation can determine how best to respond to the particular situation.

3.3 Job Descriptions

The Tailored Closet and PremierGarage attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from your Manager.

Job descriptions prepared by the Corporation serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, the Corporation may have to revise, add to, or delete from your job duties per business needs. On occasion, the Corporation may need to revise job descriptions with or without advance notice to team members.

If you have any questions regarding your job description or the scope of your duties, please speak with your Manager.

3.4 New Hires and Introductory Periods

The first 90 days of your employment is considered an introductory period. During this period, you will become familiar with The Tailored Closet and PremierGarage and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Your introductory period with the Corporation can be shortened or lengthened as deemed appropriate by management and Human Resources. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

3.5 Training Program

In most cases, and for most departments, training team members is done on an individual basis by the department manager. Even if you have had previous experience in the specified functions of your job duties, it is necessary for you to learn our specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, consult your Manager.

3.6 Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with The Tailored Closet and PremierGarage. If you are currently employed and have not complied with this requirement or if your status has changed, inform your Manager.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Corporation.

4.0 Wage and Hour Policies

4.1 Attendance Policy

If you know ahead of time that you will be absent or late, provide reasonable advance notice to your Manager. You may be required to provide documentation of any medical or other excuse for being absent or late where permitted by applicable law.

The Tailored Closet and PremierGarage reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences where permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

4.2 Direct Deposit

The Tailored Closet and PremierGarage encourages all team members to enroll in direct deposit. If you would like to take advantage of direct deposit, ask Payroll for an application form. Typically, the bank will begin the direct deposit of your payroll within 30 calendar days after you submit your completed application.

If you have selected the direct deposit payroll service, a written explanation of your deductions will be given to you on paydays described in the preceding sections in lieu of a check.

4.3 Introduction to Wage and Hour Policies

At The Tailored Closet and PremierGarage, pay depends on a wide range of factors, including pay scale surveys, individual effort, profits, and market forces. If you have any questions about your compensation, including matters such as paid time off, commissions, overtime, benefits, or paycheck deductions, speak with your Manager.

4.4 Job Abandonment

If you fail to show up for work or fail to call in with an acceptable reason for the absence for a period of three consecutive days, you will be considered to have abandoned your job and voluntarily resigned from The Tailored Closet and PremierGarage.

4.5 Paycheck Deductions

The Tailored Closet and PremierGarage is required by law to make certain deductions from your pay each pay period, including deductions for federal and state income taxes, Social Security and Medicare (FICA) taxes, state disability insurance taxes, and any other deductions required under law or by court order for

wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. You may also authorize voluntary deductions from your paycheck, including contributions for insurance premiums, retirement plans, spending accounts, or other services. Your deductions will be reflected in your wage statement.

The Corporation will not make deductions to your pay that are prohibited by federal, state, or local law. If you have any questions about deductions from your pay, contact your Manager. You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

4.6 Recording Time

The Tailored Closet and PremierGarage is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain team members. To ensure that the Corporation has complete and accurate time records and that team members are paid for all hours worked, nonexempt team members are required to record all working time using Corporation timekeeping application. Exempt team members may also be required to track days or time worked. Speak with your Manager for specific instructions.

You must accurately record all of your time to ensure you are paid for all hours worked, and must follow established Corporation procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

Notify your Manager of any pay discrepancies, unrecorded or misrecorded work hours, or any involuntarily missed meal or break periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to your Supervisor or appropriate department any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

4.7 Use of Employer Credit Cards

All team members in the possession of a credit card issued by The Tailored Closet and PremierGarage will adhere to the strictest guidelines of responsibility for the protection and proper use of that card. Credit card purchases related to Corporation vehicle use (gas, oil, etc.) under \$100 do not require prior approval. Credit card purchases for vehicle use over \$100 and any other business purchases over \$25 must receive prior approval from your Manager.

Submit all sales receipts generated by use of the Corporation credit card to the office receptionist. Your Corporation credit card may not be used for personal reasons. Use of the Corporation credit card is restricted to approved business related expenses.

Any unauthorized purchases made with a credit card issued by the Corporation will be the cardholder's

responsibility. You must reimburse any such purchase to the Corporation within 15 days.

Immediately report lost or stolen Corporation cards to your Manager. Failure to follow this policy may result in disciplinary action up to and including discharge.

5.0 Performance, Discipline, Layoff, and Termination

5.1 Criminal Activity/Arrests

The Tailored Closet and PremierGarage will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by the Corporation, whether on or off Corporation property, may result in disciplinary action including suspension or termination of employment.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

5.2 Exit Interview

You may be asked to participate in an exit interview when you leave The Tailored Closet and PremierGarage. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist the Corporation in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

5.3 Open Door/Conflict Resolution Policy

The Tailored Closet and PremierGarage strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the work place to the attention of your Manager and, if necessary, to Human Resources or upper level management. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity on the part of the Corporation, management, its team members, vendors, customers, or any other persons or entities related to the Corporation, bring your concerns to the attention of your Manager at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate Manager. If you have already brought this matter to the attention of your Manager before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to Human Resources or upper level management. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

5.4 Outside Employment

Outside employment that creates a conflict of interest or that affects the quality or value of your work performance or availability at The Tailored Closet and PremierGarage is prohibited. The Corporation recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest. Any outside employment that will conflict with your duties and obligations to the Corporation should be reported to your Manager. Failure to adhere to this policy may result in discipline up to and including termination.

5.5 Pay Raises

Depending on financial health and other Corporation factors, efforts will be made to give pay raises consistent with The Tailored Closet and PremierGarage profitability, job performance, and the consumer price index. The Corporation may also make individual pay raises based on merit or due to a change of job position.

5.6 Performance Improvement

The Tailored Closet and PremierGarage will make efforts to periodically review your work performance. The performance improvement process will take place annually, or as business needs dictate. You may specifically request that your Manager assist you in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance.

5.7 Post-Employment References

The Tailored Closet and PremierGarage policy is to confirm dates of employment and job title only. With written authorization, the Corporation will confirm compensation. Forward any requests for employment verification to Dana Nuesca.

5.8 Promotions

To match you with the job for which you are best suited and to meet the business needs of The Tailored Closet and PremierGarage, you may be transferred from your current job. It is our policy to promote from within only when the most qualified candidate is available. Promotions are made on an equal opportunity basis according to team members possessing the needed skills, education, experience, and other qualifications that are required for the job.

All team members promoted into new job positions will undergo a 90-day introductory period as described in the New Hires and Introductory Periods policy. Unlike new hires, however, such employees will continue to receive Corporation benefits for which they are eligible.

5.9 Resignation Policy

The Tailored Closet and PremierGarage hopes that your employment with the Corporation will be a mutually rewarding experience; however, the Corporation acknowledges that varying circumstances can cause you to resign employment. The Corporation intends to handle any resignation in a professional manner with minimal disruption to the workplace.

Notice

The Corporation requests that you provide a minimum of two weeks' notice of your resignation. Provide a written resignation letter to your Manager. If you provide less notice than requested, the Corporation may deem you to be ineligible for rehire, depending on the circumstances of the notice given.

The Corporation reserves the right to provide you with pay in lieu of notice in situations where job or business needs warrant.

Final Pay

The Corporation will pay separated team members in accordance with applicable laws and other sections of this handbook.

Notify the Corporation if your address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address.

Return of Property

Return all Corporation property at the time of separation, including such as uniforms, tools, laptops, credit cards. Failure to return some items may result in deductions from your final paycheck where state law allows. In some circumstances, the Corporation may pursue criminal charges for failure to return Corporation property.

5.10 Standards of Conduct

The Tailored Closet and PremierGarage wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our team members, clients, customers, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge team members for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on Corporation property (including in Corporation vehicles), or on Corporation business.
- Inaccurate reporting of the hours worked by you or any other team members.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the Corporation or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-company communications, or expense records.
- Taking or destroying Corporation property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer.
- Disclosure of Corporation trade secrets and proprietary and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, trademarks, etc.) of the Corporation or its customers, contractors, suppliers, or vendors.

- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in nondesignated areas.
- Working unauthorized overtime.
- Solicitation of fellow employees on Corporation premises during working hours.
- Failure to dress according to Corporation policy.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job at this Corporation.
- Gambling on Corporation premises.
- Lending keys or keycards to Corporation property to unauthorized persons.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

5.11 Workforce Reductions (Layoffs)

If necessary based upon business needs, The Tailored Closet and PremierGarage management may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for all involved, and the Corporation will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

6.0 General Policies

6.1 Authorization for Use of Personal Vehicle

All team members required to operate a motor vehicle as part of their employment duties must maintain a valid California driver's license, an acceptable driving record, and appropriate insurance coverage. The Tailored Closet and PremierGarage may run a motor vehicle department (DMV) check to determine your driving record at hire and annually thereafter. It is your responsibility to provide a copy of your current driver's license and proof of insurance coverage for your personnel file. Any changes in your driving record — including, but not limited to, driving infractions, license suspension or revocation, or changes to your insurance policy — must be reported to the Corporation within 5 business days.

If you use your personal vehicle in the course and scope of employment, you must carry California minimum auto liability insurance and comply fully with the Corporation's Safe Driving Policy. You may **not** operate your personal vehicle on Company business while:

1. Under the influence of alcohol, illegal drugs, marijuana (regardless of lawful off-duty use), prescription medications that impair driving, or any other substance that might impair your judgment or ability to drive; or
2. Holding or using a cell phone, smartphone, or any handheld electronic communication device for any purpose — including talking, texting, emailing, reading messages, browsing the internet, or using applications — in violation of California Vehicle Code §§ 23123 and 23123.5. Hands-free use only is permitted.

Violation of this policy may result in disciplinary action up to and including termination of employment. See also the Corporation's **Safe Driving Policy**, which is incorporated by reference and provided as a separate companion document.

6.2 Computer Security and Copying of Software

Software programs purchased and provided by The Tailored Closet and PremierGarage are to be used only for creating, researching, and processing materials for Corporation use. By using Corporation hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable Corporation policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the Corporation, or developed by Corporation team members or contract personnel on behalf of the Corporation, is and will be deemed Corporation property. It is the policy of the Corporation to respect all computer software rights and to adhere to the terms of all software licenses to which the Corporation is a party. Dana Nuesca is responsible for enforcing these guidelines.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the Corporation to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your manager's approval. All software acquired by the Corporation must be purchased through Dana Nuesca.

You may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the Corporation.

6.3 Driving Record

All team members required to operate a motor vehicle as part of their employment duties at The Tailored Closet and PremierGarage must maintain a valid California driver's license and an acceptable driving record at all times. The Corporation conducts DMV record checks at the time of hire and annually for all team members whose job duties include driving.

It is your responsibility to provide a copy of your current driver's license for your personnel file upon hire and whenever your license is renewed or changed. Any changes in your driving record — including, but not limited to, moving violations, DUI/DWI arrests or convictions, license suspension or revocation, or any restriction placed on your license — must be reported to your Manager within 5 business days of occurrence, whether the incident occurs on or off duty.

California law requires all motorists to carry auto liability insurance at all times. It is against the law to drive without insurance. If you use your personal vehicle for any employment duties, you must provide management with a current proof of insurance statement or card. New proof of insurance is required every time your policy expires and renews, and any lapse in coverage must be reported immediately.

The Corporation will review driving records and reserves the right to remove driving privileges or take other disciplinary action — up to and including termination — when an employee's driving record poses a safety or liability risk to the Corporation, its customers, or the public. See Section 6.16 for the driving infraction consequence standards.

6.4 Employer Sponsored Social Events

The Tailored Closet and PremierGarage holds periodic social events for team members. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by a Manager prior to the event.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

6.5 GPS Monitoring of Employer Vehicles

The Tailored Closet and PremierGarage desires to strike the appropriate balance between today's technologies, your desire for privacy, and our interests in protecting Corporation vehicles, equipment, and drivers. Due to safety, efficiency, and other business purposes, the Corporation uses GPS technology to monitor the whereabouts of our vehicles at all times.

Questions concerning vehicle monitoring should be directed to Dana Nuesca. Questions concerning the proper use of any vehicles should be directed to Dana Nuesca.

If you abuse the privilege of driving company vehicles, you will be subject to corrective action, up to and including termination of employment. If necessary, the Corporation will also advise law enforcement officials of any illegal conduct.

6.6 Nonsolicitation/Nondistribution Policy

To avoid disruption of business operations or disturbance of team members, visitors, and others, The Tailored Closet and PremierGarage has implemented a Nonsolicitation/Nondistribution Policy. For purposes of this policy, "solicitation" includes, but is not limited to, selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Nonsolicitation/Nondistribution Policy.

You are prohibited from soliciting other team members during your assigned working time. For this purpose, working time means time during which either you or the team members who are the object of the solicitation are expected to be actively engaged with assigned work. You may conduct solicitations during your lunch period, coffee breaks, or other authorized nonworking time, so long as you do so when the other team members are also on nonworking time.

To avoid inappropriate litter, clutter, and safety risks, you may not distribute literature or other items that are not work related in working areas at any time. Working areas do not include break/rest areas, lunch rooms, or parking lots. Electronic distribution of materials is prohibited during work time. Literature that violates the company's equal employment opportunity (EEO) and nonharassment policies (including threats of violence), or is knowingly and recklessly false, is never permitted. Non-employees are not permitted to distribute materials on company premises at any time.

This policy is not intended to restrict the statutory rights of team members, including the right to discuss terms and conditions of employment.

Violations of this policy should be reported to your Manager.

6.7 Off-Duty Use of Employer Property or Premises

You may not use The Tailored Closet and PremierGarage property for personal use during working time. You are responsible for returning Corporation property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of copy machines, computers, Corporation products, or office supplies for personal use without prior authorization.

It is Corporation policy to control off duty and nonworking hour use of Corporation facilities either for business or personal reasons. You are prohibited from using Corporation facilities during off duty or nonworking hours without the written consent of your Manager. If you use Corporation facilities during your off-duty hours or Corporation off-hours, you may be required to sign a log-in and log-out sheet maintained by the Corporation or building manager.

6.8 Personal Appearance

Your personal appearance reflects on the reputation, integrity, and public image of The Tailored Closet and PremierGarage. All team members are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

The Corporation, in accordance with applicable law, will reasonably accommodate team members with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the Corporation. Contact your Manager to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

6.9 Personal Cell Phone/Mobile Device Use

While The Tailored Closet and PremierGarage permits team members to bring personal cell phones and other mobile devices (i.e., smartphones, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity. You should primarily use such personal devices during nonworking time, such as breaks and meal periods. Outside of nonworking time, use of such devices should be minimal and limited to emergency use only. If you have a device that has a camera and/or audio/video recording capability, you are restricted from using those functions on Corporation property unless authorized in advance by management or when used in a manner consistent with your right to engage in concerted activity under Section 7 of the NLRA.

Driving and Mobile Device Use — California Law and Company Policy

California Vehicle Code §§ 23123 and 23123.5 prohibit holding or using a handheld wireless telephone or electronic device while operating a motor vehicle. The Corporation adopts and strictly enforces these requirements as a condition of employment.

While operating any vehicle on work time or on Company business, team members are **prohibited** from:

- Holding a cell phone or any handheld device for any reason while the vehicle is in motion;
- Talking, texting, emailing, reading, browsing, or using any app on a handheld device while driving;
- Manually entering GPS or navigation information while the vehicle is in motion; and

- Taking photos or videos while driving.

Permitted hands-free use only: team members MAY use a Bluetooth earpiece, a speakerphone in a mounted cradle, or the vehicle's integrated hands-free system — provided the call is initiated before driving or via a single swipe/tap without holding the device. Even hands-free calls should be kept brief and avoided when road conditions require full attention.

If you need to use your device, pull completely off the road to a safe and legal stopping location before doing so. Do not rely on a quick glance or voice-only interaction as a substitute for pulling over.

You may connect your personal device to the Corporation network or to Corporation equipment (computers, printers, etc.).

If you are authorized to use a personal device, you will receive a monthly stipend based on the estimated use of the device. If your plan exceeds the monthly stipend, the Corporation will not be liable for the cost difference.

Nothing in this policy is intended to prevent team members from engaging in protected concerted activity under the NLRA.

Violation of the driving portion of this policy is a serious safety violation and may result in disciplinary action up to and including immediate termination of employment.

6.10 Personal Data Changes

It is your obligation to provide The Tailored Closet and PremierGarage with your current contact information, including current mailing address and telephone number. Inform the Corporation of any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact Payroll or the appropriate department, or person.

6.11 Security

All team members are responsible for helping to make The Tailored Closet and PremierGarage a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to your Manager immediately. Refrain from discussing specifics regarding Corporation security systems, alarms, passwords, etc. with those outside of the Corporation.

Immediately advise your Manager of any known or potential security risks and/or suspicious conduct of team members, customers, or guests of the Corporation. Safety and security is the responsibility of all team members and we rely on you to help us keep our premises secure.

6.12 Social Media Policy

At The Tailored Closet and PremierGarage, we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to the Corporation, you are expected to follow our guidelines for appropriate use of social media.

This policy applies to all team members who work for the Corporation.

Guidelines

For purposes of this policy, **social media** includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the Corporation, as well as any other form of electronic communication.

Corporation principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, you are solely responsible for what you communicate in social media. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any customer, manager, owner, or team members of the Corporation.

Know and Follow the Rules

Ensure your postings are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

The Corporation cannot force or mandate respectful and courteous activity by team members on social media during nonworking time. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or Corporation policy. Your personal posts and social media activity should not reflect upon or refer to the Corporation.

Maintain Accuracy and Confidentiality

When posting information:

- Maintain the confidentiality of trade secrets, intellectual property, and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Corporation.
- Do not create a link from your personal blog, website, or other social networking site to a Corporation website that identifies you as speaking on behalf of the Corporation.
- Never represent yourself as a spokesperson for the Corporation. If the Corporation is a subject of the content you are creating, do not represent yourself as speaking on behalf of the Corporation. Make it clear in your social media activity that you are speaking on your own behalf.
- Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

Using Social Media at Work

Do not use social media while on your work time, unless it is work related as authorized by your manager or consistent with policies that cover equipment owned by the Corporation.

Media Contacts

If you are not authorized to speak on behalf of the Corporation, do not speak to the media on behalf of the Corporation. Direct all media inquiries for official Corporation responses to Human Resources.

Retaliation and Your Rights

Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent team members from communications regarding wages, hours, or other terms and conditions of employment, or to restrain team members in exercising any other right protected by law. All team members have the right to engage in or refrain from such activities.

6.13 Suggestion Policy

At The Tailored Closet and PremierGarage, we welcome suggestions for continued improvement and welcome your ideas for better ways to do your job, produce or sell the products or services of our Corporation, or meet customer and client needs. Discuss your ideas with your Manager or another member of the management team.

We also encourage you to offer any suggestions derived from seminars, magazines, or other outside sources of information you believe would add value to the Corporation.

Understand that any suggestions, innovations, inventions, or other matter created by you on work time or with Corporation tools or property are considered to be the property of the Corporation.

6.14 Third Party Disclosures

From time to time, The Tailored Closet and PremierGarage may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former team members, newspapers, law enforcement agencies, and other outside persons may contact our team members to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the Corporation and should refer any call requesting the position of the Corporation to Dana Nuesca. If you have any questions about this policy or are not certain what to do when such a contact is made, contact Dana Nuesca.

6.15 Use of Company Technology

This policy is intended to provide The Tailored Closet and PremierGarage team members with the guidelines associated with the use of the Corporation information technology (IT) resources and communications systems.

This policy governs the use of all IT resources and communications systems owned by or available at the Corporation, and all use of such resources and systems when accessed using your own devices, including but not limited to:

- Email systems and accounts.
- Internet and intranet access.
- Telephones and voicemail systems, including wired and mobile phones, smartphones, and pagers.
- Printers, photocopiers, and scanners.
- Fax machines, e-fax systems, and modems.

- All other associated computer, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices.
- Closed-circuit television (CCTV) and all other physical security systems and devices, including access key cards and fobs.

General Provisions

Corporation IT resources and communications systems are to be used for business purposes only unless otherwise permitted under applicable law.

All content maintained in Corporation IT resources and communications systems are the property of the Corporation. Therefore, team members should have no expectation of privacy in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on Corporation electronic information and communications systems.

The Corporation reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over Corporation IT resources and communications systems in accordance with applicable law. Any individual who is given access to the system is hereby given notice that the Corporation will exercise this right periodically, without prior notice and without prior consent.

The interests of the Corporation in monitoring and intercepting data include, but are not limited to: protection of Corporation trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.); managing the use of the computer system; and/or assisting team members in the management of electronic data during periods of absence.

You should not interpret the use of password protection as creating a right or expectation of privacy, nor should you have a right or expectation of privacy regarding the receipt, transmission, or storage of data on Corporation IT resources and communications systems.

Do not use Corporation IT resources and communications systems for any matter that you would like to be kept private or confidential.

Violations

If you violate this policy, you will be subject to corrective action, up to and including termination of employment. If necessary, the Corporation will also advise law enforcement officials of any illegal conduct.

6.16 Use of Employer Vehicles

Company vehicles are to be used for The Tailored Closet and PremierGarage business only. Unless use of the vehicle has been expressly approved in writing for personal use, personal or outside business use is strictly prohibited.

License, Record, and Insurance Requirements

You must hold a valid California driver's license and maintain an acceptable driving record to operate a Company vehicle. All infractions or violations occurring while driving a Company vehicle, and all restrictions, suspensions, revocations, or other changes to your driver's license, must be reported to your Manager immediately — no later than the end of that business day.

Vehicle Care and Safety

When a Corporation vehicle cannot be operated safely, has warning lights, is unsafe for use, or has been damaged, notify your Manager immediately. Do not operate an unsafe vehicle. As the driver of a Corporation vehicle, you are responsible for the vehicle while it is in your charge. You must not permit unauthorized persons to drive it, and you are responsible for the daily housekeeping of the vehicle; it is to remain clean and uncluttered at all times.

Seatbelts must be worn by the driver and all passengers at all times. Smoking, vaping, and consumption of alcohol or drugs in Company vehicles is strictly prohibited.

Impaired Driving — Zero Tolerance

You may not operate a Company vehicle while:

- Under the influence of alcohol (any detectable impairment is prohibited; BAC of 0.04% or above for commercial vehicle operation under California law);
- Under the influence of any illegal substance or marijuana — regardless of whether use was lawful off-duty;
- Under the influence of prescription or over-the-counter medications that carry warnings about drowsiness, impaired driving, or operating machinery; or
- Fatigued to a degree that impairs safe driving. Contact your supervisor immediately if you are too fatigued to drive safely.

Distracted Driving — Handheld Device Ban

You may not operate a Company vehicle while holding or using a cell phone, smartphone, or any handheld electronic communication device for any purpose — including talking, texting, emailing, reading, browsing, or using apps — in violation of California Vehicle Code §§ 23123 and 23123.5. Hands-free use only is permitted (see Section 6.9 for full requirements). If you need to use a device, pull completely off the road to a safe location first.

Accident Reporting

Any team member involved in an accident while driving a Company vehicle must: (1) ensure safety and call 911 if anyone is injured; (2) contact law enforcement and obtain a police report; (3) notify your supervisor or Dana Nuesca as soon as possible on the same business day; (4) exchange information with all involved parties without admitting fault; and (5) complete the Corporation's incident report form within 24 hours.

Driving Infraction Consequences

Multiple moving violations appearing on the annual DMV check will result in suspension of the right to drive a Company vehicle or a personal vehicle on Company business. Suspension of driving privileges will continue until one full year has passed with no new infractions. If driving is a core function of your job and driving privileges are suspended, you may be subject to reassignment or termination. A single DUI conviction — on or off duty — when driving is a core job function will result in termination.

See the Corporation's **Safe Driving Policy** for the full scope of driving requirements, which is incorporated into this handbook by reference.

6.17 Workplace Privacy and Right to Inspect

The Tailored Closet and PremierGarage property, including but not limited to lockers, phones, computers, tablets, desks, work place areas, vehicles, or machinery, remains under the control of the Corporation and is subject to inspection at any time, without notice to any team members, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on Corporation premises including that kept in lockers and desks.

7.0 Benefits

7.1 401(k) Plan

Eligible team members (as determined by the terms of the plan) may participate in the The Tailored Closet and PremierGarage 401(k) plan. Refer to your Summary Plan Description (SPD) for specifics.

Contact Dana Nuesca to find out if you are eligible to participate in the Corporation 401(k) plan. The Corporation is required to let you know if you are eligible.

This benefit, as well as other benefits, may be canceled or changed at the discretion of the Corporation, unless otherwise required by law.

7.2 Bereavement Leave

The Tailored Closet and PremierGarage recognizes the importance of taking leave when there is a death in the family. Where bereavement leave is not required by law, the Corporation will provide bereavement leave as follows:

All employees are eligible for 3 days of unpaid bereavement leave for the death of an immediate family member.

You may use accrued but unused vacation/sick leave if additional time is needed. Additional unpaid time off may be granted at the discretion of the Corporation on a case-by-case basis.

For purposes of this policy, **immediate family member** includes the following and applies both to the family of the employee and the employee's spouse: child (including foster child and stepchild), spouse, sister, brother, parents (including foster parents and stepparents), grandparents.

You must provide notice of your need for bereavement leave as far in advance as possible. The Corporation may require documentation supporting your need for bereavement leave.

7.3 Employee Assistance Program (EAP)

The Tailored Closet and PremierGarage provides confidential assistance through its employee assistance program (EAP) to all eligible team members and their family members/dependents. The EAP provides confidential access to professional counseling services for help with personal concerns that may impact job performance. These concerns may include, but are not limited to, health, marital, family, financial, legal, emotional, alcohol abuse, and drug use. The EAP can help assess the problem, offer guidance, and provide a referral to quality care.

Voluntary participation in the EAP will not jeopardize your opportunities for promotion or employment. You can contact the EAP directly. Any information about your contact, participation, or any recommended treatment is confidential and will not be disclosed to the Corporation.

In certain circumstances, you may be referred to the EAP by your Manager due to job performance issues.

EAP services are available to eligible participants without charge; however, the cost of referrals to

treatment or rehabilitation is your responsibility if it is not completely covered by insurance.

EAP services can be initiated by contacting the EAP service provider, BalanceWorks at: 1-800-960-5371/www.eniweb.com.

7.4 Exempt Personnel

If you are classified as exempt at the time of your hiring, you are not eligible for overtime pay as otherwise required by federal, state, or local laws. If you have a question regarding whether you are exempt or nonexempt, contact your Manager for clarification.

7.5 Health Insurance Policy

The Tailored Closet and PremierGarage offers group health insurance benefits to all eligible full-time team members who have completed 90 days of employment and their eligible dependents. Health plan benefits are described in detail in the Summary Plan Description (SPD), which may be obtained from Dana Nuesca.

Your group health benefits are paid in part by the Corporation. The remainder of the costs are paid by you through deductions from your paycheck.

Benefits may be canceled or changed at the discretion of the Corporation, unless otherwise prohibited by law.

If you or a dependent become ineligible for benefits due to a change in work hours or through a life event, or you leave employment with us, you may have the right to continue your health benefits under federal or state law. In such event, the Corporation will provide you with information about your rights to continue your benefits coverage.

7.6 Holidays

The Tailored Closet and PremierGarage offers the following paid holidays each year:

New Year's Day

Memorial Day

4th of July

Labor Day

Thanksgiving Day

Christmas Day

When a holiday falls on a Saturday, it will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

If a holiday falls on your regular day off, ask your Manager how it affects you.

You will be compensated for holidays in accordance with federal and state law.

7.7 Nonexempt Personnel

If you are classified as nonexempt at the time of your hiring, you will be eligible for minimum wage and overtime pay in accordance with federal, state, and local laws. If you have a question regarding whether you are exempt or nonexempt, contact your Manager for clarification.

7.8 Regular Full-Time Personnel

Regular full-time team members are those who have completed their introductory period and are regularly scheduled to work more than 35 hours per week. Unless stated otherwise or specifically permitted by law, all the benefits provided to team members at The Tailored Closet and PremierGarage are for regular full-time team members only. This includes vacation, holiday pay, health insurance, and other benefits coverage.

7.9 Regular Part-Time Personnel

All team members who work fewer than 35 hours per week are considered part time. Part-time team members are not eligible for The Tailored Closet and PremierGarage benefits unless specified otherwise in this handbook, in the benefit plan summaries, or specifically permitted by law.

7.10 Unemployment Compensation Insurance Policy

Unemployment compensation insurance is paid for by The Tailored Closet and PremierGarage and provides temporary income for team members who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from the Corporation.

7.11 Vacation Policy

The Tailored Closet and PremierGarage provides team members with paid vacation.

Eligibility

All full-time regular team members are eligible to receive vacation time for 5 days of paid vacation after their first 90 days.

Deposits Into Your Leave Account

The vacation will accrue if not used during the current accrued period.

Leave Usage and Requests for Leave

Corporation encourages you to use your vacation time. You are eligible to begin using vacation [[immediately upon hire/upon completion of your introductory period/as soon as it is received /after # days of employment]].

You must request vacation from your Manager as far in advance as possible, but at least [[# days/weeks]] in advance. The Corporation will generally grant requests for vacation when possible, taking business needs into consideration. When multiple team members request the same time off, their [[length of employment/seniority/collective-bargaining agreement]] may determine priority in scheduling vacation times.

You must take vacation in increments of at least [[# of hours/days]].

During a Leave of Absence

Corporation may require you to use any unused vacation during disability or family medical leave, or any other leave of absence, where permissible under local, state, and federal law.

You will not accrue vacation during unpaid leaves of absence, or other periods of inactive service, unless vacation accrual is required by applicable federal, state, or local law.

Separation of Employment

Upon separation of employment for any reason, you will be paid for any accrued vacation time.

7.12 Workers' Compensation Insurance Policy

Workers' compensation is a no-fault system designed to provide benefits to all team members for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at The Tailored Closet and PremierGarage, no matter how slightly, you are to report the incident immediately to your Manager. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your Manager immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

7.13 Military Leave (USERRA)

The Tailored Closet and PremierGarage complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. You must submit documentation of the need for leave to your Supervisor or appropriate department. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your Manager of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact your Supervisor or appropriate department.

7.14 Paid Sick Leave

The Tailored Closet and PremierGarage offers three sick leave days a year for full time and a partial for part time employees. The days do not accrue or carry over to the next calendar year.

8.0 Safety and Loss Prevention

8.1 Drug and Alcohol Policy

The Tailored Closet and PremierGarage is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the Corporation to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others, and will not be tolerated.

Prohibited Conduct

The Corporation expressly prohibits team members from engaging in the following activities when they are on duty or conducting Corporation business or on Corporation premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. The Corporation does not discriminate against team members solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to the Corporation Disability Accommodation policy for additional information.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your Manager if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Violations

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

8.2 General Safety Policy

It is the responsibility of all The Tailored Closet and PremierGarage team members to maintain a healthy and safe work environment. Report all safety hazards and occupational illnesses or injuries to your Manager as soon as reasonably possible and complete an occupational illness or injury form as needed. Failure to follow the Corporation health and safety rules may result in disciplinary action, up to and including termination of employment.

8.3 Policy Against Workplace Violence

As the safety and security of our team members, vendors, contractors, and the general public is in the best interests of The Tailored Closet and PremierGarage, we are committed to working with our team members to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

The Corporation has a zero tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, team members, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.

- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Corporation property or while performing Corporation business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to Dana Nuesca, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to your Supervisor or appropriate department.

9.0 Trade Secrets and Inventions

9.1 Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, The Tailored Closet and PremierGarage team members are required to protect the confidentiality of Corporation trade secrets, proprietary information, and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Corporation. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from management.

If you have information that leads you to suspect that team members are sharing such information in violation of this policy and/or competitors are obtaining such information, you are required to inform your Manager or appropriate department.

Violation of this policy may result in disciplinary action up to and including termination, and may subject the violator to civil liability.

10.0 Customer Relations

10.1 Customer, Client, and Visitor Relations

The Tailored Closet and PremierGarage strives to provide the best products and services possible to our customers and clients. Our customers and clients support this business and generate your wages. You are expected to treat every customer, client, or visitor with the utmost respect and courtesy during your working time. You should never argue or act in a disrespectful manner towards a visitor or customer during your working time. If you are having problems with a customer, client, or visitor, notify your Manager immediately. If a customer, client, or visitor voices a suggestion, complaint, or concern regarding our products or services, inform your Manager or a member of management. Lastly, make every effort to be prompt in following up on customer, client, or visitor orders or questions. Positive customer, client, and visitor relations will go a long way to establishing our Corporation as a leader in its field.

10.2 Products and Services Knowledge

As a representative of The Tailored Closet and PremierGarage, you are expected to be familiar with the products and services we offer. Take every opportunity to learn the interrelationship between your department or division and the others of the Corporation. We consider our team members to be the best reflection of our business brand and company success.

California Policies

Hiring and Orientation Policies

Accommodations for Victims of Domestic Violence, Sexual Assault, or Stalking

The Tailored Closet and PremierGarage will provide reasonable accommodations to victims of domestic violence, sexual assault, or stalking who request an accommodation for their safety while at work, provided the accommodation does not create an undue hardship on the Corporation.

Reasonable accommodations may include the implementation of safety measures such as:

- A transfer, reassignment, or modified schedule.
- A change in telephone number or work station, or installed lock.
- Assistance in documenting domestic violence, sexual assault, or stalking that occurs in the workplace.
- An implemented safety procedure or other adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, or stalking.
- Referral to a victim assistance organization.

Upon receiving a request, the Corporation will engage in a timely, good faith, and interactive process with you to determine effective reasonable accommodations.

If you no longer need an accommodation, you must notify the Corporation that the accommodation is no longer needed. If circumstances change and you need a new accommodation, you must request one.

Certification

When requesting a reasonable accommodation, you will be asked to submit a signed, written statement that certifies that the accommodation is for an authorized purpose. You may also be asked to provide documentation that demonstrates your status as a victim of domestic violence, sexual assault, or stalking, such as:

- A police report showing that you were the victim of domestic violence, sexual assault, or stalking.

- A court order protecting you from the perpetrator or other evidence from the court or prosecuting attorney that you appeared in court.
- Documentation from a medical professional, domestic violence or sexual assault victim advocate, health care provider, or counselor showing that your absence was due to treatment for injuries from domestic violence or sexual assault.

Unpaid Leave

The Corporation will also provide victims of domestic violence, sexual assault, or stalking with unpaid leave to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of you or your child.

You may use available vacation, personal leave, accrued paid sick leave, or compensatory time off for your leave unless you are covered by a collective-bargaining agreement that states otherwise.

Notice

You must provide reasonable advance notice of your intention to take leave for the above reasons unless advanced notice is not feasible. If an unscheduled absence occurs, you must provide the following documentation within a reasonable amount of time after your absence:

- A police report indicating that the you were a victim of domestic violence, sexual assault, or stalking;
- A court order protecting or separating you from the perpetrator of an act of domestic violence, sexual assault, or stalking, or other evidence from the court or prosecuting attorney stating that you have appeared in court; or
- Documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, licensed health care provider, or counselor stating that you were undergoing treatment for physical or mental injuries or abuse resulting from victimization of an act of domestic violence, sexual assault, or stalking.

Confidentiality

The Corporation will maintain the confidentiality of anyone requesting time off or requesting an accommodation under this policy, except as required by federal or state law or as necessary to protect your safety in the workplace.

Retaliation

The Corporation will not retaliate against a victim of domestic violence, sexual assault, or stalking for requesting or obtaining leave or a reasonable accommodation in accordance with this policy.

Disability Accommodation

The Tailored Closet and PremierGarage complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Corporation will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your Manager. You may be asked to include relevant information such as:

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

After receiving your request, the Corporation will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Corporation in connection with a request for accommodation will be treated as confidential.

The Corporation encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the Corporation is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Corporation.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The Corporation will not discriminate or retaliate against team members for requesting an accommodation.

EEO Statement and Nonharassment Policy

Equal Opportunity Statement

The Tailored Closet and PremierGarage is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws. The Corporation is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Corporation will conduct a confidential, prompt, and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy. The Corporation will take appropriate corrective and remedial action, if and where warranted. The Corporation prohibits retaliation against any team members who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Manager or any other designated member of management.

Policy Against Workplace Harassment

The Tailored Closet and PremierGarage has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws.

This policy protects all applicants and team members (including managers and supervisors) from unlawful harassment and discrimination. This includes harassment by employees, managers, supervisors, contractors, interns, volunteers, vendors, suppliers, and customers. In addition, this policy extends to conduct connected with an individual's work, even when the conduct takes place away from the workplace, such as a business trip or business-related social function.

Harassment

Harassment means disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws.

While it is not possible to list all the circumstances that may constitute other forms of workplace harassment, some examples of conduct that may constitute workplace harassment include:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on Corporation premises, or circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Sexual Harassment

Sexual harassment means harassment based on sex or conduct of a sexual nature, and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, or gender expression. It may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may

include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Sexual harassment is generally categorized into the following two types:

- Quid pro quo sexual harassment ("this for that"), which includes:
 - Submission to sexual conduct when made explicitly or implicitly a term or condition of an individual's employment.
 - Submission to or rejection of the conduct by an employee when used as the basis for employment decisions affecting the employee.
- Hostile work environment sexual harassment is conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee's work performance and/or creates an intimidating, hostile, or otherwise offensive working environment. Examples include:
 - Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails, or gifts.
 - Sex, gender, or sexual orientation-related comments, slurs, jokes, remarks, or epithets.
 - Leering, obscene or vulgar gestures, or sexual gestures.
 - Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters or any such items.
 - Impeding or blocking movement, unwelcome touching, or assaulting others.
 - Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.
 - Conduct or comments consistently targeted at one gender, even if the content is not sexual.

Retaliation

Retaliation means any adverse employment action taken against an employee because the employee engaged in activity protected under this policy. Protected activities may include, but are not limited to, reporting or assisting in reporting suspected violations of this policy and/or cooperating in investigations or proceedings arising out of a violation of this policy.

Adverse employment action is conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.

Examples of retaliation under this policy include but are not limited to: demotion, suspension, reduction in pay, denial of a merit salary increase, failure to hire or consider for hire, refusing to promote or consider for promotion because of reporting a violation of this policy, harassing another employee for filing a complaint, denying employment opportunities because of making a complaint or for cooperating in an investigation, changing someone's work assignments for identifying harassment or other forms of discrimination in the workplace, treating people differently such as denying an accommodation, not talking to an employee when otherwise required by job duties, or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Reporting Discrimination, Harassment, and/or Retaliation

If you feel that you have witnessed or have been subjected to any form of discrimination, harassment, or retaliation, immediately notify Brian LeMay, General Manager, or any member of management.

The Corporation prohibits retaliation against team members who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate corrective and/or remedial action where we find a claim has merit. If the Corporation begins an investigation, we will endeavor to conduct the investigation in a timely manner and will keep the investigation confidential to the extent possible. In the same way, anyone involved in an investigation of harassment has an obligation to keep all information about the investigation confidential. That is why the Corporation will only share information about a complaint of harassment with those who need to know about it. Failure to keep information about an investigation confidential may result in disciplinary action. Investigations will be documented and tracked for timely resolution.

When the investigation has been completed, the Corporation will normally communicate the results of the investigation to the complaining individual, to the alleged harasser and, if appropriate, to others who are directly involved. If our policy against harassment is found to have been violated, appropriate corrective action, up to and including termination, will be taken against the harasser so that further harassment will be prevented. Both the rights of the alleged harasser and the complainant will be considered in any investigation and subsequent action.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Corporation determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Corporation may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Corporation will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

In addition to our internal complaint procedure, team members may also contact either the Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH) to report unlawful harassment. You must file a complaint with the DFEH within three years of the alleged unlawful action. The EEOC and the DFEH serve as neutral fact-finders and will attempt to assist the parties to voluntarily resolve their disputes. For more information, contact the Office of Human Resources or the nearest EEOC or DFEH office.

Filing of Complaints Outside Company

You may file formal complaints of discrimination, harassment, or retaliation with the agencies listed below. Contact these agencies directly for more information about filing processes.

California Department of Fair Employment and Housing 2218 Kausen Drive, Suite 100 Elk Grove, CA 95758 800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711
contact.center@dfeh.ca.gov <https://www.dfeh.ca.gov><https://www.dfeh.ca.gov>

U.S. Equal Employment Opportunity Commission 450 Golden Gate Avenue 5 West P.O. Box 36025
San Francisco, CA 94102-3661 800-669-4000 or 510-735-8909 (deaf/hard-of-hearing callers only)
<http://www.eeoc.gov/employees><http://www.eeoc.gov/employees>

Religious Accommodation

The Tailored Closet and PremierGarage is dedicated to treating its team members equally and with respect and recognizes the diversity of their religious beliefs. All team members, unpaid interns, and volunteers may request an accommodation when their religious beliefs cause a deviation from the Corporation dress or grooming code, or the individual's schedule, basic job duties, or other aspects of employment. The Corporation will consider the request, but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that the Corporation will consider are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other team members — when determining a reasonable accommodation. At no time will the Corporation question the validity of a person's belief.

If you require a religious accommodation, speak with your Manager or appropriate department.

Wage and Hour Policies

Accommodations for Nursing Mothers

The Tailored Closet and PremierGarage is required by law to provide requesting team members that are nursing mothers with certain accommodations to express milk upon request. Accordingly, the Corporation will provide nursing mothers with:

- Reasonable break time to express milk for their infant child(ren) each time the mother has the need to express milk; and
- A private room or other location in close proximity to their work area, other than a restroom, which is shielded from view and free from intrusion, to express breast milk.

Requesting Accommodation

If you have the need for accommodation, contact your Manager. If the Corporation cannot provide break time or a location that complies with the above, the Corporation will provide you with a written response.

Break Times

Regarding break times, you may use your regular paid rest breaks or may take other reasonable break time when needed. If possible, the break time should run concurrently with scheduled meal and rest breaks already provided to you. If the break time cannot run concurrently with meal and rest breaks already provided or additional time is needed, break times will be unpaid except where federal or state law dictates otherwise.

Milk Storage

Expressed milk can be stored in company refrigerators or in a personal cooler. Sufficiently mark or label your milk to avoid confusion for other team members who may share the refrigerator.

Retaliation

The Corporation will not retaliate against team members who request or obtain an accommodation in accordance with this policy.

Right to File Complaint

If you feel the Corporation is not providing you with adequate break time and/or a place to express milk as provided for in Labor Code § 1030, you may file a report/claim with the Labor Commissioner's Bureau of Field Enforcement (BOFE) at the BOFE office nearest your place of employment. The complaint must be filed within three years of the alleged unlawful action.

In addition, if you believe you have been a victim of retaliation for either asserting a right to lactation accommodation or for complaining to the Labor Commissioner about the failure of the Corporation to provide this accommodation, you may file a retaliation claim with the Labor Commissioner's Office pursuant to Labor Code § 98.7. This claim must be filed within six months of the alleged retaliation.

Meal and Rest Periods Policy

The Tailored Closet and PremierGarage strives to provide a safe and healthy work environment and comply with all federal and state regulations regarding meal and rest periods. Check with your Manager regarding procedures and schedules for meal and rest periods.

The Corporation requests that team members observe and accurately record meal periods in time and attendance records. If you know in advance that you may not be able to take an uninterrupted scheduled meal or rest period, let your Manager know; in addition, notify your Manager as soon as possible if you were unable to take or were prohibited from taking an uninterrupted scheduled meal or rest period.

Meal and rest periods are intended to provide team members with an opportunity to be away from work, and team members are not permitted to perform any work during meal and rest periods.

Meal Periods

If you are nonexempt and work more than five hours in a workday, you will be provided an unpaid, uninterrupted 30-minute meal period no later than the end of your fifth hour of work and will be required to "clock out" from the timekeeping system. If you work fewer than six hours in a work day, you may mutually agree with your Manager to waive the meal period.

If you are nonexempt and work more than 10 hours in a workday, you will be provided a second unpaid, uninterrupted 30-minute meal period no later than the end of your tenth hour of work. Depending on your occupation, if you work no more than 12 hours in a workday and have taken the first meal period, you may mutually agree with your Manager to waive the second meal period.

See your Manager for procedures related to requesting to waive a meal period in the above circumstances.

Rest Periods

If you are nonexempt, you will also be provided paid, 10-minute rest periods based on total hours worked daily and you are not required to "clock out" from the timekeeping system. You will receive 10 minutes of uninterrupted rest time for every four hours of work, or major portion of each four hours worked.

Accordingly, if you work:

- Less than three and a half hours, you are not entitled to a rest period.
- Three and a half to six hours, you are entitled to a 10-minute rest period.
- Six to 10 hours, you are entitled to two 10-minute rest periods.
- Ten to 14 hours, you are entitled to three 10-minute rest periods.

Rest periods are to be taken in the middle of the four-hour work period when possible. Rest periods should not be combined or added to meal periods or used to start work later or end work early.

Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your Manager.

At certain times The Tailored Closet and PremierGarage may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in disciplinary action, up to and including termination.

If you are nonexempt and work more than eight hours in any workday or more than six days in any workweek, you will be paid overtime at a rate of:

- One and one-half times your regular rate of pay for all hours worked in excess of eight hours up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek.
- Two times your regular rate for all hours worked in excess of 12 hours in a workday or in excess of eight hours on the seventh consecutive day of work in a workweek.

If you are nonexempt and work more than 40 hours in a workweek you may be entitled to overtime after any daily overtime hours are subtracted. The same hours are never counted against different overtime limits.

Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

Pay Period

All employees are paid every other week on Fridays for the pay period that ends on the previous Saturday. If a payday falls on a holiday, you normally will be paid on the last business day before the holiday.

If you are paid by commission, refer to your commission agreement.

Review your paycheck for accuracy and report any concerns to your Manager immediately. If you have been overpaid or underpaid, the error will be corrected as soon as possible.

Benefits

Crime Victim Leave

The Tailored Closet and PremierGarage provides team members who are the victim of a violent felony or serious felony (or the family member of a victim of a violent felony or serious felony) with unpaid leave in order to attend judicial proceedings related to the crime. A family member under this policy includes a spouse, domestic partner, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather.

When the need for leave is foreseeable, you must provide documentation of the scheduled proceeding. Such notice is typically given to the victim of the crime by a court or government agency setting the hearing, a district attorney or prosecuting attorney's office, or a victim/witness office. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings will be unpaid, unless you choose to take paid time off, such as accrued vacation or personal holiday.

The Corporation will not retaliate against team members who request or take leave in accordance with this policy.

Disability Insurance

If you are unable to work for at least eight days due to a non-work-related illness or injury, or a pregnancy-related disability, you may be eligible for disability insurance benefits. Disability insurance is a component of California's State Disability Insurance (SDI) program, which is administered by the California Employment Development Department (EDD) and is funded by workers through SDI payroll deductions. Disability insurance provides eligible team members with up to 52 weeks of partial wage replacement benefits. Benefit amounts are based on a percentage of your wages paid during a specific 12-month base period, determined by the date your claim begins.

To apply for this benefit, you must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and your expected date of return to work.

The SDI program does not create a right to a leave of absence, job protection, or job reinstatement.

You are responsible for filing your claim and other forms promptly and accurately with the EDD. To learn more about the SDI program, including eligibility requirements and benefits, or to make a claim for DI benefits, contact the EDD (www.edd.ca.gov).

The Tailored Closet and PremierGarage will be notified that you have submitted a disability insurance claim.

Jury Duty Leave

The Tailored Closet and PremierGarage encourages team members to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your Manager as soon as possible to make scheduling arrangements.

If you are classified as exempt, you will not incur any deduction in pay for a partial week's absence due to jury duty. If you are classified as nonexempt, you will not be compensated for time spent on jury duty.

The Corporation reserves the right to require team members to provide proof of jury duty service to the extent authorized by law.

The Corporation will not retaliate against team members who request or take leave in accordance with this policy.

Paid Family Leave Insurance

California's Paid Family Leave (PFL) insurance program provides eligible team members with up to eight weeks of partial wage replacement in any 12-month period to take time off from work to bond with a new child (either by birth, adoption, or foster care placement) or to care for a seriously ill family member (child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner). The 12-month period begins on the day a claim is submitted.

PFL insurance is funded entirely by workers through state disability insurance (SDI) payroll deductions. If you are currently receiving benefits from SDI or workers' compensation insurance, you may not be eligible to receive PFL benefits. The California PFL insurance program does not create a right to a leave of absence, job protection, or job reinstatement.

The PFL insurance program makes benefits available to eligible employees through the California Employment Development Department (EDD). Apply for PFL insurance directly with the EDD. Contact the EDD for information on eligibility or to obtain a claim form. Medical and other documentation may be required.

Paid Sick Leave (Frontloading Method)

The Tailored Closet and PremierGarage provides paid sick leave to all eligible team members in accordance with California's Healthy Workplaces, Healthy Families Act.

Eligibility

All team members who have worked in California for at least 30 days within a year after beginning employment are entitled to receive sick leave.

Reasons for Leave

Sick leave may be taken for the following reasons:

- The diagnosis, care, or treatment of an existing health condition, or preventive care for you or your family member.
- To seek care, psychological counseling, shelter or support services, safety-related measures, or any relief, including restraining orders, to help ensure your own or your child's health, safety, or welfare if you or your child is a victim of domestic violence, sexual assault, or stalking.

Family member means:

- Your children (including biological, adopted, or foster children, legal wards, children of a domestic partner, or children for whom you stand in loco parentis).
- Your spouse or registered domestic partner.
- Your parents or your spouse or registered domestic partner's parents (including biological, foster, and step parents; adoptive parents; legal guardians; or persons who stood in loco parentis when you, or your spouse or domestic partner, was a minor child).
- Your grandparents.
- Your grandchildren.
- Your siblings.

Amount of Leave and Usage

Eligible team members are provided with 24 hours of paid sick leave at the beginning of each leave year. For purposes of this policy the leave year is calendar year. If you started employment after the beginning of the leave year, you will be provided a corresponding amount of paid sick leave as required by law. You will not be allowed to carry over any unused leave to the next leave year.

You must work 90 days before you can use paid sick leave. Any unused sick leave expires at the end of the leave year and does not carry over to the following leave year.

You may only use 24 hours (three days) of paid sick leave per leave year. Paid sick leave may be taken in no less than two-hour increments.

Notice

If your need for leave is foreseeable, you must provide as much advance notice as possible. If unforeseeable, provide notice as soon as practical. If known, notice should include the expected length of the absence.

Documentation

The Corporation may request documentation verifying the appropriate use of leave.

Payment Upon Termination

You will not be paid for any unused sick leave when your employment ends.

Reinstatement of Sick Leave Upon Rehire

The Corporation will reinstate previously accrued, unused sick leave if you separate and are rehired within one year.

Interaction with Other Leave

Sick leave will run concurrently with other types of leave where permitted under applicable law.

Retaliation

The Corporation will not retaliate against team members who request or take leave in accordance with this policy.

Pregnancy Disability Leave

If you are disabled by pregnancy, childbirth, or a related medical condition, The Tailored Closet and PremierGarage will provide you with up to four months of unpaid pregnancy disability leave (PDL).

Eligibility

To be eligible for PDL, you must suffer from a pregnancy-related disability. A **pregnancy-related disability** is a physical or mental condition related to pregnancy or childbirth that prevents you from performing the essential duties of your job, or would cause undue risk to you or your pregnancy's successful completion.

Conditions for which PDL is available include, but are not limited to:

- Severe morning sickness.
- Prenatal or postnatal care.
- Doctor ordered bed rest.
- Gestational diabetes.
- Pregnancy-induced hypertension.
- Preeclampsia.
- Post-partum depression.
- Lactation conditions such as mastitis.
- Loss or end of pregnancy.
- Recovery from loss or end of pregnancy.

Use of Leave

PDL may be taken before or after birth during any period of time (not to exceed four months) where you are physically unable to work due to your pregnancy-related disability. You may take PDL all at once or

intermittently.

Where applicable under state and federal law, team members who qualify and are entitled to take PDL may also be eligible for leave under the California Family Rights Act (CFRA) and the federal Family and Medical Leave Act (FMLA). PDL and FMLA run concurrently. CFRA leave will be counted separately from PDL. CFRA leave will also be counted separately from FMLA leave taken for pregnancy disability, childbirth, or related medical conditions. An additional 12 weeks of bonding leave may also be available to qualified individuals. Speak with your Manager about your eligibility for these leaves.

Notice and Leave Request Process

Foreseeable Need for Leave

If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not practicable, give notice as soon as possible. You are expected to complete and return a leave request form prior to the beginning of leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork will result in the delay or denial of leave.

Unforeseeable Need for Leave

If the need for leave is unforeseeable, provide notice as soon as practicable and possible under the facts of the particular case. Normal call-in procedures apply to all absences from work including those for which leave under this policy may be requested. Complete and return the necessary leave request form as soon as possible to obtain the leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork on a timely basis will result in the delay or denial of leave.

Leave Request Process

To request leave under this policy, obtain a leave request form from your Manager and return the completed form to the General Manager. If the need for leave is unforeseeable and you will be absent more than three days, contact the General Manager by telephone and request that a leave form be mailed to your home. If leave will be fewer than three days, complete and return the leave request form upon returning to work.

Call-In Procedures

In all instances of absence, follow the call-in procedures and standards established for giving notice of absence from work.

Paid Leave Utilization During Pregnancy Leave

You will be required to use available sick leave during PDL; however, you may opt to use any available vacation during your PDL in order to receive compensation.

If you are on PDL for eight or more consecutive calendar days, you may be eligible for partial wage replacement benefits under the California State Disability Insurance (SDI) program. You are responsible for applying for these benefits and can obtain forms from your health care provider.

Certification and Fitness for Duty Requirements

When requesting PDL, you must provide certification from a health care provider to qualify for leave. Such certification must be provided within 15 days of the request for leave unless it is not practicable under the circumstances despite your diligent efforts. Failure to provide certification may result in leave being delayed, denied, or revoked. At the discretion of the Corporation, you may also be required to obtain a

second and third certification from another health care provider at Corporation expense (except for military care leave). Recertification of the continuance of a serious health condition or an injury/illness of a military service member will also be required at appropriate intervals.

Temporary Transfer and Other Accommodations

If you are suffering from a pregnancy related disability, you are entitled to a temporary transfer to another position or other reasonable accommodation based on the pregnancy-related disability if you request the transfer or reasonable accommodation and the request is based on the medical certification of a health care provider that a transfer or reasonable accommodation is medically advisable, and the request can be reasonably accommodated by the Corporation. All team members who are transferred to accommodate a pregnancy-related disability have the same reinstatement and other rights described below with respect to pregnancy-related disability leaves.

The Corporation may also require you to transfer temporarily to an available alternative position with the same pay and benefits in order to accommodate your need for intermittent leave or a reduced work schedule.

Benefits

If the Corporation provides you with health benefits under a group health plan, the Corporation will maintain and pay for your health coverage at the same level and under the same conditions as coverage would have been provided if you had not taken pregnancy disability leave. If you do not return to work at the end of your pregnancy disability leave, the Corporation may recover the payment for your premiums under certain circumstances.

Return to Work

Upon returning to work at the end of leave, you will be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken. You may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during leave.

At the completion of PDL, you will be required to obtain a release to return to work from your health care provider stating that you are able to resume your original job or duties.

Failure to Return

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment.

Alternative Employment

While on leave of absence, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by the Corporation. If you are on a leave of absence and are found to be working elsewhere without permission, you will be automatically terminated.

False Reason for Leave

You will be terminated if you provide a false reason for a leave.

Retaliation

The Corporation will not retaliate against team members who request or take leave in accordance with this policy.

School Disciplinary Leave

The Tailored Closet and PremierGarage will provide eligible team members with unpaid leave, where permitted by law, to appear at their child's school if the child has been suspended and, for reasons specified in the California Education Code, they have been requested to attend a portion of a school day in the classroom of their child or ward.

Eligibility

All team members who are the parent or guardian of a student are eligible for school disciplinary leave.

Notice

You must provide documentation from the school of your need to take school disciplinary leave.

Retaliation

The Corporation will not retaliate against team members who request or take leave in accordance with this policy.

Voting Leave

If your work schedule prevents you from voting on Election Day, The Tailored Closet and PremierGarage will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of your Manager, consistent with applicable legal requirements.

Witness Leave

If you are required by law to appear in court as a witness, you may take unpaid time off to do so, provided you give The Tailored Closet and PremierGarage reasonable advance notice.

Safety and Loss Prevention

Heat Illness Prevention

The Tailored Closet and PremierGarage is committed to complying with all applicable laws and ensuring that team members avoid heat illness while working outside. Heat illness may begin with mild symptoms and progress quickly to signs of serious and life-threatening illness. All team members who work outdoors and are reasonably anticipated to be exposed to the risk of heat illness will be provided detailed training before starting work involving a risk of heat illness.

This policy ensures that team members working outdoors understand they are allowed and encouraged to take preventative cool-down rest periods in provided shaded areas whenever they feel the need to protect themselves from overheating.

You may also be asked to take a cool-down rest period if you are observed having any signs of heat illness. Access to shade is permitted at all times. Cool-down periods are not limited in frequency and are considered time worked.

When taking a preventative cool-down rest period:

- You will be monitored and asked if you are experiencing any symptoms of heat illness.

- You will be encouraged to remain in the shade.
- You will not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event sooner than five minutes after accessing shade, excluding the time needed to access the shade.

The Corporation provides fresh, pure, and suitably cool drinking water at no charge. When the work environment is hot, you are encouraged to frequently drink small cups of water, with up to four cups (one quart or more) per hour recommended, to stay hydrated.

The Corporation has in place effective emergency response procedures if you show signs or report symptoms of heat illness while taking a preventative cool-down rest period.

You must immediately report to your Manager if you experience any symptoms or signs of heat illness or see signs of heat illness in co-workers so that the Corporation can respond with medical attention, as appropriate.

The Corporation will not discriminate or retaliate against team members who take preventative cool-down rest periods in accordance with this policy.

Nonsmoking Policy

The Tailored Closet and PremierGarage is concerned about the effect that smoking and secondhand smoke inhalation can have on its team members and clients. Smoking in the office, client areas, employer vehicles, and restrooms is prohibited.

Closing Statement

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful Corporation and a safe, productive, and pleasant workplace.

Dana Nuesca, Owner

The Tailored Closet and PremierGarage

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the The Tailored Closet and PremierGarage Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the Corporation 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 with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the President of the Corporation. I also understand that any delay or failure by the Corporation to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Corporation or affect the right of the Corporation to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Corporation representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized Corporation representative) or a collective-bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective-bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA).

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by The Tailored Closet and PremierGarage.

If I have any questions about the content or interpretation of this handbook, I will contact Dana Nuesca.

[sig|req|signer1]

[date|req|signer1]

Signature

Date

[text|req|signer1]

Print Name