



# HR MANUAL

WE'RE FLIPPING THE INDUSTRY





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## CEO LETTER:

Dear employee,

I would like to personally welcome you to the MINED team!

We have created this handbook to help you understand our company, our missions, and how we hope to achieve our goals. MINED is dedicated to improving the environment through our sustainable denim products. By joining our team, we know that you are as dedicated to this as we are!

This handbook was developed to provide you with information regarding various aspects of our company and your employment. In it, we outline numerous policies and practices for our California employees. This handbook contains general personnel policies and practices of our company at the time of publication and, as a result, supersedes all previous personnel policies, practices, and guidelines. Please keep this manual readily available for reference when required. If you have any questions about company policy, please refer to this manual first. If you still have questions, do not hesitate to contact a supervisor or the Human Resources department.

We look forward to working with you, and I hope that you enjoy your time with our company.

Best regards,

Natalie Papazian

MINED | Chief Executive Officer



## ADMINISTRATION



Natalie Papazian  
Chief Executive  
Officer



Ivy Phan  
Chief Operating  
Officer



Rosy Mondragon  
Director of  
Operations

## HUMAN RESOURCES



Valeria Euan  
Co-Director of  
Human  
Resources



Laura Sabate  
Co-Director of  
Human  
Resources

## SALES



Tien Pham  
Director of  
Sales



Matthew Do  
Associate of  
Sales

## FINANCE



Minh Phan  
Chief Financial  
Officer



Brian Pham  
Director of  
Accounting



Ashley Mundo  
Associate of  
Human Resources

## MARKETING



Katy Nguyen  
Director of  
Marketing



Brenda Pham  
Associate of  
Social Media &  
Marketing

## DIGITAL MEDIA



Minh Nguyen  
Co-Director of  
Digital Media



Kim Ly  
Co-Director of  
Digital Media

## DESIGN



Kathy Tran  
Co-Director of  
Design



Maryrose Tran  
Co-Director of  
Design

## IT & FUNDRAISING



Lucas Chis  
Chief Technical  
Officer



Maddie Freeman  
Director of  
Fundraiser

## PUBLIC RELATIONS



Ra'afat Homsy  
Director of  
Public Relations



Samuel Ferretti  
Associate of  
Design





## **Section 1: About MINED**

### *Company History:*

Our company, MINED is founded in Fountain Valley, California by our Chief Executive Officer Natalie Papazian, and Chief Operating Officers Ivy Phan and Rosy Mondragon. Inspired by buying a pair of jeans and realizing the environmental costs of this project, our founders wanted to provide a company that would help lead the fashion industry to a sustainable path by making jeans out of recycled plastic. Introducing, MINED.

### *Company Mission Statement:*

We are MINED, a denim company determined to flip the industry. MINED offers a sustainable alternative to your everyday traditional denim. Through our products, we strive to decrease plastic waste pollution while also increasing the recycling rate.

### *Human Resources Mission Statement:*

The Human Resource Department of MINED aims to provide a comfortable and welcoming environment for every single employee, regardless of their beliefs or personal background. We withhold the strongest duty of our employees' safety and happiness while maintaining workplace conditions to be effective and cooperative to provide the best services possible.

### *Company Principals:*

We are committed to establishing a workplace for everyone to be treated with respect and acceptance while satisfying our customers with quality denim aiding to the direction of sustainable fashion.

### *Corporate Values:*

At MINED, we want to provide every employee with the best environment to work and grow, therefore we promote and expect the following values from every employee:

M: Motivated; We ask for our employees to be engaged and driven to work with our company both independently or collectively. Supportive customers and our company's intentions will ensure to help our employees stay motivated as we face our challenges as a startup company.

I: Innovative; At MINED, we are always open to new ideas for the betterment for our employees and our customers. We strive to fulfill quality service and continue to bring forth a cause to help decrease plastic waste.

N: Neat; We expect of our employees at MINED to be organized and responsible with their work. Given tasks are assigned purposefully and employees are expected to fulfill their duties



correctly. Being neat also ties into cooperation and being able to present your work and ideas when asked.

E: Encouraging; At MINED, we value strong communication and a healthy team spirit to be encouraging to all in our working environment. We expect everyone to be supportive and respectful as we all work towards the same goal for this company.

D: Dedicated; We ask of our employees to stay committed to the purpose of MINED and to fulfill tasks and responsibilities with intent. To stay dedicated is to work for our company collectively and aim to provide the industry with top quality sustainable clothing to satisfy our customers.

## **Section 2: Employment Categories**

### *Regular Full-Time Employees:*

Regular full-time employees are those hired on a full time basis for an indefinite or unspecified duration. Regular full-time employees are required to work 8 hours a day, resulting in working a total of 40 hours per week. Regular full-time employees are eligible for all MINED sponsored benefits.

### *Regular Part-Time Employees:*

Regular part-time employees are those hired to work on a part-time basis for an indefinite or unspecified period of time. Regular part-time employees are scheduled to work under 40 hours per week.

### *Temporary Employees:*

Temporary employees are hired for only a certain amount of time, or for a specific project. Temporary employees will only be able to work under certain positions.

### *Staffing Agency Workers:*

Staffing agency workers are those who are employed by a staffing agency but perform work for MINED. They are not eligible for any MINED employee benefits.

### *Independent Contractors:*

Independent contractors are not employees of the company and are not eligible for employee benefits.

## **Section 3: Hiring Policies**

### *Hiring Procedures*

The Human Resources Department is in charge of the hiring process. Prospective employees must be interviewed by a member of Human Resources and must submit an application in order



to be eligible for hire. They must have proof of citizenship and/or right to work before hiring as well. MINED does not discriminate based on citizenship and immigration status in regards to hiring and letting go of the employee.

\*All interviews will take place over Zoom due to the COVID safety guidelines until further notice. We'd like to ensure that all of our employees are being safe.

#### *Rehire policies:*

If an employee who wishes to become rehired, Human Resources will review their previous work ethics and will also take them into consideration during the rehiring process. Returning employees will be considered as new hires, therefore, no bias will be given during the application or interview process.

#### *Relations within the Workplace:*

Relatives and/or significant others who serve as hiring managers are not permitted to interview or consider hiring an employee whom they have personal connections with. However, their relatives or significant others may apply for other departments in which the current employed relative does not have any managerial or hiring authority. If it is found that an employee has been hired by a person whom they have relation to, their employment status will be reevaluated. Consequences may follow as this hiring has breached MINED's Equal Employment policies.

#### *Equal Employment Policies:*

At MINED, we stand by equal employment opportunities. There will be no unfair treatments in the following processes :

- Hirings
- Compensation
- Disciplinary actions
- Benefit advancement
- Liberating employees

As of our company values, we do not discriminate against any of the following characteristics :

- Religion
- Sexual orientation
- Age
- Gender
- Mental & physical abilities
- Family background

#### *At Will Employment:*

MINED is an "at-will" employer. Employment is on an at-will basis, so that either the company or the employees may end employment at any time and without cause or early notice. No supervisor or other representative of the company, with the exception of the President, has the



authority to enter into any agreement for employment for any specified period of time. MINED retains the right to establish, change, and abolish its policies, practices, rules, and regulations at will and as it sees fit.

#### **Section 4: Leave policies**

##### *General Leaves:*

Employees have a two week window to notify the Human Resources Department and Administration about anticipated leaves leading to an upcoming absence. If an employee cannot notify Human Resources directly in advance due to an emergency, they must call in and inform Human Resources of the situation at hand. Employees are responsible for calling in and notifying Human Resources with the reason the employee will be not attending work, this will be recorded and put in the employee's personal file.

##### *Personal Leaves:*

At MINED, we offer personal leaves that last up to 40 hours in a yearly period. Personal leaves are covered by the California Small Necessities Law. In these leaves, employees are allowed to go to appointments, conduct errands, and tend to school related matters. However, these personal leaves are not covered by any sick leave law or family and medical leave laws.

##### *Sick Leaves*

By law, MINED will offer all employees 24 hours to 3 days of paid sick leave. For any further days off, employees will not receive salary for their days of absence. At MINED, it is preferred that employees inform the Human Resources Department through call and/or email when they're sick.

##### *Family and Medical Leave*

According to the Federal FMLA Rights, MINED will allow employees up to 12 weeks of leave in a yearly period to recuperate from an existing injury, take care of a family member, bond with their children, take care of adoption processes, or conduct preparation for a family member's leave for the military. Adding on, according to the California Small Necessities Law, employees are able to leave for 40 hours in a yearly period to join their child at daycare or visit their school for any problems occurring there.

##### *Paternity and Maternity Leave*

The New Parents Leave Act (NPLA) enforces employers to provide paternal and maternal leaves, therefore MINED will provide female employees with up to 12 weeks of maternity leave.



If pregnancy complications do occur, female employees are allowed an additional 10 to 12 additional weeks for pregnancy disabilities. Paternity leave is also given for up to 12 weeks. During these weeks of parental and maternity leave, employees will not be paid by MINED and are entitled to the same position they held before leave.

#### *Bereavement Leave*

MINED recognizes a period of time for grief recovery. The predetermined amount of time is 3 days. An employee who requires time off due to the death of an immediate family member must notify HR immediately. This policy is granted to all full-time employees. For this purpose, immediate family is defined as spouse, domestic partner, child, or stepchild (including child of a domestic partner), parents (including in-laws or parents of a domestic partner), step-parents, siblings, step-siblings, grandparents, or grandchildren. The 3 days taken off must be within a reasonable time of the day of the death or funeral. If a longer amount of time is needed, contact Human Resources and an extension may be permitted.

#### *Jury Duty*

MINED understands your duty to the state and federal courts. An employee of interest must file for an excused absence with the Human Resources Department prior to day of absence. All jury duty leaves are valid absences and are paid.

### **Section 5 : Employee Pay**

#### *Salary*

Amount of pay will be determined by position, attitude, and overall performance; this will be reviewed by Administration and Human Resources. Salaries are subject to change based on quality of work and overall performance. Requesting for increase in pay will not be tolerated and will be rejected.

#### *Performance Reviews*

Performance reviews will be based on effort, performance, and amount of work done for MINED. These performance reviews will be conducted by department directors at the end of each quarter to analyze progress and changes in an employee's worth ethic.

#### *Promotions and Demotions*

Promotions and demotions may occur if an employee is over performing or underperforming at their job. If a promotion is considered for an employee, they will have a trial period of one week where they will carefully be reviewed before taking on the position. A demoted employee will have no consideration time but will be allowed a justification hearing prior to official demotion.



### *Bonuses*

MINED employees are expected to have above standard work ethics and attitudes. However, Human Resources will grant acknowledgeable employees personal bonuses to their salary. Bonuses will vary and be decided by Human Resources. Employees who go above and beyond to help other employees, present substantial work ethic, and labor beyond work hours will receive recognition of their efforts from the Human Resources through these bonuses.

### *Changing Pay Details*

Any changing pay details of a certain department will be posted on a designated bulletin board. But, further questions must go to the head of the Human Resources department. Various additional notices will only be updated by Human Resources. Individual changing pay details will also be dealt by the Human Resources Department. However, employees will be personally called into the Human Resources Department to discuss the changes if needed.

## **Section 6 : Benefits**

### *Workers Compensation Benefits*

Under the state and federal laws, a company is required to provide workers' compensation if there is a work-related injury and illness occurrence. MINED will provide benefits such as temporary disabilities, medical expenses and permanent disability insurance (as determined by the extended-time effects of injury and illness).

In order to be considered for workers' compensation benefits, incidents must be reported in the allotted time. Allotted time is determined paired with situations listed below:

- When a work-related injury occurs, the incident must be immediately reported to the employee's department director and the Human Resources department.
- If an injury requires medical assistance, the employee may go to his/her medical professional of choice or the human resources department will assist the employee in finding a medical professional.
- If the injury requires emergency services, employee may call at will and be transported to the nearest hospital.
- You must report a death or serious injury requiring more than 24 hours of hospitalization or loss or serious disfigurement of a body part to Cal/OSHA within eight hours.
- Employee must provide workers compensation claim forms within one working day of receiving notice of injury.

### *Disability*

MINED is committed to complying with all applicable provisions of the Americans with Disabilities Act, the California Fair Employment, and Housing Act or other applicable state disability laws. MINED does not discriminate against any employees or applicants based





on disability as long as they can perform the necessary tasks to do their job with or without accommodations. MINED will provide reasonable accommodations to applicable employees. MINED must be aware of their disability and need for accommodations. Employees who feel the need for reasonable accommodation must contact the Human Resources department. Only accommodations that do not pose undue hardship on MINED will be valid.

### *Insurance*

As a startup company of few employees, we do not provide insurance for our employees at this time. As our company expands and we gain more employees, we will gather a stable insurance plan for our employees. At the moment, we are working hard negotiating an insurance contract. Any further updates will be announced to employees and necessary actions will be taken to ensure our employees receive insurance if needed.

### *Holidays*

All full time employees at MINED will be given the following days off:

- New Year's Day and New Year's Eve.
- Memorial Day.
- Independence Day.
- Labor Day.
- Thanksgiving and the following day.
- Christmas Eve and Christmas Day.

Any further days off will be discussed in a meeting a week before the actual day(s) off is near.

### *Vacations*

Vacations are earned based on employee's attendance and performance. If an employee has performed necessary tasks in a timely and adequate manner, two weeks of vacation days are granted to regular employees every year. The two weeks of vacation days must be requested ahead of time, and based on if Human Resources approves or denies the request. Observed national holidays such as Presidents Day, Memorial Day, Independence Day, Thanksgiving, etc will be recognized and are paid vacation days. If performance is not up to par, vacation days will be deducted. Vacation days are paid and unused PTO can be cashed out if an employee leaves the company.

### *Parking*

All MINED employees must park by their given designated parking space based on the employee's job position. Any employee who abuses this power will have serious consequences that will result in the loss of their parking privilege. All cars must have the mandatory MINED parking sticker located in clear sight on the vehicle.

## **Section 7 : Standards of Conduct**

### *Harassment*

Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassment will not be tolerated at MINED. We have implemented a Zero Tolerance policy towards this conduct concerning anyone regardless of:

- Age
- Nationality
- Disability
- Gender
- Religion
- Sexuality and/or Sexual preference
- Position within the company

### *Discrimination*

Like harassment, MINED will not tolerate any discrimination towards anyone affiliated with our company. An example being; if a higher position takes advantage of a person's payroll due to their age, weight, gender, political stance and even ethnicity, Human Resources will review their activities and any evidence leading to discrimination amongst a group. This particular employee will undergo consequences which will be decided by Administration and Human Resources. Human Resources will then follow company protocol of assessing the situation and giving necessary penalties.

### *Complaint Procedures*

MINED requires the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who have experienced or observed conduct that they believe is contrary to MINED's policies or who have concerns about such matters should file their complaints with their manager or the Human Resources department immediately. Human Resources will ask for your information, offending employee's information, and the situation of interest. All allegations of misconduct will remain confidential to the highest extent possible and employees shall not be exposed to retaliation as a result of lodging a complaint or participating in any workplace investigation. Individuals are not required to confront the offenders; individuals can simply report the offending conduct pursuant to this complaint procedure if preferred. MINED urges the prompt reporting of complaints or concerns so that immediate constructive action can be taken.



### *Sexual Harassment*

Sexual harassment is defined by law as it is federally unlawful to harass someone based upon their sex. Sexual harassment can include both verbal and physical harassment. MINED will not authorize any actions towards this sort of behavior.

### *Drugs and Alcohol*

At MINED, we want a safe and clean environment for our employees to be able to focus and work efficiently. Therefore any manufacturing, dispensing, and distribution of alcohol or drugs is not to be permitted and will be immediately confiscated and dealt by Human Resources. Any unprescribed medication will also not be allowed on MINED premises. Employees that are carrying or under the influence of drugs will be confronted by Administration and Human Resources accordingly and be penalized for such doings.

### *Prescription Drugs*

On MINED premises and online environments, only medically prescribed drugs are allowed in the work environment. Prescription drugs are to be checked and authorized by Human Resources before entering in the hiring process. Employees must provide proof of the medicine being prescribed by a licensed physician. All prescribed drugs are to be listed in their employee records to offer factual proof for the purpose of prescription. On this form, employees must possess a medical history to allow Human Resources to verify accordingly.

### *Smoking and Tobacco*

During work hours, break times, and all online sessions at MINED, employees are not allowed to manufacture, dispense, possess, and/or distribute any form of drugs. MINED is a drug-free work environment.

### *Weapons*

To ensure that MINED employees are in a safe environment, weapons are strictly prohibited on MINED's property. This policy applies to all employees, and a gun license does not overrule company policy. Any weapons detected on MINED premises will be subjected to disciplinary actions as well as termination if behavior is repeated.

### *Public Image, Attitude, and Conduct*

During MINED's service hours, we expect our employees to be on their best behavior. MINED expects that our employees will be polite, patient, and mature towards our customers, and other employees as well. Any substandard behavior during work hours will result in a warning from Human Resources. In the case of an employee receiving 3 strikes, Human Resources will examine the cause and further demote that certain employee to another job/position.



### *Violations of Code of Conduct*

MINED will not tolerate any violations of Standard of Conduct. If any violations occur, Human Resources will be examining the steps that resulted in a violation. This certain employee/group will be immediately fired and expected to leave within the day. When necessary, authorities will be involved in the investigation.

Violations at MINED include the following:

- Fraudary
- Money laundering
- Sexual/Verbal/Physical harassment
- Disobeying the law
- Special interest that conflicts with MINED
- Receiving unknown gifts in return for beneficiary needs

### *Disciplinary Policy*

For the equal treatment of all employees, we will handle each case accordingly. In the case that an employee, regardless of position, doesn't follow our Employee Manual, they will go through this Disciplinary Policy. At any point an employee falls on the scale of our Disciplinary Policy, a reduction in pay or hours may occur. At MINED, we have a 3-strike policy, before possible demotion and/or termination. For minor faults, our policy goes as follows:

**FIRST WRITE-UP** | On their first offence, depending on the severity of the situation, the employee will be given a verbal warning and a description of what happened in their employee file. A verbal warning will be given by both their department head and a Human Resources Director. The conversation will detail what policy was neglected, how they can improve and stop the offence from happening again.

• In the event of major offences; for example, however not limited to harassment and discrimination, employees will automatically be sent to employee termination Evaluation.

**SECOND WRITE-UP** | After the verbal warning, if an employee continues to violate MINED policies, they will be given a second written evaluation that will be put in their employee folder. The Director of Human Resources will meet with the employee and will have a discussion on what happened and why they continue to disregard MINED policies. They will be warned that after another violation, they will be evaluated for possible termination and/or suspension.

**FINAL WRITE-UP** | If an employee continues to violate MINED policies for a third time, they will receive a third written evaluation and have a meeting with a



Director of Human Resources and the Administrative team. The meeting will entail past events, how they continue to disregard the policies and/or employee code of conduct, and that they will be reviewed for possible employee termination or suspension. The employee's complete file and history at MINED will be reviewed before a final decision is made for a fair conclusion.

## **Section 8 : Employee Policies**

### *Work Hours*

MINED workers are exempt employees who will work 8 hours a day unless they are temporary or part time workers. MINED employees are not required to work over time, but are encouraged to get work completed on a regular basis nonetheless.

### *Overtime*

Non-exempt employees will be paid in accordance with applicable state and federal laws for any overtime hours. Overtime work must be approved by an employee's manager or Human Resources. Employees who work unauthorized overtime are subject to discipline, up to and including termination. When it is expected to work overtime, employees are expected to cooperate.

### *Attendance*

All MINED employees are required to work on their designated days. Like our Absence policy, employees can only be absent 3 days without notifying the Human Resources Department. When further absences, tardies, and/or late to work occur, employees will either be terminated or will be sent a warning based on the severity of the proceedings. It is one of the top priorities of MINED to maintain a safe work environment for employees to be able to continue their regular attendance.

### *Tardiness*

Employees are expected to arrive on time and ready for work. An employee who arrives more than 15 minutes after their scheduled arrival time is considered tardy. MINED understands that situations arise which hinder punctuality; regardless, excessive tardiness is not tolerated, and may be subject to disciplinary action.

### *Absence*

At MINED, employees must report their absence before not attending work. Any further notices will be reported to the Human Resources Department. In the event that an employee is absent from work without notification for more than 3 days, it will be presumed that this employee is not returning for work and will be let go of.



### *Meals and Breaks*

Employees are entitled and encouraged to take meal breaks in accordance to state and federal laws. MINED authorizes and permits employees working at least four hours in a day to take a fifteen-minute, off-duty, paid rest period for break. Employees who work 5 or more hours get a thirty-minute rest period for lunch. Any employee who believes that he or she was not provided the opportunity to take all meal rest periods authorized and permitted under this policy should inform Human Resources or another member of management immediately.

Lunch breaks will be held at the designated area inside/outside the office. Employees are permitted to “go out” for lunch, as long as they do so in a timely manner. All employees are expected to clean up after themselves and are encouraged to recycle. Snacks are permitted in the office, as long as employees are responsible for their own cleanup of food. Privileges may be terminated at any time if deemed inappropriate.

### *Fraternization*

Relationships within the company are allowed under certain circumstances. These policies apply to all our employees, regardless of gender or sexual orientation. Due to the possibility of bias, sexual harrassment, or abuse of authority, relationships between supervisors and employees are prohibited. There are no relationships allowed between a director and an associate within the same department. Relationships between employees within the same level of employment are permitted.

We advise that employees do consider potential outcomes of the relationship and its effects on the workplace before choosing to enter a relationship. We encourage employees to notify the Human Resources Department if they do choose to enter a relationship with a colleague; it is in an employees best interest to inform Human Resources before in order to prevent disciplinary action if caught concealing the relationship/affair. MINED expects all employees to refrain from any form of Public Displays of Affection (P.D.A) and maintain professionalism despite the status of the relationship. We expect that the relationship does not hinder employee performance, disrupt workplace environment, or offend others.

### *Relations within the Workplace*

Relatives and/or significant others who serve as hiring managers are not to be allowed to interview or consider hiring an employee who they are related to. However, their relatives or significant others may apply for other departments in which the current employed relative does not have any managerial or hiring authority. If it is found that an employee has been hired by a person whom they have relation to, their employment status will be reevaluated. Consequences may follow as this hiring has breached MINED's Equal Employment policies.



### *Dress Code*

#### Workplace Environment

At our workplace, MINED employees are expected to wear business casual attire. Clothing may not have any graphic depictions of violence, sex, vulgarity, or to advertise anything that is unlawful to minors. Anyone wearing garments and/or accessories that discriminate against a person's sexuality, religion, culture, ethnicity, or race, will be called into the Human Resources Department and will be asked to change and take off the offending garment/accessory. If an employee refuses to remove that certain item, the employee will be sent home with a written warning and the incident will be recorded on their personal file.

\*All aspects of the dress code will still be strictly enforced while our employees are working from home. When presenting themselves in front of the required webcams they must follow all requirements stated.

#### Service Work Environment

During work hours of MINED denim company, employees are obligated to wear our company uniform. The MINED uniform consists of a plain white T-shirt, light or dark washed denim jeans and bucket hat, and neutral colored shoes. Employees are still required to wear their name badge on all forms of their attire during their service hours and at the MINED company workplace.

### *Company Properties*

All employees are held responsible when using company properties. Any stolen, damaged, or missing property must be reported to Human Resources immediately. An investigation will be held to determine if disciplinary action will be necessary, including but not limited to cut in pay to compensate for property damage, suspension, or termination.

\*All staff will be given a laptop computer to utilize "Work from Home" during the COVID-19 Pandemic. If there are any issues with the provided laptop, contact HR immediately and the issue will be dealt with. MINED will cover all related costs.

## **Section 9 : Electronics and Social Media**

### *Camera and Videotaping Use*

While MINED does not wish to reasonably constrain the use of such devices, MINED has fundamental responsibility to ensure that they are used in a reasonable manner and to ensure the integrity of proprietary information. The use of such devices at MINED may be an invasion of employees' personal privacy and could potentially breach confidentiality of MINED's protected information. Therefore, the use of cameras within MINED facilities is prohibited without prior permission of management. Under no circumstances are camera-equipped devices allowed to be taken into any company restrooms. Any personal phone calls during work hours are distracting to employees and their productivity. MINED asks that employees refrain from making personal calls during work hours and only make them during breaks and meal periods. There will be designated times and places for phone use. Please ensure that family and friends are aware of this





policy. Cell phones are to be turned off, set on silent, or vibrate mode during meetings, conferences, and in other locations where incoming calls may disrupt normal workflow.

\*Due to our current circumstances of remote working, our company requires the webcam to be turned on at all times during work hours to ensure productive work is completed. However, screenshotting and any form of videotaping/photo taking is prohibited.

#### *COVID Guidelines:*

Weapons, smoking, and possession of drugs of any kind (unless medically prescribed) are strictly prohibited to be shown on employee's cameras while working from home to ensure we are keeping MINED a safe workplace for all. Additionally, employees are expected to not indulge in any alcohol or drugs during work hours.

#### *Social Media Usage/Professional Behavior*

MINED employees are expected to represent MINED in a professional manner and avoid hindering our reputation if they use social media or participate in a blog; even if participation occurs on the employee's own time at home. Defaming MINED through social media is subject to disciplinary action up to, and including, termination. Always be professional with what you say and be courteous to MINED and its employees. Be honest and accurate when posting information or news, and if there is a mistake, quickly correct it. Only express your personal opinions, and make it clear that you are not a spokesperson of MINED and are not speaking on behalf of MINED. Private or confidential information is not to be shared on social media. Discriminatory or harassing remarks and threats of violence are not tolerated. Refrain from using social media during work hours or on equipment that MINED provides unless authorized by your manager. Do not use MINED email addresses to register on social media or any other tools utilized for personal use.

#### *Email Use*

All email communications and data that is stored on company equipment belongs to MINED. Authorized staff reserve the right to access any material in employee email or computer at any given time. Employees in certain job positions or with a demonstrated business need may connect MINED's email to personal smartphones or tablet computers. Exceptions can be made if employees with a business related situation and will therefore be granted access by IT. Any non-exempt position will require approval by their Department Head prior to being allowed access. All personal devices MUST be protected with a password to prevent unauthorized access to MINED's company email. MINED reserves the right to disable that access to the company email account at any time. Employees should be aware that deletion of any email messages or files will not truly eliminate those messages from the system; back-up copies of all incoming and outgoing email transmissions are maintained for a period of no less than 3 years in a secure archive on our network. Employees are prohibited from using personal email accounts for MINED business and are to only use emails provided by IT at the beginning of their





employment. MINED email is not to be used for the creation or distribution of any offensive or disruptive messages. Employees who receive any emails with this content are to report the matter to their supervisor immediately.

## **Section 10 : Occupational Health and Safety**

### *Injury Procedure*

#### Non-Serious Procedure

In case of a benign employee injury, first aid kits are located next to the fire extinguisher near the exit. Instructions on how to use the first aid kit will be located on the backside of the casing.

Follow instructions appropriately.

#### Serious Procedure :

In case of an emergency, call 911 immediately. Follow the 911 dispatcher's directions accordingly until medical personnel arrive.

## **Section 11 : Employee Communication**

### *Company Meetings*

At MINED, monthly meetings are mandatory, and will be held at the end of each month. If problems occur before the monthly meeting, employees must report to Human Resources for any complaints to be collected and later reviewed. In these meetings, Administration and Human Resources will lead discussion through any problems within the company. Any further discussion will start with Head Directors and move onto employees.

### *Company Bulletin Board*

The MINED bulletin board will be modified by Human Resources only. The bulletin board will serve as a communication device for employees to be updated on any further MINED news. Plans such as payroll, insurance plan, and so forth will be placed on the bulletin board for all employees to be notified of any changes at MINED. Due to COVID, our bulletin board has been moved to Trello for a virtual format to ensure that all departments and employees can have access to this while at home.

## **Section 11 : Emergency Procedures**

In case of any emergency, please notify the whole building of the situation if you are the first to gain awareness. Through further protocols, Human Resources will notify the authorities or contact 911 if an emergency has taken place. Do not follow any orders until instructed by a liable figure.

### *Earthquakes*

Drop, take cover, and hold on until the shaking stops and it's safe to move. Do not run outside or toward a doorway. If you're in a hallway, drop near an interior wall away from windows and



cover the back of your head and neck with your arms. Once the shaking stops, do not use elevators, and it is advised that you do not use telephones. Evacuate the building. If there is a seriously injured person, refrain from moving them and alert emergency personnel.

### *Fires*

Employees are required to leave the building immediately via the exit nearest to their work area. Upon the discovery of a fire or smoke, sound the nearest fire alarm. If the fire is in its early stages, use the nearest extinguisher. Only attempt to extinguish a fire if it presents no risk to your health or safety. There will be annual fire drills to ensure that all staff is trained on how to follow evacuation procedures.

### *Terrorist Attacks*

In the event of a terrorist attack, please remain calm. Follow the advice of local or federal emergency officials, and listen to the radio for news and instructions. Check for injuries and give first aid to those who are seriously injured. Also check for fires, dangerous weapons, or anything that can cause further threat to the employees' safety. Evacuate immediately if a gas leak is detected in the building. If the terrorist is among the group and starts threatening employees, remember to stay calm, and do not start acting rashly. Patiently wait for help to come and do not follow any further instructions until directed by a liable figure.

### *Workplace Violence*

Upon becoming aware of any workplace violence, employees are to immediately report the facts and circumstances of said incident to the Human Resources Department. If an injury occurs, it should be immediately reported to the supervisor and police and called for medical attention. The supervisor is to immediately conduct a preliminary inquiry into the facts and circumstances of the incident and make a prompt report to the department head.

## **Section 12 : Covid-19 Policies**

*The following policies are to be followed if and when our company MINED is permitted and safe to work in person.*

### *Employee Procedure*

If an employee is to test positive or has symptoms for Covid-19 or any sickness, they are to remain home for at least two (2) weeks and come back with physical documentation of testing negative for the virus once their time of isolation is done. During this time of quarantine at home, employees are still expected to (if physically able) log onto Zoom and fulfill their hours virtually. The days worked remotely will not be counted as sick leave and the employees will be fully paid for their hours. Sick leave will only account for if the employee is physically unable to work at home or in person.



### *Work Environment Procedures*

In an in person work environment, our office is to be sanitized daily before and after working hours. Employees of MINED will remain socially distanced in person with spaced out desks marked six (6) feet away from each other. When checking into the office, our employees are required to get their temperature checked and to wear a face mask at all times in and around the office. Employees are allowed to interact with one another but must follow social distancing. MINED will provide PPE if needed along with hand sanitizer and other cleaning agents.



## Employee Acknowledgement

I acknowledge that I have received a copy of the MINED Employee Handbook, and I understand that it contains important information on MINED's general personnel policies and on my privileges and obligations as an employee. I have read this Handbook, and I understand that I am governed by its contents. I understand that MINED may change, rescind, or add to any policies, benefits or practices described in the Handbook from time to time in its sole discretion, with or without notice. I understand that the statements in this Handbook are guidelines only and not intended to create any contractual or other legal obligations, express or implied. I agree and understand that MINED and I have the right to terminate my employment at any time, with or without advance notice and for any reason or no reason. This at-will employment relationship can be modified only in writing signed by the CEO of the Company. I acknowledge that no statements or representations regarding my employment can alter this policy. Finally, I understand and agree that this Acknowledgment contains a full and complete statement of the agreements and understandings that it recites, that no one has made any promises or commitments to me contrary to the foregoing, and that this Acknowledgment supersedes all previous agreements, whether written or oral, express or implied, relating to the subjects covered in this Acknowledgment.

ACCEPTED AND AGREED:

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Date of Agreement

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Employee Signature

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Employee Name (Printed)

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