



**Employee Handbook
January 2023**

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Part 1 – The Way We Work

Welcome to Lenco Supplies

It is our privilege to welcome you to Lenco Supplies. We wish you every success in your new job, and we hope that you will quickly feel at home. This handbook was developed to describe some of the expectations that we have for our employees and what they can expect from us. We hope that your experience here will be challenging, enjoyable, and rewarding.

This handbook will communicate terms and conditions of employment that apply to each of us as we carry out our responsibilities at Lenco Supplies. The policies, benefits and services described in the handbook reflect a concern not only for the well-being of all employees, but also for their personal growth and professional development.

Again, welcome!

Employee Handbook

This employee handbook is presented as a matter of information and has been prepared to inform employees about the Company's philosophy, employment practices, policies and the benefits provided to our valued employees, as well as the conduct expected of them. While this handbook is not intended to be a book of rules and regulations or a contract, it does include some important guidelines about which employees should know. Except for the at-will employment provisions, the handbook can be amended at any time. This employee handbook may not answer every question an employee may have so please do not hesitate to ask questions. Management will gladly answer them.

No one, other than authorized management, may alter or modify any of the policies in this employee handbook. No statement or promise by a supervisor, manager or designee is to be interpreted as a change in policy, nor will it constitute an agreement with an employee. Should any provision in this employee handbook be found to be unenforceable and invalid, such a finding does not invalidate the entire employee handbook, but only the subject provision. Nothing in this handbook is intended to infringe upon employee rights under Section Seven (7) of the National Labor Relations Act (NLRA) or be incompatible with the NLRA.

Summary plan descriptions and official plan documents outlining more detailed information will supersede the employee handbook. We ask that employees read this handbook carefully, become familiar with the Company and its policies, and refer to it whenever questions arise. All employees are expected to adhere to the contents of this handbook. Lenco Supplies will take immediate and appropriate disciplinary action against any employee who violates any Company policy, up to and including termination.

Equal Employment Opportunity

The Company is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to age, race, creed, color, national origin (including ancestry), religion, gender or sex, sexual orientation, gender identity or expression, pregnancy (including childbirth and related medical conditions), reproductive health decisions, alienage or citizenship status (unless required by law), disability, marital status, domestic violence victim status, familial status, military status, genetic information or predisposing genetic characteristics, political belief or activity, or any other protected status under federal, state, or local law.

Our policy reflects and affirms the Company's commitment to the principles of fair employment and the elimination of all discriminatory practices.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) prohibits discrimination against qualified disabled individuals in job application procedures, hiring, firing, advancement, compensation fringe benefits, job training and other terms, conditions, and privileges of employment. The ADA does not alter the Company's right to hire the best-qualified applicant, but it does prohibit discrimination against a qualified applicant or employee because of their disability, or because of a perceived disability. As a matter of Company policy, we prohibit discrimination of any kind against people with disabilities.

Disabled Defined

An applicant or employee is considered disabled if they (1) have a physical or mental impairment that substantially limits one or more major life activities, (2) have a record or history of such an impairment or (3) are regarded or perceived (correctly or incorrectly) as having such impairment. A qualified employee or applicant with a disability is an individual who satisfies the skill, experience, education, and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position.

Reasonable Accommodation

Qualified applicants or employees who are disabled should request reasonable accommodation from the Company so as to allow them to perform a particular job. If you are disabled and you wish such reasonable accommodation, please contact management. Upon receipt of your request, we will meet with you to discuss your disability. We may ask for information from your health care provider(s) regarding the nature of your disability and the nature of your limitations or take other steps necessary to help us determine viable options for reasonable accommodation. We will then work with you to determine whether your disability can be reasonably accommodated, and if it can be accommodated, we will explore alternatives with you and try to implement a mutually agreeable accommodation. Reasonable accommodation may take many forms and it will vary from one employee to another. Accommodation that will impose undue hardship on the Company is not considered reasonable.

Equal Pay (PA employees)

The Company adheres to Pennsylvania's equal pay law which prohibits discrimination on the basis of sex in the rate of pay for equal work on jobs that require equal skill, effort and responsibility and are performed under similar working conditions. Different pay rates may be allowed under a seniority system, a merit system, a system that measures earnings by quantity or quality of production, or a differential based on a factor other than sex.

Discrimination and Harassment Prevention Policy, Including Sexual Harassment

LENCO Supplies is committed to maintaining a workplace free from discrimination and harassment. To that end, the Company prohibits and will not tolerate discrimination or harassment in the workplace of, or by, employees, applicants for employment, interns (paid or unpaid), consultants, vendors, visitors, clients, contractors or subcontractors ("covered persons"), regardless of immigration status, based on an individual's age, race, creed, religion, color, national origin (including ancestry), religion, gender or sex, sexual orientation, gender identity or expression, pregnancy (including childbirth and related medical conditions), reproductive health

decisions, alienage or citizenship status (unless required by law), disability, marital status, domestic violence victim status, familial status, military status, genetic information or predisposing genetic characteristics, political belief or activity, or any other protected status under federal, state, or local law.

All covered persons have a legal right to an environment and workplace free from discrimination and harassment and can enforce this right by filing a complaint internally with the Company or with the appropriate federal, state, or local administrative agency or in federal or state court. All covered persons are responsible for complying with and upholding this policy. Please direct questions about this policy to management.

Discrimination and Harassment

Discrimination means any disparate or unequal treatment of a person that occurs because of a person's protected status and in regard to employees includes disparate or unequal treatment relating to an employee's privileges or terms and conditions of employment.

Harassment is a form of discrimination and includes, but is not limited to, conduct that is disrespectful, abusive, or uncivil, that denigrates, disparages, or intimidates a person, that creates a hostile or offensive work environment or that unreasonably interferes with a person's work performance, and which is directed at the person because of their protected status. Such conduct includes, but is not limited to, epithets, slurs, offensive remarks, innuendoes, threats, intimidation, jokes, vulgar comments, pictures, physical contact or other verbal, written, visual or physical conduct.

Discrimination and harassment (including sexual harassment) are unlawful and are prohibited and will not be tolerated. Conduct prohibited by this policy may occur either in or outside of the workplace and either during working or non-working hours. Any covered person who engages in prohibited conduct will be subject to discipline, up to and including termination of employment, or other appropriate response depending on status, regardless of whether such conduct rises to the level of unlawful discrimination or harassment.

Sexual Harassment

Sexual harassment is a form of unlawful discrimination and includes harassment based on sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and transgender status and can occur between males and females or persons of the same sex.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment need not be severe or pervasive to be unlawful, and can be any harassing conduct that consists of more than petty slights or trivial inconveniences.

Sexual harassment includes unwelcome conduct which is either of a sexual nature or which is directed at an individual because of that individual's sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and transgender status when:

- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment.
- such conduct is made either explicitly or implicitly a term or condition of employment.
- submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation, or physical violence which is of a sexual nature, or which is directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient's job performance. Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions, or privileges of employment. This is also called "quid pro quo" harassment. Harassers can be a superior, a subordinate, a colleague or anyone in the workplace including an independent contractor, contract worker, vendor, client, or visitor.

Sexual harassment can occur while during business travel or at employer sponsored events or parties. Calls, texts, emails, and social media usage can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Although it is not possible to identify every act that can constitute sexual harassment, the following are examples of sexual harassment that are prohibited:

- Physical acts of a sexual nature; such as:
 - touching, pinching, patting, kissing, hugging, grabbing, brushing against another person's body, or poking another person's body.
 - rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments.
 - offers of employment benefits such as promotions, favorable evaluations, favorable duties or shifts in exchange for sexual favors.
 - requests for dates after being informed the interest is unwelcome.
 - subtle or obvious pressure for unwelcome sexual activities.
- Sexual innuendo and other vocal activity of a sexual nature.
- Sexually oriented gestures, noises, remarks or jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - interfering with, destroying, or damaging a person's workstation, tools, or equipment, or otherwise interfering with the individual's ability to perform their job.
 - sabotaging an individual's work.
 - bullying, yelling, name-calling.

Retaliation

The Company prohibits retaliation against a covered person who engages in “protected activity,” which occurs when a covered person has:

- filed a complaint of discrimination or harassment either internally with the Company or externally with an administrative agency or a court of law.
- testified or assisted in an administrative or court proceeding involving discrimination or harassment.
- opposed discrimination or harassment by making a verbal or informal complaint to management or by informing a supervisor or manager of alleged discrimination or harassment.
- complained that another employee has been discriminated against or harassed.
- encouraged a fellow employee to report discrimination or harassment.

The Company will never release or disclose an employee’s file because the employee has engaged in protected activity. Should this occur, the state’s Attorney General could commence an action in court if they decide that an employer has or intends to violate this protection.

Retaliation is unlawful under federal, state, and (where applicable) local law and can be any action that could discourage a person from coming forward to make or support a discrimination or harassment claim and need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours). Retaliation is prohibited even if the conduct complained about does not constitute discrimination or harassment. This policy prohibits retaliation even where it may not rise to the level of violating applicable law. Any covered person who engages in retaliation will be subject to disciplinary action (e.g., counseling, suspension, or termination). This provision prohibiting retaliation is not intended to protect persons making intentionally false charges of discrimination or harassment.

Liability for Discrimination, Harassment and Retaliation

Discrimination, harassment and retaliation are forms of misconduct and violate the Company’s policies and may subject it to liability for harm to targets of such conduct. Persons who engage in discrimination, harassment or retaliation may also be subject to individual liability for such conduct.

Reporting by Covered Persons

Preventing discrimination, harassment and retaliation is everyone’s responsibility. The Company cannot prevent or remedy discrimination, harassment and retaliation unless it knows about them. Any covered person who has been subjected to or observes behavior that may constitute discrimination, harassment or retaliation is encouraged to report the behavior to a supervisor or a member of management.

Reports of discrimination, harassment and/or retaliation may be made verbally or in writing and our complaint form can be found at <https://lencolumberspecials.com/index.php/len-co-hr/> and all covered persons are encouraged to use this complaint form (“complaint form”). The complaint form is also available from management. Covered persons who are reporting discrimination, harassment, or retaliation on behalf of other persons should use the complaint form and note that it is on another person’s behalf.

Reporting by Managers and Supervisors Mandatory

All supervisors and managers who receive a complaint or information about suspected discrimination, harassment, or retaliation, who observe what may be discriminatory, harassing, or retaliatory behavior or for any reason suspect that such conduct is occurring, are required to report the matter to management.

Supervisors and managers who fail to report suspected discrimination, harassment, or retaliation or who otherwise knowingly allow such conduct to continue will be subject to discipline, up to and including termination. Supervisors and managers will also be subject to discipline, up to and including termination, for engaging in discrimination, harassment, or retaliation.

Investigation of Complaints

All complaints of discrimination, harassment or retaliation will be investigated. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

While the process may vary from case-to-case, investigations will generally consist of the following steps:

- Conduct an immediate review of the allegation(s) and take any interim actions as appropriate.
- Obtain and preserve documents relevant to the allegation(s).
- Draft a list and summary of documents relevant to the allegation(s).
- Review documents relevant to the allegation(s).
- Interview all parties involved, including any relevant witnesses.
- Document the investigation.
- Retain the documentation in a secure location.
- Notify the affected parties of the final decision and any corrective action as appropriate.
- Implement any corrective action as appropriate.
- Inform the complainant of their right to pursue the legal protections and external remedies discussed in the next section of this policy.

Legal Protections and External Remedies

Discrimination, harassment, and retaliation are not only prohibited by this policy but are also prohibited by state, federal, and, where applicable, local law. Aside from the internal process at LENCO Supplies, covered persons may also pursue legal remedies with the following governmental entities.

A. Equal Employment Opportunity Commission

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the Civil Rights Act of 1964 (codified at 42 U.S.C. § 2000e *et seq.*). An individual can file a complaint with the EEOC anytime within three hundred (300) days from the harassment. Complaining internally does not extend the time to file with the EEOC.

There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a right to sue letter permitting the individual to file a complaint in federal court. The EEOC does not award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. In general, private employers must have at least fifteen (15) employees to come within the jurisdiction of the EEOC.

If an employee believes that they have been discriminated against the employee can file a “charge of discrimination” with the EEOC. The EEOC has an office at 33 Whitehall Street, 5th Floor, New York, NY 10004. The EEOC can be contacted by telephone (1-800-669-4000) (TTY:1-800-669-6820) or email (info@eeoc.gov). The EEOC’s website is www.eeoc.gov.

B. New York State Division of Human Rights

The New York State Division of Human Rights (DHR) enforces the New York State Human Rights Law (HRL), codified at N.Y. Executive Law, art. 15, § 290 et seq., which applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees (such as contractors, subcontractors, vendors, consultants or anyone providing services in the workplace), regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the DHR or in New York State Supreme Court.

Complaints may be filed with DHR any time within three (3) years of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three (3) years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a Human Rights Law complaint in state court. Complaining internally to the Company does not extend the time to file with DHR or in court. The three (3) years is counted from date of the most recent incident of harassment. You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring an employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney’s fees and civil fines.

DHR’s main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit, www.dhr.ny.gov. for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR’s regional offices across New York State.

The DHR also offers a sexual harassment hotline available Monday - Friday from 9 a.m. to 5 p.m. and this service is staffed by pro-bono attorneys. The number is 800-Harass-3 (800-427-2773).

C. Local Protections

Some localities in New York State may have their own laws protecting individuals from discrimination and harassment. An employee may contact the county, city, or town in which they live or work to find out if such a law exists.

Violence and Anti-Bullying

LENCO Supplies will not tolerate violence or bullying in the workplace. Violence includes physical altercations, coercion, pushing or shoving, horseplay, intimidation, stalking, bullying, and threats of violence. Any comments about violence will be taken seriously and may result in your termination. Please do not joke or make offhand remarks about violence, as this could result in discipline, up to and including, termination of your employment.

If you observe an incident, threat of violence or bullying that is immediate and serious, immediately dial 9-1-1 and report the incident to the police and to your supervisor. If the incident, threat of violence or bullying does not appear to require immediate police intervention, please contact your supervisor, and report it immediately. You may also use the Open-Door process.

If you have been threatened, bullied, or are concerned about violence or abuse by a current or former spouse, intimate partner, colleague, or other family member, we encourage you to report it immediately. We will keep this information as confidential as possible. The Company will not discriminate against employees who are victims of domestic violence. Once you bring this to the Company's attention, we will decide what steps to take for your safety and the safety of other employees. The Company may ask you to provide copies of any restraining orders or other legal papers you have filed against the abuser, as well as a picture of the abuser, for security purposes. We understand that workplace violence, domestic violence, and bullying can affect performance and attendance. If you need time off to ensure your own safety, appear in court, or handle other matters relating to violence or bullying, please let us know and we will make reasonable accommodation.

Employment Classifications

The following terms are used to describe employment classifications and status. Management will inform the employee of their classification, status, and responsibilities at the time of hire, rehire, promotion or at any time a change in status occurs. These classifications do not alter the employment at-will status.

Non-Exempt Employees

Employees whose positions do not meet FLSA (Fair Labor Standards Act) and state exemption tests and who are paid a multiple of their regular rate of pay for overtime hours worked are considered non-exempt. Unless notified otherwise in writing by management, all hourly employees of the Company are non-exempt.

Exempt Employees

Employees whose positions meet specific tests established by the FLSA and applicable state law and who are exempt from overtime pay requirements. Exempt employees are not subject to overtime pay provisions of the FLSA. Exempt employees usually include managers and assistant managers as well as some designated office personnel.

Full-Time Employee

A full-time employee has completed the introductory period and is regularly scheduled to work at least thirty-two (32) or more hours per week depending on position held. Non-exempt employees must get pre-approval prior to working more than forty (40) hours in any given week.

Unless stated otherwise or specifically permitted by law, most of the benefits provided to employees of the Company are for regular full-time employees.

Part-Time Employees

A part time employee has completed the introductory period and is regularly scheduled to work less than thirty-two (32) hours per week is considered part time. Part-time employees may be eligible for some Company benefits specified otherwise in this handbook, in the benefit plan summaries, or specifically permitted by law.

Temporary/Seasonal Employee

An employee who is scheduled to work on a specific need of the Company. The employee will not receive any benefits unless specifically authorized in writing or required by law. The employee is non-exempt and is compensated on an hourly basis.

If your status changes from temporary to part-time or full-time, you are considered hired on the date you become a full-time or part-time employee for purposes of calculating eligibility for benefits that require a minimum term of employment.

Job Performance

Every Lenco Supplies employee contributes to the success or failure of our Company. If an employee allows their performance to slip, then we all suffer. We expect everyone to perform to the highest level possible.

Dress Code and Public Image

As an employee of Lenco Supplies, we expect you to present a clean and professional appearance when you are at work. You are, therefore, required to dress in appropriate business attire and to behave in a professional, businesslike manner. It is essential that you act in a professional manner and always extend the highest courtesy to colleagues, visitors, customers, vendors, and clients.

The current Company dress code is casual attire. Generally, clean, neat clothing is acceptable. However, clothing and tee shirts with inappropriate wording, graphics or pictures are not appropriate casual attire. We also discourage wearing of all “athleisure wear.” As always, please use common sense in your choice of business attire or ask if you have any questions.

Immigration Law Requirements

The Company complies with the Immigration Reform and Control Act of 1986 by employing only individuals who are authorized to work in the United States. All employees are asked on their first day of work to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (Form I-9). If you cannot verify your right to work in the United States within three (3) days of hire, the Company is required by law to terminate your employment.

Open-Door Policy

The Company has an open-door policy and takes employee concerns and problems seriously and we value each employee and strive to provide a positive work experience. Every employee is encouraged to speak with their immediate supervisor at any time with questions or problems relating to the job while employed. If you are unable to satisfactorily resolve your question or problem with your supervisor, you can request a meeting with Ownership.

Communication at Lenco Supplies

Effective communication is the most important key to a great workplace. Lenco Supplies is dedicated to the goal of constantly improving communication. Effective communication is a two-way street. We encourage questions, ideas, and comments to improve communication.

Lenco Supplies maintains a bulletin board for the posting of official notices relating to Company business and federal and state regulations. We expect all employees to read the information periodically.

This is for administrative use only and employees are not permitted to post or remove any items. Our bulletin board can be found at <https://lencolumberspecials.com/index.php/len-co-hr/>. If you would like to make suggestions or changes to the bulletin board content, please email ownership directly – lencospc44@lencobuffalo.com.

Leadership Contact Information

Company Name	Contact Information
LENCO Supplies	LENCO Buffalo – Steve Coppola Jr. (lencospc44@lencobuffalo.com) LENCO Williamsville – Kevin Coppola (lencokjc@lencobuffalo.com) LENCO Kenmore – Tyler Charles (lencotc@lencobuffalo.com) LENCO web team – Nathan Dispenza (lencond@lencobuffalo.com)

Teamwork

We value teamwork in all aspects of the business and without teamwork our successes cannot be achieved. Practicing teamwork in all that we do, combines different skill sets and thought processes to increase efficiency and better outcomes. All team members are expected to work together, assist one another, and develop solutions that are collaborative and support the business goals and objectives.

Recruitment and Hiring (NY & SC employees)

The Company’s primary goal when recruiting new employees is to fill vacancies with persons who have the best available skills, abilities, or experience needed to perform the work. Decisions regarding the recruitment, selection, and placement of employees are made on the basis of job-related criteria. When positions become available, qualified current employees are encouraged and are welcome to apply for the position. As openings occur, notices relating general information about the position are posted.

Recruitment and Hiring (PA employees)

The Company’s primary goal when recruiting new employees is to fill vacancies with persons who have the best available skills, abilities, or experience needed to perform the work. Decisions regarding the recruitment, selection, and placement of employees are made on the basis of job-related criteria. When positions become available, qualified current employees are encouraged and are welcome to apply for the position. As openings occur, notices relating general information about the position are posted.

PA law prohibits consideration of an applicant's arrest records, juvenile adjudications, expunged records and summary offense convictions but allows for consideration of an applicant's felony or misdemeanor convictions if they are related to the applicant's suitability for employment in the applied-for position. We will notify an applicant in writing if we decide not to hire them based on their criminal history record.

Background Checks

Prior to making an offer of employment, LENCO Supplies may conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation, driving record to include past DUI & DWI’s, and/or criminal history.

We take criminal convictions seriously and reserve the right to disqualify any applicant for employment who has been convicted of a criminal offense. Furthermore, conviction of a crime may result in an automatic termination and LENCO Supplies will make every effort to evaluate the nature and circumstances of the conviction.

Job Descriptions

We maintain a job description for each position, and they are periodically reviewed to ensure that the responsibilities, education, and experience are appropriate for the position.

Employment at Will (applicable to all employees)

It is important that you understand the terms of your employment and are aware that New York, Pennsylvania, and South Carolina are at will states. You and the Company have an employment-at-will relationship and this employment relationship is for an unspecified period of time. Either you or the Company can terminate employment at any time, with or without reason or notice. While we hope that our relationship is a mutually satisfying one, we can make no assurances, either expressed or implied, concerning the duration of your employment with us.

This statement of policy contains all terms relative to termination of employment, and no representations may be made contrary to the foregoing, either expressed or implied, unless in a document signed by you and management. Nothing in this guide or in any other documents (such as benefits statements, performance evaluations, or any other written or verbal communications) should be construed to create an employment agreement for a specified time period.

Introductory Period

An employee's first ninety (90) days of employment with the Company are considered an introductory period. This introductory period will be a time to get to know colleagues, managers and the tasks involved in the position, as well as becoming familiar with the Company's products and services. Your supervisor or manager will work closely with you to help understand the needs and processes of the job.

This introductory period is a try-out time for the employee and the Company. During this introductory period, the Company will evaluate employees' suitability for employment, and employees can evaluate the Company as well. At any time during this first ninety (90) days, employees may resign. If, during this period, employee work habits, attitude, attendance, performance, or other relevant factors do not measure up to our standards, the Company may release employment.

At the end of the introductory period, management will discuss each employee's job performance with them. During the course of the discussion, employees are encouraged to give their comments and ideas as well. Please understand that completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for cause. Please also understand that completion of the introductory period does not imply that employees now have a contract of employment with the Company, other than at-will. Completion of the introductory period does not alter the at-will employment relationship.

A former employee who has been rehired after a separation from the Company of more than one (1) year is considered an introductory employee during their first ninety (90) days following rehire.

Work Assignments

In addition to specific duties that may accompany an individual's job responsibilities, each job also includes "and other assigned duties." From time to time, employees may be required to perform duties or tasks of a fellow employee who is absent or for a position that is temporarily vacant. Employees will be compensated at their regular rate of pay while performing other assigned duties on a temporary basis.

Notification Procedure

When you are absent from work and your absence has not been previously scheduled, you must personally notify your immediate supervisor or manager as soon as you are aware that you will be late or unable to report to work. Leaving a voicemail, or a message with another staff member, does not qualify as notifying your supervisor. You must call, text or email with your supervisor.

When absence is due to illness, the Company reserves the right to require appropriate medical documentation. Excessive absenteeism or tardiness can result in discipline, up to and including discharge.

Part 2 – Your Pay and Progress

Hours of Work

The standard workweek for the Company is:

- Monday, Tuesday, Wednesday, and Friday from 8 a.m. – 5 p.m.
- Thursday from 8 a.m. – 6 p.m.
- Saturday from 8 a.m. – 2 p.m.

If the normal duty hours are changed or if the Company changes its operating hours, employees will be given notice to facilitate any personal planning.

Employees will be given an unpaid meal period of thirty (30) minutes. Should an employee work through their meal period or otherwise be unable to stop and take their meal period, they are to let management know immediately.

Pay Period

Employees are paid bi-weekly on **Friday**. When a payroll date falls on a holiday, employees will, when possible, be paid on the last business day before the holiday. Otherwise, employees will be paid on the first business day following the scheduled payroll date.

Direct Deposit

Employees can have their paychecks deposited directly into their bank account. An enrollment form will be given upon hire and can be obtained later from management.

Payment of Wages (PA employees)

Employees are paid bi-weekly on **Friday**. When a payroll date falls on a holiday, employees will, when possible, be paid on the last business day before the holiday. Otherwise, employees will be paid on the first business day following the scheduled payroll date. According to PA law, wages must be paid in cash, check or direct deposit.

Payment of Wages (SC employees)

Employees are paid bi-weekly on **Friday**. When a payroll date falls on a holiday, employees will, when possible, be paid on the last business day before the holiday. Otherwise, employees will be paid on the first business day following the scheduled payroll date. Employees will have the choice to receive wages earned in cash, check, or by enrolling in direct deposit. All forms of wage payment will include the pay date.

Pay Statements (NY & SC employees)

Our NY & SC employees will receive a wage theft prevention act notice upon hire and whenever there is a change to pay date or pay rate. These notices will include:

- The rate or rates of pay.
- If applicable, the rate of overtime pay.
- How payment is received - by the hour, day, week, shift, or commission.
- The date of the employee's regular payday.
- The employer's official business name and any other names used to do business (DBA).

- The phone number and address of the employer's principal location or main office.
- Any tip, meal, or lodging deductions taken as part of the minimum wage.

Pay Statements (PA employees)

Our PA staff will be provided with a written record of pay-related information to include:

- Beginning and ending dates of the pay period.
- Hours worked.
- Rates paid.
- Gross wages.
- Allowances claimed as part of the minimum wage.
- Deductions.
- Net wages.

Time Recording

Employees are expected to maintain accurate recordings of all time worked. Employees should clock in when they are ready to begin work and clock out at the end of their shift. We also ask that our remote employees adhere to this time recording policy. Employees who consistently miss clocking in/out will be subject to disciplinary action.

Reporting Time Pay (NY employees)

Non-exempt employees who are required to report to work and are subsequently sent home by the Company without completing their assigned shift due to a lack of work, will be paid any applicable reporting time pay. Employees may be paid for their regularly scheduled shift or four (4) hours, whichever is less. All time worked prior to dismissal counts toward these totals and reporting time pay may be compensated at minimum wage.

Attendance and Punctuality

It is important for you to report to work on time and to avoid unnecessary absences. The Company recognizes that illness or other circumstances beyond your control may cause you to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action, up to and including discharge. Excessive absenteeism or frequent tardiness puts an unnecessary strain on your colleagues and can have a negative impact on the success of the Company.

You are expected to report to work when scheduled. Whenever you know in advance that you are going to be absent, you should notify your immediate supervisor or manager. If your absence is unexpected, you should attempt to reach your immediate supervisor as soon as possible, but no later than one (1) hour before you are due at work. In the event your immediate supervisor is unavailable, you must speak with a manager.

Please note that some, but not all, absences are compensated under the Company's leave policies. You are expected to be at your workstation at the beginning of each business day. If you are delayed, you must call your immediate supervisor to state the reason for the delay. As with absences, you must make every effort to speak directly with a manager. Regular delays in reporting to work will result in disciplinary action up to and including discharge.

Overtime

The Company complies with all applicable federal and state laws with regard to payment of overtime work. Non-exempt employees are paid overtime at the rate of one and one-half times their regular rate of pay for all hours worked over forty (40) in a workweek.

Any overtime worked must be authorized by a supervisor or manager, in advance. Working unauthorized overtime or the refusal or unavailability to work overtime is not acceptable work performance, and could be subject to discipline, including but not limited to termination.

Salary Deductions and Withholding (NY employees)

The Company will withhold the following from your paycheck:

Taxes

Federal, state, and local taxes, as required by law, as well as the required FICA (social security) and Medicare payments.

Insurance

Your contribution to health insurance or other insurance premiums for yourself and any eligible family members or to other contributory benefit programs.

Other Deductions

Other deductions which you authorize, including short-term disability insurance, long-term disability insurance, dental, vision and life insurance, NYS Paid Family Leave (PFL) and retirement program contributions.

If you believe that there has been an error in your pay, contact management immediately.

Salary Deductions and Withholding (PA employees)

Deductions made from an employee's check will be taken if required by state or federal law or court order, with the employee's written authorization or for other permissible reasons, including but not limited to welfare or pension plan contributions, union dues, child support withholding, creditor garnishments and tax levies.

Salary Deductions and Withholding (SC employees)

The Company will make no deductions from employees' wages unless the deductions are legally required by state or federal law (e.g., for employment taxes) or the employer has notified the employee in writing of the amount and terms of the deductions.

Wage Garnishments

A wage garnishment is an order from a court or government agency directing us to withhold a certain amount of money from an employee's paycheck and forward it to a person or agency. Wages can be garnished for child support, spousal maintenance, tax debts, outstanding student loans, or money owed as a result of a judgment in a civil lawsuit. If we are instructed by a court or agency to garnish an employee's wages, the employee will be notified of the garnishment immediately.

Please note that we are legally required to comply with these orders. However, we will honor federal and state guidelines to protect a certain amount of the employee's income from over-garnishment. If you dispute or have concerns about the amount of a garnishment, you must contact the court or agency that issued the order.

Wage Disclosure Protection

LENCO Supplies, consistent with federal and state protections, will not take an adverse employment action or retaliate against an employee for inquiring about, discussing, or disclosing (i) the employee's wages or (ii) the wages of another employee where prior permission has been obtained. Nothing in this policy shall require an employee to disclose their wages in response to any inquiry. Further, nothing in this policy shall be construed to permit an employee who has access to the wage information of other employees as part of such employee's essential job functions, to disclose the wages of such other employees to individuals who do not otherwise have access to such information, unless such disclosure is in response to a complaint or charge, or in furtherance of an investigation, proceeding, hearing or action under state law, including an investigation conducted by the Company.

Part 3 – Employee Benefits

General

The Company has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. This portion of the employee handbook contains a very general description of the benefits to which you may be entitled as an employee of the Company. Please understand that this general explanation is not intended to, and does not provide you with all the details of these benefits. Therefore, this guide does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination from management. To the extent that any of the information contained in this guide is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the Company and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect. As in the past, LENCO Supplies reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any benefits that may be extended to retirees and their dependents. Further, the Company reserves the exclusive right, power, and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans. For more complete information regarding any of our benefit programs, please refer to the summary plan descriptions.

Health Coverage

The Company offers medical insurance to all eligible employees and employees are allowed to participate in the medical plan beginning on the **1st of the month following the successful completion of sixty (60) days of employment**. Coverage terminates at the end of the month in which the employee terminates employment or is no longer an eligible employee under the medical plan's provisions.

The Company makes a contribution for medical insurance for all eligible employees who are enrolled in the plan and work more than thirty (30) hours per week. Employees who work less than thirty (30) hours per week are eligible to enroll in the medical plan, but the Company does not contribute anything to the cost for those employees.

Details of the plan(s) may be found in the benefit booklets. This handbook does not constitute such a legal document. The Company offers medical coverage for eligible employees and their eligible dependents. Your summary plan description (SPD) contains more details. In the event of any conflict between the information contained in this handbook and in the Company's SPDs, the SPDs shall govern. The plan(s) is subject to change at the Company's discretion.

Continuation of Coverage (COBRA) (NY employees)

If you are enrolled in the Company's group health plan at the time of your separation of employment, you may have the right to continue your health insurance coverage for up to thirty (36) months under COBRA guidelines. You will have to pay the cost of this coverage.

You will receive an initial notice of your right to continued health insurance coverage when you first become eligible for health insurance under the Company's group plan(s). You will receive an additional notice when your hours are reduced, you resign, or your employment is terminated. This second notice will tell you how to choose continuation coverage, what your obligations will be, whether you are entitled to a partial subsidy, and how much you will have to pay for coverage. You must notify us in writing if any of your family members becomes eligible for continued coverage due to divorce, separation, or reaching the age of majority.

Continuation of Coverage (COBRA) (PA employees)

Under PA's health care continuation coverage law (also known as mini-COBRA), an employer must offer continuation of health care coverage for up to nine (9) months to eligible employees and their covered dependents. Qualifying events that trigger continuation coverage under state law are the same as under federal law. Employees may be required to pay up to 105 percent of the monthly premium.

Continuation of Coverage (COBRA) (SC employees)

SC's health care continuation coverage law requires that group health insurance policies include continuation coverage for all employees or members who have been continuously insured for at least six (6) months and whose coverage has been terminated for any reason (other than nonpayment of premium). Continuation coverage is available for the remainder of the month when coverage terminates, plus six (6) months, as long as the group policy or a successor policy remains in force and the employee or member makes timely premium payments.

Life and AD&D Insurance

The Company provides employees enrollment in a group term life insurance program and AD&D (accidental death and dismemberment) coverage. Enrollees may designate or change the beneficiary for this policy at any time and the face value of this benefit is equal to one (1) times the employee's annual salary. The Company pays the premium for these coverages and additional details are available in the SPD or from management.

Long Term Disability Insurance

The Company provides employees with the opportunity to enroll in long term disability coverage and we pay the premium for this benefit. Additional details are available in the SPD or from management.

Social Security

As an employee of the Company, you and LENCO Supplies will contribute to the federal social security program. The funds that will be collected by the federal government are meant to assist in covering retirement payments and medical coverage once you retire.

Unemployment Insurance

If your employment with our Company ends, you may be eligible for unemployment benefits. These benefits provide you with a percentage of your wages while you are unemployed and looking for work. To find out more, contact management. For our NY employees, contact the NYS State Department of Labor. For our PA employees, contact the PA Department of Labor & Industry Office of Unemployment Compensation. And, for our SC employees, contact the SC Department of Employment and Workforce.

Meal Periods

All LENCO Supplies non-exempt employees who work six (6) hours or more in a workday are required by law to take a thirty (30) minute **unpaid** meal break during their shift. Non-exempt employees are to be completely relieved of all job duties while on meal breaks and may not decide to skip meals in order to leave early or come in late.

Lactation Policy (NY employees)

Employees who need to express milk during the workday will be provided time to do so and expressing of breast milk can be done for three (3) years following a child's birth. Upon request, LENCO Supplies will designate a room or other location for this purpose. This area will be:

- In close proximity to the employee's work area.
- Well lit.
- Shielded from view and free from intrusion by colleagues and the public.
- Contain a place to sit down.
- Contain a working surface.
- In close proximity to running water.
- Contain at least 1 electrical outlet.

Company refrigerators can be used to store expressed milk, but we do ask that employee's label milk very well.

Requests for space should be given to management and management will respond within 5 days of the request.

Lactation Policy (PA employees)

LENCO Supplies will accommodate employees who desire to express breast milk during working hours by providing a reasonable amount of break time to be used for this purpose as well as a private (non-bathroom) space. If an employee requires additional time, other than during breaks or meal periods, LENCO Supplies will provide additional unpaid time off for this purpose. Expressing of breast milk can be done for one (1) year following a child's birth.

NYS Paid Sick and Safe Leave (NY, PA & SC employees)

In adhering to New York State's Paid Sick & Safe Leave Law, LENCO Supplies offers sick and safe leave to all employees as outlined below. This time off is meant to be used throughout the year for personal time, sick leave for themselves or when providing care or assistance to a family member, safe leave when the need for leave is related to certain reasons related to the employee or the employee's family member being a victim of domestic violence, or however the employee chooses.

For more detailed criteria for use and details about sick and safe leave, please see ny.gov/programs/new-york-paid-sick-leave.

All full-time, part-time, temporary and seasonal employees:

Will begin each January 1st accruing sick and safe leave at the rate outlined below:

- 1 hour of sick and safe leave accrued/earned for every 30 hours worked to equal at least 40 hours/5 days of time off in the year in which accrued/earned.

*The yearly amount of sick and safe leave accrued/earned may exceed the above total. The Company allows only 40 hours of sick and safe leave to be used in any year.

To schedule sick and safe leave, employees are asked to notify their department manager or Steve Jr. either verbally, in writing, or via email at least **3 business days** before the requested leave, when the need for leave is foreseeable. Employees must ensure that they have enough sick and safe leave available to cover the time off.

Sick and safe leave is to be used in increments of 4 hours or more and will be paid at the employee's base rate at the time the leave is taken and is not included in overtime calculation and does not include any special forms of compensation such as incentives, commissions, bonus, or shift differentials. If a holiday falls during the employee's use of sick and safe leave, the day will be charged to holiday pay rather than to the employee's allotment of sick and safe leave. Time taken beyond an employee's available sick and safe leave balance may be unpaid unless otherwise required under state or federal law.

Upon request, an employee will be provided with a summary of all sick and safe leave accrued/earned and used in the current or previous calendar year. LENCO Supplies will provide this information within 3 days of the request. We ask that this request be submitted via email, written or verbal to your department manager or Steve Jr.

Any accrued unused sick and safe leave days not used within the year in which accrued/earned, will carry over to the next year.

Upon separation of employment (resignation, retirement, or termination) any accrued unused sick and safe leave will not be paid out.

Employees will not be retaliated against for use of this time off, but misuse of sick and safe leave may result in disciplinary action, up to and including termination.

NYS Paid Sick and Safe Leave for New Full Time, Part Time, Temporary and Seasonal Employees

In adhering to New York State's Paid Sick & Safe Leave Law, LENCO Supplies offers sick and safe leave to all employees as outlined below. This time off is meant to be used throughout the year for personal time, sick leave for themselves or when providing care or assistance to a family member, safe leave when the need for leave is related to certain reasons related to the employee or the employee's family member being a victim of domestic violence, or however the employee chooses.

For more detailed criteria for use and details about sick and safe leave, please see ny.gov/programs/new-york-paid-sick-leave.

All new full time, part time, temporary and seasonal employees:

Upon hire and through year one of employment, new hires will accrue sick and safe leave at the rate outlined below.

- Upon hire and for use during year 1 of employment = 1 hour of sick and safe leave accrued/earned for every 30 hours worked to equal at least 40 hours/5 days of time off in the year in which accrued/earned.

*The yearly amount of sick and safe leave accrued/earned may exceed the above total. The Company allows only 40 hours of sick and safe leave to be used in any year.

To schedule sick and safe leave, employees are asked to notify their department manager or Steve Jr. either verbally, in writing, or via email at least **3 business days** before the requested leave, when the need for leave is foreseeable. Employees must ensure that they have enough sick and safe leave available to cover the time off.

Sick and safe leave is to be used in increments of 4 hours or more and will be paid at the employee's base rate at the time the leave is taken and is not included in overtime calculation and does not include any special forms of compensation such as incentives, commissions, bonus, or shift differentials. If a holiday falls during the employee's use of sick and safe leave, the day will be charged to holiday pay rather than to the employee's allotment of sick and safe leave. Time taken beyond an employee's available sick and safe leave balance may be unpaid unless otherwise required under state or federal law.

Upon request, an employee will be provided with a summary of all sick and safe leave accrued/earned and used in the current or previous calendar year. LENCO Supplies will provide this information within 3 days of the request. We ask that this request be submitted via email, written or verbal to your department manager or Steve Jr.

Any accrued unused sick and safe leave days not used within the year in which accrued/earned, will carry over to the next year.

Upon separation of employment (resignation, retirement, or termination) any accrued unused sick and safe leave will not be paid out.

Employees will not be retaliated against for use of this time off, but misuse of sick and safe leave may result in disciplinary action, up to and including termination.

** After their first year of employment, new hires will accrue sick and safe leave as other tenured employees do.

Vacation Bonus

At times, the Company will provide a yearly bonus to active employees. This benefit is usually given in the fall and always at management's discretion.

Request for Time Off

Employees who need time off can request it verbally or put in a written request with their supervisor with at least two (2) weeks' notice, when possible. It is the responsibility of the individual employee to request paid time by the deadline.

Holidays

LENCO Supplies offers paid holidays based on many of the federally observed holidays and this time off is at management's discretion. For the complete holiday list, please see a member of management. Full-time and part-time non-exempt employees will be paid for the observed holiday if they are normally scheduled to work on the day it is observed.

Jury Duty (NY & SC employees)

The Company encourages employees to fulfill their civic duties and employees will be allowed leave to serve on a jury, if summoned. We request that you give us a copy of your summons notice as soon as you receive it, so that we may keep it on file. If you are called during a particularly busy period, we may ask you to request a postponement. The Company will provide additional documentation if necessary to obtain such postponement.

Jury duty can last from a single day to several months or more. During this time, you will be considered on a leave of absence and will be entitled to continue to participate in insurance and other benefits as if you were working. While serving on jury duty, you are expected to call in to your supervisor periodically to keep them updated on your status.

The Company will pay employees who serve as jurors the New York jury fee (\$40.00 per day) or the employee's daily wage (whichever is lower) for the first three (3) days of jury service.

Jury Duty (PA employees)

The Company encourages employees to fulfill their civic duties and employees will be allowed leave to serve on a jury, if summoned. We request that you give us a copy of your summons notice as soon as you receive it, so that we may keep it on file. If you are called during a particularly busy period, we may ask you to request a postponement. The Company will provide additional documentation if necessary to obtain such postponement.

Jury duty can last from a single day to several months or more. During this time, you will be considered on a leave of absence and will be entitled to continue to participate in insurance and other benefits as if you were working. While serving on jury duty, you are expected to call in to your supervisor periodically to keep them updated on your status.

The Company will provide unpaid time off for employees who perform jury service.

Voting Leave (NY employees)

LENCO Supplies encourages employees to exercise their right to vote. Employees should plan to vote when it does not interrupt their normal work schedule. If you do not have sufficient time outside of your scheduled working hours, you may be entitled to take up to two (2) paid hours off to vote. This time off may be at the beginning or end of your shift. Sufficient time to vote is considered four (4) consecutive hours between the opening of the polls and the beginning of your shift or four (4) consecutive hours between the end of your shift and the time the polls close.

If more than two (2) hours is required to vote, any time taken over the two (2) hours will be unpaid time off. Employees who will need to take time off to vote are asked to inform their supervisors at least two (2) days in advance. Employees are expected to work with their supervisors to ensure that their absence does not negatively impact Company operations. Exempt employees will be paid in accordance with FLSA.

New York Paid Family Leave Policy (NYS PFL for NY employees)

This policy outlines Lenco Supplies rules and procedures for the use of Paid Family Leave (“PFL”) under the New York Paid Family Leave Law.

Eligibility for PFL

- Employees regularly scheduled to work twenty (20) or more hours per week are eligible for PFL after working twenty-six (26) consecutive weeks.
- Employees regularly scheduled to work fewer than twenty (20) hours per week are eligible after working one hundred seventy-five (175) days.

Funding

- PFL is fully paid by employees through a state-mandated deduction from wages.

Qualifying Reasons for PFL

PFL may be taken:

1. To bond with a child after birth, adoption, or foster care placement within the first twelve (12) months after the birth or placement, or to attend to adoption or placement requirements before adoption or placement occurs.
2. To provide care for a family member with a serious health condition.
3. Because of a qualifying exigency arising out of the fact that the employee’s spouse, domestic partner, child or parent is on active duty (or has been notified of an impending call or order to active duty) in the armed forces of the United States.

“Child” means a biological, adopted or foster son or daughter, a stepson or stepdaughter, a legal ward, a son or daughter of a domestic partner, or the person to whom the employee stands *in loco parentis*.

“Family member” means a child, spouse, domestic partner, parent (biological, foster, or adoptive), sibling (biological, adopted, step or half) parent-in-law, stepparent, grandparent, grandchild, legal guardian, or another person who stood *in loco parentis* to the employee when the employee was a child.

Amount of PFL and Use

Eligible employees are entitled to up to twelve (12) weeks in a fifty-two (52) week consecutive period measured retroactively with respect to each day for which PFL benefits are claimed. PFL must be taken in full-day increments. Employees who are related may not use the same period of PFL to bond with the same child or to care for the same family member.

PFL may not be taken for an employee’s own illness. Leave to bond with a child must be taken within fifty-two (52) weeks of the qualifying event.

PFL Benefit Payments and Use of Paid Time Off

The benefit amount is sixty-seven (67%) percent of the employee's average weekly wage and PFL benefits cannot exceed the applicable percentage of the statewide average weekly wage as determined by the New York State Department of Labor. Employees may supplement PFL with accrued time off or use accrued time in order to receive full pay.

Requesting PFL and Notice Requirements

It is the employee's responsibility to request and apply for PFL benefits. The employee must inform their supervisor when they need to be absent for a PFL qualifying reason. When leave is foreseeable, the employee must give at least thirty (30) days' advance notice of leave. When leave is not foreseeable, the employee must give notice as soon as practicable, which in most circumstances will be the same day or next business day. If the need for PFL is foreseeable and the employee fails to give thirty (30) days' advance notice, the insurance carrier may file a partial denial of PFL for a period up to thirty (30) days from the date notice is provided. An employee taking intermittent PFL must provide notice as soon as practicable before each day of intermittent leave.

To initiate a claim for PFL benefits, the employee must obtain a Request for Paid Family Leave form, complete the employee section, and submit it to their supervisor. (The form may be obtained from your supervisor, the Company's PFL insurance carrier or the New York State Workers' Compensation Board PFL.) The Company will then complete its portion of the form and return it to the employee who must then submit it to the Company's PFL insurance carrier with all required certifications. The insurance carrier is responsible for reviewing and approving or denying claims for PFL. An employee must request payment for a previously unspecified day of PFL within thirty (30) days of the leave.

The Company's PFL insurance carrier is:

Unum Group
866-679-3054
unum.com

Relationship with Other Types of Leave

You may not receive short-term disability benefits and PFL benefits at the same time, and you may not take more than twenty-six (26) combined weeks of short-term disability and PFL in a fifty-two (52) week period. If you are unable to work and are receiving workers' compensation benefits, you cannot use PFL benefits at the same time. If you are receiving reduced earnings, you may be eligible for PFL. Please check with your supervisor or management.

While on PFL, employees will not continue to accrue personal time or other time off.

Benefits While on PFL

The health insurance of an employee who takes PFL will be continued on the same terms as when the employee was working. Employees are responsible for paying the employee portion of health insurance coverage, if any, while on leave. The health insurance coverage of an employee on PFL can be terminated if the employee's portion of the health insurance premium is more than thirty (30) days late.

Return to Work

An employee who takes PFL has the right to be reinstated to their previous position or a similar position upon the conclusion of their PFL.

Discrimination and Retaliation

Employees will not be discriminated or retaliated against for requesting or using PFL.

Waiver of PFL Benefits

Full-time employees who will not work twenty six (26) consecutive weeks and part-time employees who will not work one hundred seventy five (175) days in a fifty two (52) consecutive-week period may opt out of PFL coverage by completing and submitting a written waiver to your supervisor. Within eight (8) weeks of any change in the regular work schedule of an employee that requires the employee to continue working for twenty-six (26) consecutive weeks or one hundred seventy-five (175) days in a fifty two (52) consecutive-week period, the employee's waiver will be deemed revoked and the employee will be obligated to begin making PFL premium contributions, including any retroactive amounts due from January 1, 2018, or their date of hire, whichever is most recent. Waiver forms are available from management.

FMLA (Family and Medical Leave Act)

A leave of absence is an official authorization to be absent from work without pay for a specified period of time. Eligible employees may be entitled to job-protected family or medical leaves of absence if they are unable to come to work due to pressing family or medical concerns as described under the following Family and Medical Leave policy, which shall be administered in accordance with applicable state and federal laws:

Employees are eligible if they have been actively employed for 12 months and worked at least 1,250 hours (an average of 25 hours per week) during those 12 months.

A "key employee" may be denied restoration to employment following FMLA leave if it is determined that such restoration will cause substantial and grievous economic injury to the Company. Salary continuation during any leave period shall depend upon the employee's qualifying for disability pay under the state's disability law. Time off under the disability policy shall be counted towards the 12-week total. If you are not eligible for disability, the leave will be unpaid.

Under the circumstances set forth below, each eligible employee shall have up to a total of 12 weeks leave during any 1-year period.

A family leave shall be granted upon:

- 1) the birth and care of a newborn child of the employee.
- 2) for placement with the employee of a son or daughter for adoption or foster care.
- 3) to take medical leave when the employee is unable to work because of a serious health condition.
- 4) for qualifying events arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active-duty status as a member of the National Guard or Reserves in support of a contingency position.

A medical leave shall be granted upon the employee's own serious illness. Whenever possible, and subject to your health care provider's approval, absences for planned medical treatment should be scheduled so as not to unduly disrupt Company operations.

In appropriate circumstances, we may require you to be examined by a Company designated physician at the Company's expense. In the event of a serious health condition to the employee or their child, spouse or parent, creating a need for unforeseeable family or medical leave, the employee should provide us with notice, as soon as practicable, of any needed time off, and a written doctor's certificate indicating the expected duration and nature of the illness, particularly as it relates to the employee's ability to come to work or the need for that employee's presence at home to care for a seriously ill family member.

Employees shall be required to give 30 days' advance notice in the event of a foreseeable medical treatment. To assist us in arranging work assignments during your absence, we ask that you give us prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of your expected return date. To facilitate your return to work, we also ask that you provide us with 2 weeks advance notification of your intended return date. Failure to do so may delay your return date.

A serious health condition is defined as a disabling physical or mental illness, injury, impairment, or condition involving (1) inpatient care in a hospital, nursing home or hospice; or (2) outpatient care requiring continuing treatment or supervision from a health care professional.

Upon completion of a leave granted under this section, you shall be restored to your original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment and return within 3 days of the end of your leave. If you do not report within 3 days, we will consider your leaving a voluntary quit. An employee has no greater right to restoration or to other benefits and conditions of employment than if an employee had been continuously employed. If, due to your own medical circumstances, you are no longer able to perform your original job, we will attempt to transfer you to alternate suitable work, if available.

While on a leave of absence provided for under this policy, we will continue your group health insurance benefits under the same terms as provided to other employees, for up to a maximum of 12 weeks leave time during any 1-year period. It is your responsibility to continue to pay your normal portion of the healthcare premium during this 12-week period. If your leave extends beyond 12 weeks, you shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules.

Other accumulated fringe benefits such as seniority, retirement, etc., shall be preserved at the level earned as of commencement of the leave, but shall not accrue further during any such leave period.

A covered employer also must grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of 26 workweeks of unpaid leave during a "single 12-month period" to care for the service member.

Under some circumstances, employees may take FMLA leave intermittently – taking leave in separate blocks of time for a single qualifying reason – or on a reduced leave schedule – reducing the employee's usual weekly or daily work schedule.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operation. If FMLA leave is for birth and care, or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval.

Depending on the purpose of your leave request, you may choose (or the Company may require you) to use accrued paid leave (such as family leave), concurrently with some or all of your FMLA leave. In order to substitute paid leave for FMLA leave, an eligible employee must comply with the Company's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

FMLA Exigency and Caregiver Leave - exigency leave expands the exigency leave benefits to include family members of active-duty service members and up to 12 weeks of leave for urgent needs related to a reservist family member's (spouse, son, daughter, or parent) call to active service. Caregiver leave expands the provision to include veterans who are undergoing medical treatment, recuperation or therapy for serious injury or illness that occurred any time during the 5 years preceding the date of treatment and up to 26 weeks of unpaid leave to an employee to care for a family member (spouse, son, daughter, parent, or next of kin) who is injured while serving on active military duty.

Short-Term Disability Insurance (NY employees)

Short-term disability insurance is available for an employee who cannot work due to a non-work-related illness, injury, or pregnancy-related disability. In accordance with state law, an employee is eligible for short-term disability insurance after they have been employed for four (4) consecutive weeks of full-time employment or twenty-five (25) days of regular part-time employment.

This insurance is provided by the Company and will be paid out as a percentage of your weekly salary for up to twenty-six (26) weeks. The maximum benefit is \$170 per week. Written documentation of the illness, injury or condition is expected as well as a doctor's certified statement. Within this documentation, a statement should indicate a date of return. Disability insurance information can be obtained from management.

Pregnancy Accommodation (NY employees)

LENCO Supplies, consistent with state law, will provide reasonable accommodations to female employees related to pregnancy, childbirth, or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the business.

When an employee requests a reasonable accommodation, LENCO Supplies shall explore with the employee the possible means of providing the reasonable accommodation, which may include, but are not limited to:

- acquisition of equipment for sitting.
- more frequent or longer breaks.
- periodic rest.
- modifying work hours/schedules.
- job restructuring.
- break time and private non-bathroom space for expressing breast milk.

- modified work schedules.
- time off to recover from childbirth.

LENCO Supplies may require the employee to provide a certification in connection with a request for reasonable accommodation. If leave is provided as a reasonable accommodation, such leave may run concurrently with any other leave when permitted by state and federal law.

Pregnancy Accommodation (SC employees)

LENCO Supplies, consistent with state law, will provide reasonable accommodations to female employees due to medical needs resulting from pregnancy, childbirth, or related medical conditions during lactation. Accommodation can be made unless they impose an undue hardship on the business.

When an employee requests a reasonable accommodation, LENCO Supplies shall explore with the employee the possible means of providing the reasonable accommodation, which may include, but are not limited to:

- more frequent or longer break times.
- private (non-bathroom) space for expressing breast milk.

LENCO Supplies may require the employee to provide a certification in connection with a request for reasonable accommodation. If leave is provided as a reasonable accommodation, such leave may run concurrently with any other leave when permitted by state and federal law.

Military Leave (NY & SC employees)

LENCO Supplies will grant a military leave of absence if you are absent from work because you are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You must give your supervisor or management advance notice of upcoming military service, unless military necessity prevents advance notice, or it is otherwise impossible or unreasonable. You will not be paid for military leave. However, you may use any available accrued paid time off to help pay for the leave. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which you are otherwise eligible. Your benefits, such as holiday benefits, will not accrue during a military leave. When you return from leave, the benefits will start accruing again.

If you are on military leave for up to thirty (30) days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you are on military leave for more than thirty (30) days, you must apply for reinstatement in accordance with USERRA and applicable state laws. When you return from military leave (depending on the length of your military service in accordance with USERRA), you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

Military Leave (PA employees)

LENCO Supplies will grant a military leave of absence if you are absent from work because you are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

You must give your supervisor or management advance notice of upcoming military service, unless military necessity prevents advance notice, or it is otherwise impossible or unreasonable. You will not be paid for military leave. However, you may use any available accrued paid time off to help pay for the leave. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which you are otherwise eligible. Your benefits, such as holiday benefits, will not accrue during a military leave. When you return from leave, the benefits will start accruing again.

If you are on military leave for up to thirty (30) days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you are on military leave for more than thirty (30) days, you must apply for reinstatement in accordance with USERRA and applicable state laws. When you return from military leave (depending on the length of your military service in accordance with USERRA), you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

In addition, PA law requires reemployment rights for members of the Pennsylvania National Guard or any Reserve component of the U.S. Armed Forces following emergency or other military duty, discrimination protections for members of the National Guard or any Reserve component of the U.S. Armed Forces or employees who are called or ordered to active state or federal duty and extension of benefits during military duty.

Military Spouse Leave (NY employees)

Employees who average at least twenty (20) hours per week, whose spouse is deployed during a period of military conflict and is on leave during this military conflict may request up to ten (10) days of unpaid leave to spend time with their spouse. To request military family leave, please contact your supervisor.

Workers Compensation Insurance

To provide for payment of your medical expenses and for partial salary continuation in the event of a work-related accident or illness, you are covered by workers' compensation insurance. This insurance is provided by the Company and is based on state regulations, if you should become ill or injured at work or on Company property, you must immediately report the incident, no matter how slight, to your supervisor or management. If the injury or illness requires medical attention, the Company will make arrangements to get you to a medical facility.

After you have been seen by the medical provider, you must return to work and submit the medical form, if possible, on the same day. A full investigation will be conducted, and all appropriate paperwork will be completed and may require an employee signature. No claim can be accepted and paid without medical certification. During the period you are covered by workers' compensation benefits, the Company may continue to provide, as a benefit, medical and all other insurance coverage for full time employees up to six (6) months from the initial claim date. Employees must continue to pay their portions of the benefit premiums in order for coverage to remain in effect. Premium payments are due by the 1st of the month.

You are required to keep in regular contact with your supervisor to let them know about your progress, doctor visits and timeframe for your return to work. Our number one asset is our hard working, productive, and loyal employees. We take injuries seriously and make every effort to prevent them.

Religious Observance

Federal and state equal opportunity laws generally require employers to accommodate the religious beliefs of employees, but do not require them to provide paid leave. The Company respects your religious beliefs, however, and therefore, will provide 1 (one) day of paid leave to employees who, for religious reasons, must be away from the office on days of normal operation.

Employees can use personal time for this leave, and we ask that leave be requested through your supervisor two (2) weeks prior to the event.

Blood Donation Leave

Employees who work twenty (20) hours or more per week may use any applicable accumulated paid personal time to donate blood during work hours at least two (2) times per year at a convenient time and place set by the Company, including allowing an employee to participate in a blood drive at the employee's place of employment; or, at the option of the Company, employees may be granted three (3) hours of leave of absence in any twelve (12) month period to donate blood.

Bone Marrow Donation Leave

Employees working an average of twenty (20) or more hours per week shall be granted unpaid time off to undergo a medical procedure to donate bone marrow. The combined length of the leaves shall be determined by a physician and may not exceed twenty-four (24) work hours, unless agreed to by the Company. Employees can use paid personal time for this leave and the Company may require verification by a physician for the purpose and length of each leave requested by the employee to donate bone marrow.

Witness Leave (NY & SC employees)

If an employee is absent from work to serve as a witness in a criminal proceeding or to exercise their rights under family court, the employee will be granted leave without pay for such time as it is necessary to comply with the request. Employees are to report to work on any day, or portion thereof, which is not actually spent in the performance of serving as a witness. For each week of witness leave, we ask that a certificate of service shall be certified by the Court and provided to us.

Witness Leave (PA employees)

If an employee is absent from work to serve as a witness in a criminal proceeding or to exercise their rights under family court, the employee will be granted leave without pay for such time as it is necessary to comply with the request. Employees are to report to work on any day, or portion thereof, which is not actually spent in the performance of serving as a witness. For each week of witness leave, we ask that a certificate of service shall be certified by the Court and provided to us.

Crime Victim Leave (NY & SC employees)

If an employee is absent from work to appear as a witness, consult with the D.A. or exercise their rights as a crime victim, the employee will be granted leave without pay for such time as it is necessary to comply with the request. Employees are to report to work on any day, or portion thereof, which is not actually spent exercising their rights under this leave.

Crime Victim Leave (PA employees)

If an employee is absent from work to appear as a witness, consult with the D.A. or exercise their rights as a crime victim, the employee will be granted leave without pay for such time as it is necessary to comply with the request. This leave is also available to employees who must appear in court with their family. Employees are to report to work on any day, or portion thereof, which is not actually spent exercising their rights under this leave.

Victims of Domestic Violence (NY employees)

It is the Company's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because such individual is a victim of domestic violence. Consistent with the Company's policy of nondiscrimination, the Company will provide reasonable leave accommodations to victims of domestic violence who need to take time off from work. Unless the accommodation would constitute as undue hardship to the Company, victims of domestic violence will be allowed to take time off for:

- seeking medical attention or obtaining psychological counseling, including for a child who is a victim of domestic violence, provided that the employee is not the perpetrator of the domestic violence against the child.
- obtaining services from a domestic violence shelter, program, or rape crisis center.
- participating in safety planning, including temporary or permanent relocation.
- obtaining legal services, assisting in the prosecution of the offense, or appearing in court in relation to an incident of domestic violence.

Employees are required to use any accrued personal time for this leave and if the employee does not have any accrued time, the leave will be unpaid. Victims of domestic violence who need to take time off from work are required to provide reasonable advance notice to the Company, if feasible. If providing advance notice is not reasonable under the circumstances, the Company will require certification of the need for leave. Certification can consist of:

- a police report indicating that the employee or the employee's child was the victim of domestic violence.
- a court order protecting or separating the employee or their child from the perpetrator.
- other evidence from a court or from a criminal prosecutor proving "that the employee appeared in court."
- documentation from a medical professional, domestic violence advocate, health care provider, or counselor, that the employee or the employee's child was undergoing counseling or treatment related to an act of domestic violence.

An employee or job applicant who has questions regarding this policy or believes that they have been discriminated against based on being a victim of domestic violence should notify management. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

Volunteer Emergency Responder Leave (NY employees)

An employee who is a volunteer firefighter or a member of a volunteer ambulance service will be granted unpaid leave if required to respond to a call. If the leave will cause an undue hardship on the conduct of the Company's business, the leave request may be denied.

Volunteer Emergency Responder Leave (PA employees)

An employee who is a volunteer firefighter, volunteer fire police officer or a volunteer member of an ambulance service or rescue squad will be granted unpaid leave if required to respond to a call before the start of their workday. If the leave will cause an undue hardship on the conduct of the Company's business, the leave request may be denied.

State of Emergency Leave (PA employees)

LENCO Supplies adheres to PA law and recognizes any employee who is absent from work due to a road closure in the county in which the employee lives or works due to a state of emergency declared by the Governor. Any time off under this leave is unpaid unless the employee chooses to use paid time off.

Part 4 – On the Job Policies

Confidentiality

LENCO Supplies considers its confidential and proprietary information to be one of its most valuable assets. As a result, employees must carefully protect and must not disclose to any third party any confidential and proprietary information belonging to the Company or its clients.

Employees should ensure that any materials containing confidential or proprietary information are filed and/or locked up before leaving their work area each day. During the workday, employees should not leave any sensitive information lying about or unguarded.

Such protected, confidential information includes, but is not limited to:

- matters of a business nature, such as computer software, client lists, client contact information, associate information, on-site program and support materials, candidate and recruit lists and information, personnel information, placement information, pricing lists, training programs, contracts, sales reports, sales, financial and marketing data, systems, forms, methods, procedures, and analyses.
- proprietary information, whether communicated orally or in writing, computerized or other tangible form, concerning LENCO Supplies or any client's operations and business.

How We Behave

Each of us at LENCO Supplies has an impact on each other's performance, productivity, and personal satisfaction. In addition, how we act toward each other, our clients and vendors will influence whether these relationships are successful for our Company. Because your conduct affects many others than just yourself, we expect you to act in a professional manner whenever you are on Company property, conducting Company business, or representing the Company at business or social functions. This workplace operates on a system of mutual respect between supervisors and employees.

Inappropriate conduct, at a minimum, includes, but is not limited to, the following:

1. failure to report for work and follow call-in procedures for a scheduled shift, overtime, or when on call.
2. failure to maintain regular attendance and punctuality.
3. poor quality/quantity of work.
4. theft and/or unauthorized possession of property belonging to LENCO Supplies, a visitor, a client, or a fellow employee.
5. possession of or drinking alcohol on Company property, unless it is a Company-sponsored function.
6. reporting to work under the influence of legal/illegal drugs and/or alcohol.
7. falsification or alteration of Company records, including timecard systems, payroll, benefits, medical, personnel, computer, or other official Company records.
8. failure to follow time reporting requirements.

9. leaving the workplace without permission during work time, overstaying authorized meal and rest breaks or job abandonment.
10. unauthorized use/misuse of Company equipment and property.
11. inappropriate behavior and/or treatment of others.
12. harassment, horseplay, abusive language, bullying, and threatening and intimidating or coercing anyone on Company property or while representing the Company at business or social functions.
13. disregard for or failure to observe safety and security guidelines or failure to report an injury or incident.
14. verbal or physical fighting - employees are not to engage in, provoke, or encourage a fight.
15. sleeping on the job.
16. unauthorized disclosure of business “secrets” or confidential information.
17. insubordination toward a member of management.

We will take immediate and appropriate disciplinary action against any employee who violates any Company policy, up to and including termination.

Theft

If you observe and/or suspect an employee of stealing, you are not to confront them. You are required to immediately report your concerns to management.

Conduct While Servicing Clients

Your working responsibilities may require you to attend to a client’s needs in the client’s environment, whether it means home, office, etc. Representation is one of the best ways to build, as well as retain, a strong client base. Professional conduct is mandatory in all situations.

Professional conduct is as follows:

- discussions with the client should be limited to the service that is being provided to the client as long, personal conversations disrupt services that we provide for the client as well as other clients who may need assistance.
- discussions that involve other personnel of the Company, as well as internal affairs, are prohibited while working at a client’s location.
- avoid any discussion of a client’s and/or client’s employees’ shortcomings.
- if purchasing items from a client, all purchases are to be sold at normal sale price; bartering is prohibited.
- do not solicit clients for charitable donations.
- any gifts given for service can be accepted, if and only if, they are non-monetary and less than \$25 in value.

Orientation and Training

To help you become familiar with the Company and our way of doing things, we will provide an orientation and training session within the first few days of your start with us. Some of the content of the session will depend in large part on the nature of your responsibilities, while other parts will be applicable to all employees. In addition, the Company may periodically offer additional training or educational programs. Some programs may be voluntary, while others will be required.

Corrective Action

Our corrective action policy and procedure is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. It has been designed consistent with our organizational mission, HR best practices and employment laws. Outlined below is our corrective action policy and procedure. The Company may combine or skip steps depending upon facts of each situation and the nature of the offense. In addition, there may be times in which immediate termination is appropriate without warning to the employee.

The level of disciplinary intervention may also vary. Some of the factors that will be considered depend upon whether the offense is repeated despite coaching, counseling and/or training, the employee's work record and the impact the conduct and performance issues have on our organization. This policy does not change the employment-at-will relationship between the Company and its employees.

Procedure

When unsatisfactory performance and/or violations of policies and procedures occur, the corrective action process is as follows:

Verbal Warning

Management will meet privately with the employee immediately following the incident of poor performance, inappropriate behavior, or a violation of policy and explain the behavior or violation, the performance expectation, and what will occur if the expectation is not met. This counseling will be positive and will encourage the employee to correct the behavior and improve performance. The employee must have a clear understanding of what will happen if poor performance or policy violations continue.

A reasonable time frame is usually established during which time the standard must be met. Management will schedule an appointment with the employee on the established date to acknowledge improvement or to proceed to the next step. If another infraction occurs during this time frame, it may be necessary to proceed to the next step earlier than the established date.

Written Warning

If unsatisfactory conduct or performance continues, depending on the severity of the situation, a written warning may be required. Management will complete a written warning outlining specific terms and clearly indicate the standards and objectives that are not being met and provide an outline of performance expectation. The employee must understand that failure to improve could result in further disciplinary action, up to and including termination of employment.

A reasonable time frame is usually established during which time the standard must be met. Management will schedule an appointment with the employee on the established date to acknowledge improvement or to proceed to the next step. If another infraction occurs during this time frame, it may be necessary to proceed to the next step earlier than the established date. A written warning involves a more formal documentation of the performance, conduct or attendance issues and consequences. Employees will be asked to sign the disciplinary document to demonstrate an understanding of the issues and corrective action needed.

Suspension

A suspension can be used when it is determined that an investigation is necessary for a particular occurrence of misconduct, or the violation is blatant in nature but not necessarily grounds for termination.

When suspending an employee, management will:

- inform the employee of the misconduct or violation of policy that has occurred.
- inform the employee that they are being suspended without pay until further notice.
- contact the employee within forty-eight (48) hours with next step information.

Termination of Employment

This is the final step in the corrective action process. Management will schedule a meeting with the employee to explain the reason/s for the termination of employment and a witness will be present.

Disciplinary Action

Employees may be asked to sign a disciplinary document to demonstrate an understanding of the issues and corrective action needed.

This policy does not change the employment-at-will relationship between Lenco Supplies and its employees.

Outside Activities

Employees may engage in outside employment or personal educational activities during non-working hours, provided that such activities do not interfere with their job performance or constitute a conflict of interest. Prior to accepting outside employment, employees are asked to notify management in writing. The notice must contain the name of the potential company, the title and nature of the position, the number of working hours per week and the time of scheduled work hours. If the position constitutes a conflict of interest or interferes with the employee's job, at any time, employees may be required to curtail or terminate such activity.

Office Equipment

Certain equipment is assigned to staff depending on the needs of the job and can include items such as a laptop, printer and access to our central computers and servers. This equipment is the property of the Company and cannot be removed from the office without prior approval from your supervisor. It is expected that you will treat this equipment with care and report any malfunctions immediately to management.

Company Property

We expect all employees to take care of Lenco Supplies property and only use in the manner intended and as instructed. If a piece of equipment or property is problematic or unsafe for use, please report it immediately. Employees do not have a right to privacy in their workspaces or in any other property belonging to the Company and we may search Company property at any time, without warning, to ensure compliance with our policies, including those that cover employee safety, workplace violence, harassment, theft, drug and alcohol use, and possession of prohibited items.

Company property includes, but is not limited to, lockers, desks, file cabinets, storage areas, and all workspaces. If you use a lock on any item of Company property (a locker or file cabinet, for example), you must give a copy of the key or combination to management.

When an employee is given a Company credit card, it is the expectation that the credit card will be used wisely and kept safe and secure. In the unforeseen event that a Company credit card is lost or stolen, it is to be reported to management immediately.

Company Phones and Personal Calls

Access to the Company's telephone system is to be used primarily for work-related activities or approved educational/training activities. Incidental and occasional personal use is permitted. This privilege should not be abused and must not affect the employee's performance of employment-related activities.

We also expect employees to use their personal cell phone during breaks or meal periods. The use of cameras on cell phones during work hours is prohibited to protect the privacy of the Company as well as all employees. However, this restriction will not apply to any recordings made in the exercise of any rights granted to an employee by law.

Employee Records (NY employees)

It is important that the Company maintain accurate employee records at all times. You are responsible for notifying management of any change in name, address, phone number, marital status, number of dependents, immigration status, or any other pertinent information. By promptly notifying the Company of such changes, you will avoid compromise of your benefit eligibility, the return of w-2's, or similar inconvenience.

The Company will take every precaution to protect employee files and employee's personally identifiable information. Employee files have restricted access. Employees, their supervisor or manager, or their designated agents, may have access to those employee files. In the event that an employee wishes to review their employee file, they must do so in the presence of a supervisor or manager. Employees may review their employee file by making a written request to their supervisor or manager and the written request will become a permanent part of the employee file.

Employee Records (PA employees)

It is important that the Company maintain accurate employee records at all times. You are responsible for notifying management of any change in name, address, phone number, marital status, number of dependents, immigration status, or any other pertinent information. By promptly notifying the Company of such changes, you will avoid compromise of your benefit eligibility, the return of w-2's, or similar inconvenience.

The Company will take every precaution to protect employee files and employee's personally identifiable information. Employee files have restricted access. Employees, their supervisor or manager, or their designated agents, may have access to those employee files. In the event that an employee wishes to review their employee file, they must do so in the presence of a supervisor or manager. Employees may review their employee file by making a written request to their supervisor or manager and the written request will become a permanent part of the employee file.

The Inspection of Employment Records Law authorizes employees to inspect employee files used to determine the employee's qualifications for the following:

- employment.
- promotion.
- additional compensation.
- termination.
- disciplinary action.

Medical Records

We understand the particularly sensitive nature of employee medical records and follow the ADA's guidance on filing and safekeeping of such information.

Monitoring Policy

LENCO Supplies, in adhering to state law may, at any time, monitor the electronic usage of its employees. Employees should be aware that any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems may be subject to monitoring at any and all times and by any lawful means.

Employees who use a personal device for work activities such as transmitting email through the Company's email service or accessing the internet through the Company's internet connection are subject to electronic monitoring as well.

The below practices do not warrant the notice requirement:

- monitoring is designed to manage the nature or volume of incoming or outgoing electronic mail or phone voicemail or internet usage (ex: a firewall).
- monitoring is not targeted to monitor or intercept the activities of any individual employee.
- monitoring is performed solely for the purpose of computer system maintenance and/or protection.

Email

The Company's email system is intended for official Company business. Although you may use the email system occasionally for personal messages, we ask that you do so during non-work hours only. If you send personal messages through the Company's email system, you must exercise discretion as to the number and type of messages you send. You must also ensure that your personal use of the email system does not interfere in any way with your job duties or performance.

Email messages, including attachments, sent, and received on Company equipment are at all times the property of the Company. The Company may at any time and without notice or reason, access, monitor, read, and/or copy email messages at any time, for any reason. Employees should not expect that any email sent using Company equipment is private, including messages considered to be personal or labeled with a designation such as "personal" or "private." The Company may access and monitor all employee email communications at any time.

Email Security

To avoid email viruses and other threats, employees should not open email attachments from people and businesses they do not recognize, particularly if the email appears to have been forwarded multiple times or has a nonexistent or peculiar subject heading. Even if you know the sender, do not open an email attachment that has a strange name or is not referenced in the body of the email as it may have been transmitted automatically, without the sender's knowledge. If you believe your computer has been infected by a virus, worm, or other security threat to the Company's system, you must inform management immediately. Employees may not share their email passwords with anyone, including colleagues or family members. Revealing passwords to the Company's email system could allow unauthorized access to the Company's network.

No Solicitation by Email

You may not use the email system to solicit others to patronize an outside business or to support an outside organization, a political candidate or cause, or a religious cause. We also ask that our email system is not used to ask colleagues to donate to a particular charitable cause.

Solicitation and Distribution

LENCO Supplies prohibits solicitation and distribution of materials by non-employees on Company property. Employees may not solicit colleagues during work times, except in connection with a Company-approved event. Additionally, employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with an approved Company-sponsored event. Employees should not solicit anything of value from any person or organization with which LENCO Supplies has a current or potential business relationship. Employees should not accept any item of value from any party in exchange for or in connection with a business transaction between the Company and that other party.

Personal Email Accounts for Work

Employees may not use their own personal email accounts to transact Company business. This includes storing work-related documents and email messages in your personal email account, sending work to your personal email account, engaging in work-related communications (with clients, or colleagues, for example) using your personal email account, or "bouncing" messages from your Company email to your personal email when you are out of the office. Accessing your personal email account from work creates security risks for the Company's computer system and network. Employees may not use Company equipment to access their personal email accounts. All use of Company electronic equipment may be monitored and accessed by the Company at any time.

Professional Tone and Content

We expect you to exercise discretion when using electronic communications equipment. When you send email using the Company's communications equipment, you are representing the Company. Please make sure that your messages are professional and appropriate, in both tone and content. Keep in mind that although email may seem like a private conversation, it can be printed, saved, and forwarded to unintended recipients.

Personal Posts Using Company Equipment

Employees may not use the Company's equipment to transmit their personal opinions by, for example, posting a comment to a blog or social media page or contributing to an online forum. Even if you do not identify yourself as a Company employee, your use of Company equipment could cause your opinion to be mistaken for the Company's view.

Internet Access and Use

Internet use is not private and Lenco Supplies may monitor employee use of the internet at any time. You should not expect that your use of the internet including, but not limited to, the sites you visit, the amount of time you spend online, and the communications you have will be private.

Personal Use of the Internet

Our network and internet access are for official Company business only. Employees may access the internet for personal use only outside of work hours and only in accordance with the other terms of this policy. An employee who engages in excessive internet use, even during non-work hours, or who violates any other provision of this policy, may be subject to discipline.

Employees may not, at any time, access the internet or any other Company computer platforms (web based or otherwise) using Company equipment or links for any of the following purposes:

1. to view or access websites that offer pornography, gambling, or violent imagery, or are otherwise inappropriate in the workplace.
2. to operate an outside business, online auction, or other sales site; solicit money for personal purposes; or otherwise act for personal financial gain or profit.
3. to download, retrieve or copy Company data software, games, text, photos, or any other works in violation of copyright, trademark, or other laws.
4. to stream, run, or download any non-Company-licensed software program, music, video, games, or any form of multimedia, from the internet without the express consent of management.
5. to read, open, or download any file from the internet without first screening that file for viruses using the Company's virus detection software.
6. in furtherance of any illegal act, including violation of any state or federal criminal or civil laws or regulations.
7. for any commercial purpose.
8. to send threatening or harassing messages, whether sexual or otherwise; to access or share sexually explicit, obscene, or otherwise inappropriate materials.
9. to infringe any intellectual property rights.
10. to gain, or attempt to gain, unauthorized access to any computer or network.
11. for any use that causes interference with or disruption of network users and resources, including propagation of computer viruses or other harmful programs.
12. to intercept communications intended for other people.
13. to misrepresent either Lenco Supplies or a person's role at Lenco Supplies.
14. to distribute chain letters or spam messages.
15. to libel or otherwise defame any person.

16. to vandalize data, alter or destroy computer equipment, documents, files, or programs.
17. to access social media sites (i.e. Facebook, etc.).

If you believe that your job may require you to do something that would otherwise be forbidden by this policy, ask management how to proceed.

Social Media Policy

Employees are legally responsible for content they post to the internet, blog, social media site, or otherwise and can be held personally liable for defaming others, revealing trade secrets or proprietary information, and copyright infringement, among other things.

Each of our Company policies applies to anything written in a personal blog, posted, or uploaded to the internet. This means, for example, that employees may not use personal postings to harass or threaten other employees or reveal Company confidential information. Embarrassing or unkind comments about other Company employees, clients, or competitors are also inappropriate.

If, in the process of making a personal post or upload on the internet, you identify yourself as an employee of our Company, whether by explicit statement or by implication, you must clearly state that the views expressed in your post, or your blog, social media page, or website, are your own, and do not reflect the views of the Company. You may not use Company trademarks, logos, or other images, nor may you make false or misleading statements about the Company's philosophy, products, services, opinions, or affiliations with other companies.

LENCO Supplies may have a legal duty not to disclose certain facts, such as financial information. Revealing this information on the internet could cause very serious problems. If you have any concerns about the confidentiality or propriety of something you would like to post, check with management. Please keep in mind that your personal postings will be read not only by your friends and family, but possibly by your colleagues and supervisors, as well as our clients, and competitors. Even if you post anonymously or under a pseudonym, your identity can be discovered easily. Use common sense when deciding what to include in a post or comment. If you need further clarification, ask management.

Do not engage in covert marketing for LENCO Supplies or its products or services. If you post anything about the Company, you must identify yourself as a Company employee. The Fair-Trade Commission legally requires you to identify your employment relationship if it might be relevant to a consumer's decision to patronize our Company or your failure to do so could be misleading to readers. This means, for example, that employees may not post anonymous online reviews of Company services, products, or statements about the Company in which they fail to identify themselves as employees.

Media Contact

Employees should not speak to the media on the Company's behalf without first contacting a member of management. All media inquiries should be directed to them.

Personal Property

The Company is not liable for lost, misplaced or stolen property. Employees should take all precautions necessary to safeguard their personal property and should refrain from having their personal mail sent to the Company because mail may be automatically opened.

Employee work areas and any other Company property are subject to inspections and searches at any time, with or without notice.

Personal and Company Owned Communication Devices

The purpose of this policy is to define standards, procedures, and restrictions for end users who have legitimate business uses for connecting a personally owned mobile device to the Company's corporate network. This mobile device policy applies, but is not limited, to all devices and accompanying media that fit the following classifications:

- smart phones or other mobile/cellular devices.
- tablets.
- portable media devices.
- PDA's.
- portable gaming devices.
- laptop/notebook computers.
- any mobile device capable of storing corporate data and connecting to a network.

The policy applies to any hardware and related software that is not Company owned or supplied but could be used to access Company resources. That is, devices that employees have purchased for personal use but also wish to use in the business environment. The goal of this policy is to protect the integrity of the confidential client and business data that resides within the Company's technology infrastructure. This policy intends to prevent this data from being deliberately or inadvertently stored insecurely on a mobile device or carried over an insecure network where it could potentially be accessed by unsanctioned resources. A breach of this type could result in loss of information, damage to critical applications, loss of revenue, and damage to the Company's public image. Therefore, all users employing a mobile device connected to the Company's corporate network, and/or capable of backing up, storing, or otherwise accessing Company data of any type, must adhere to Company defined processes for doing so. For approval and further information, contact management.

Company provided portable communication devices (PCDs), including cell phones, tablets, and computers, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes as permitted the right to monitor personal communications as necessary. Some employees may be authorized to use their own PCD for business purposes. These employees should work with management to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through the Company's networks and the PCD must be provided for inspection and review upon request. When sending a text message or using a PCD for business purposes, whether it is a Company-provided or personal device, employees must comply with applicable Company guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles.

If an employee is given a Company phone, it is expected that the phone will go with the employee at the end of each day and will be brought back each day. Phones are not to be left at home during the workday. It is vital that we stay in contact with one another.

Employee References (NY employees)

When we are contacted by prospective employers seeking information about former employees, we will release the following information only: the position(s) the employee held, dates of employment, and the employee's salary or rate of pay.

Employee References (SC employees)

When we are contacted by prospective employers seeking information about current or former employees, we may release the following information only:

- written employee evaluations.
- official personnel notices that formally record the reasons for separation.
- whether the employee was voluntarily or involuntarily released from service and the reason for the separation.
- information about job performance.
- dates of employment.
- pay information/wage history.

Parking

LENCO Supplies provides on premises parking as a convenience to employees. Employees are expected to operate vehicles safely and in accordance with local and state laws and LENCO Supplies assumes no responsibility for vehicle damage or loss of contents while using the parking area.

Workspace

Employees are responsible for maintaining the workspace assigned to them. A clean, orderly workspace provides an environment conducive to working efficiently and employees should keep in mind that their workspace is part of a professional. Therefore, your workspace should be clean, organized and free of items not required to perform your job.

Expense Reimbursement

Employees will be reimbursed for all Company expenses, provided they are pre-approved by management and accompanied with a receipt.

Company Issued Credit Cards

LENCO Supplies may issue Company credit cards to certain employees for business use as necessary in connection with the employee's job duties. Use of Company-issued credit cards is a privilege and can be withdrawn at any time. Any credit card issued to an employee by the Company must be used for business purposes only. Personal purchases of any type are not allowed and will not be reimbursed. Expenses for lodging and meals while on Company-approved business trips are considered business purchases, as long as such expenses are consistent with our travel and expense reimbursement policy.

Employees are expected to exercise discretion and good judgment when incurring business expenses and to report expenses on a timely basis with appropriate documentation. If there is any question as to whether a particular purchase qualifies as a business expense, the employee should consult their manager before incurring the expense. Employees are responsible for unauthorized purchases deemed by the Company to be for personal use.

Company Vehicles

All employees authorized to drive Company-owned or leased vehicles or personal vehicles in conducting Company business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately. A valid driver's license must be in your possession while operating a vehicle off or on Company property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations.

Drivers must demonstrate safe driving habits at all times. Company owned or leased vehicles may be used only as authorized by management. Employees who drive on Company business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones and tablets, while driving. And, even if use is permitted, employees may choose to refrain from using any PCD while driving.

Personal Auto Usage

The use of a personal automobile is discouraged, except for regional travel. Employees who are required to use their automobile for Company business will be reimbursed for actual mileage and reasonable parking expenses that exceed their normal personal commuting costs, subject to the approval of management. The reimbursement is intended to be a reasonable reimbursement of business-related costs and all expenses must be properly documented to be eligible for reimbursement.

Mileage Reimbursement

Employees who engage in business-related travel are eligible for the standard mileage reimbursement if the travel is properly documented. The standard mileage reimbursement, set by the IRS, includes the costs of operating an automobile such as depreciation, maintenance, repairs, tires, gasoline, oil, insurance, taxes, and vehicle registration fees. Normal personal commuting costs are not eligible for reimbursement.

Driving Safety

The safety and well-being of our employees is of critical importance to the Company. We therefore each have a responsibility to not only protect ourselves when on the road but also do our part to protect those around us. Employees who are required to drive on Company business will be expected to consistently follow all of the safety procedures below:

1. all employees are expected to wear seat belts at all times while in a moving vehicle being used for Company business, whether they are the driver or a passenger.
2. use of handheld cell phones, whether personal or Company owned, while behind the wheel of a moving vehicle is strictly prohibited and includes the use for making or receiving phone calls, sending, or receiving text messages or email, and downloading information from the web.
3. employees are required to turn off cell phones or put them on vibrate before starting their car.
4. although use of cell phones under any circumstances is strongly discouraged while driving, the use of hands-free technology may be warranted in emergency circumstances only.
5. the use of other handheld electronic devices, such as i-Pads, i-Pods, laptops, electronic readers, and the like are strictly prohibited while driving a vehicle on Company business.

6. engaging in other distracting activities including, but not limited to, eating, drinking, putting on makeup, reading or changing radio stations or music, is also strongly discouraged while driving, even when in slow-moving traffic.
7. use of alcohol, drugs, or other substances, including certain over-the-counter cold or allergy medications that in any way impair driving ability, is prohibited.
8. all employees are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals and avoidance of confrontational or offensive behavior while driving.
9. employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
10. employees must promptly report any accidents to local law enforcement as well as to the Company in accordance with established procedures.
11. employees are also required to report any moving or parking violations received while driving on Company business and/or in Company vehicles.

Failure to adhere to these procedures may result in disciplinary action, up to and including termination of employment.

Automobile Accident

If an employee is involved in an automobile accident while on Company business (personal or Company vehicle) they must report the accident to management immediately. Employees should request and obtain a police report and police investigation at the scene of the accident.

Employees are not to drive a personal vehicle for Company business unless authorized to do so. If the job requires an employee to operate their personal vehicle, then the employee shall be required to submit proof of a current and valid state driver's license. If employees use their own vehicle, either by authorization or requirement, to carry out the business of the Company, they must submit proof of insurance coverage for the specific car that they are driving.

Insurance must be maintained current as a term and condition of continuing employment for that particular position and should an automobile accident occur during an employee's workday and/or in a Company provided vehicle, the Company may require post-accident drug/alcohol testing.

Leaving the Company

If you decide to leave Lenco Supplies for another position, please notify us in writing. We request a two (2) week notice. We also ask that you notify the Company, in writing, when your address changes so that your tax and benefit information can be sent to the proper address.

Termination

All employment with the Company is "at-will" employment. This means that the employee has not been hired for a specified duration, but that they can terminate their employment with Lenco Supplies, or the Company can terminate the employment at any time, with or without cause, and with or without prior notice. An employee's at-will employment status cannot be changed by any oral modifications.

Final Paychecks (NY & PA employees)

Employees who resign or who are involuntarily terminated from their position with Lenco Supplies will receive their final paycheck on the next standard payroll cycle after the event.

Final Paychecks (SC employees)

Employees who resign or who are involuntarily terminated from their position with Lenco Supplies will receive their final paycheck within forty-eight (48) hours or on the next standard payroll cycle after the event.

Personal Possessions and Return of Company Property

When your employment with Lenco Supplies ends, we expect you to return all Company property. It is to be returned clean and in good repair. This includes, but is not limited to:

- our employee handbook, manuals, guides, and documents.
- Company provided cell phones.
- computers and iPads.
- equipment and tools.
- keys.

We may take any lawful action to recover or protect our property.

Part 5 – Safety in the Workplace

Health, Safety and Accident Rules

LENCO Supplies complies with federal, state, and local health and safety regulations. Our commitment to safety, health, and security goes beyond compliance. Everyone is responsible for safety. You should be informed about specific safety requirements for your job.

Employees are expected to follow all safety, health, and security rules and regulations:

1. all employees must comply with all hazardous communication guidelines.
2. follow all sanitation processes and guidelines according to legal standards.
3. horseplay, roughhousing, and other physical acts that may endanger employees or cause accidents are prohibited.
4. employees must follow all safety instructions and guidelines.
5. employees in certain positions may be required to wear protective equipment and management will let you know if your position requires protective gear.
6. employees in certain positions may be prohibited from wearing dangling jewelry or apparel or may be required to pull back or cover their hair, for safety purposes.
7. all equipment and machinery must be used properly.
8. equipment should be inspected, cleaned, and properly stored after use.
9. all employees must immediately report any workplace condition that they believe to be unsafe to management.
10. employees must keep walkways and work areas clear of debris and maintain a clean, organized work area.
11. all employees must immediately report any workplace accident or injury to their supervisor or management.

General Evacuation

In the event of fire or a potentially threatening situation, employees should find the nearest exit and leave in an orderly manner. While leaving or after exiting the building, do not re-enter the building under any circumstances. You will be advised when and if it is safe to re-enter the building.

Inclement Weather

Inclement weather is to be expected during the winter months. Driving, although rarely impossible, may be difficult at times. When caution is exercised, you normally will find the roads are passable. Except in cases of severe storms or weather, we will work our regular hours. Any changes to our regular schedule will be decided by Ownership and posted on our homepage by 7 a.m. (www.lencobuffalo.com). Time taken off by employees due to poor weather conditions is unpaid unless otherwise required by federal or state wage and hour laws.

Emergencies

In case of an emergency, such as fire, natural disaster, or accident, your first priority should be your own safety. In the event of an emergency causing serious injuries, immediately dial 9-1-1 to alert police and rescue workers of the situation. For emergency facility closing or modified operating schedules, please contact management.

Medical Procedures

If you become ill or get hurt while at work, you must notify management immediately. Failure to do so may result in a loss of benefits under the state workers' compensation law.

Security in the Workplace

It is every employee's responsibility to help keep our workplace secure from unauthorized intruders. Every employee must comply with these security precautions:

- when you leave work for the day, please practice established locking and securing procedures.
- after-hours access to the workplace is limited to those employees who need to work late.
- employees are allowed to have an occasional visitor in the workplace, but workplace visits should be the exception rather than the rule.

Inspections/Searches

LENCO Supplies reserves the right to conduct searches of any person, vehicle or object that enters Company premises. Please be advised that the Company reserves the right to search lockers, desks, briefcases, baggage, toolboxes, lunch sacks, clothing, purses, vehicles parked on Company property and any other item which may be hidden.

Additionally, the Company may search Company-owned vehicles that are primarily used by an employee, regardless of whether the vehicle is located on Company property at the time. Searches may be conducted by management and the Company also reserves the right to authorize searches by law enforcement on its property with or without the employee being present.

Visitors in the Workplace

For safety and security reasons, employees are asked to limit having personal guests visit and they must accompany all visitors while on our premises. At no time should a visitor be left unattended.

Smoking in the Workplace (applicable to all employees)

Smoking/ tobacco use (cigarettes, e-cigarettes, cigars, pipe tobacco, nicotine gels, and water pipes (hookahs)) is not permitted inside Company property at any time. This policy applies equally to all employees, as well as to our clients or visitors. All smoking is to be done outside and during meal periods and breaks.

Smoking is prohibited in all Company vehicles and is never to be done while on a client's property.

Drug and Alcohol-Free Workplace

LENCO Supplies is committed to providing a safe, comfortable, and productive work environment for its employees. We recognize that employees who abuse drugs or alcohol at work, or who appear to be under the influence of legal/illegal drugs or alcohol while at work, harm both themselves and the work environment. As a result, we prohibit employees from doing the following:

- appearing at work under the influence of alcohol or legal/illegal drugs.
- conducting Company business while under the influence of alcohol or legal/illegal drugs (whether or not the employee is actually on work premises at the time).

- using alcohol on the worksite, unless provided by LENCO Supplies for a Company-sponsored event.
- using legal/illegal drugs on the worksite.
- possessing, buying, selling, or distributing alcohol or legal/illegal drugs on the worksite.

Legal/illegal drug use includes more than just marijuana, cocaine, or heroin. It also includes the misuse of otherwise legal prescription and over-the-counter drugs. The Company may inspect employees, their possessions, and their workspaces to enforce our policy against legal/illegal drug and alcohol use, or any other policy. LENCO Supplies may conduct a drug test after a workplace incident/accident where drug or alcohol use may have played a role. Should an automobile accident occur during an employee's workday and/or in a Company provided vehicle, the Company may conduct post-accident drug/alcohol testing.

NY HERO Act (NY employees)

LENCO Supplies complies with the New York Health and Essential Rights Act (NY HERO Act). The purpose of the NY HERO Act is to protect employees against exposure and disease during an airborne infectious disease outbreak. The law mandates extensive workplace health and safety protections in response to Covid-19. For a copy of our HERO Act policy in its entirety, please see management.

Weapons in the Workplace (for all employees)

The possession, use or sale of weapons, firearms, or explosives on LENCO Supplies property or while conducting LENCO Supplies business offsite, is forbidden except where expressly authorized by the Company and permitted by state or local laws. This policy applies to all employees, including those authorized to carry a firearm.

If an employee becomes aware of violations or threats of violations of this policy, they are required to report such violations or threats of violations to management immediately and violations of this policy will result in disciplinary action, up to and including, termination.

**Acknowledgement of Receipt of
LENCO Supplies
Employee Handbook**

I acknowledge that I have received a copy of the LENCO Supplies employee handbook. I understand that I am responsible for reading and abiding by all policies and procedures in this handbook, as well as other policies and procedures of the Company.

I also understand that the purpose of this handbook is to inform me of the Company's policies and procedures, and it is not a contract of employment. Nothing in this handbook provides any entitlement to me or to any Company employee. I also understand that management has the right to change any provision of this handbook at any time with or without notice and that I will be bound by any such changes.

Signature

Date

Print Name

Please sign and date this acknowledgement.