

# EMPLOYEE HANDBOOK

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Company Names:

- Laser Bounce of LI, Inc. d/b/a Laser Bounce – Long Island
- Laser Bounce of Brooklyn, Inc. d/b/a Laser Bounce – Queens
- Laser Tag of Carle Place, Inc. d/b/a Q-ZAR
- Clawcade Amusement Corp. d/b/a ClawCADE
- Family Fun Brands
- Sentient Business Builders d/b/a The Arcade Pros

*Effective Date: January 1, 2026*

*A digital copy of this handbook is available at [fecbrands.com/handbook](http://fecbrands.com/handbook)*

*Password to access is FECBRANDS*

## **1. At-Will Employment / No Contract Disclaimer**

Employment with the Company is strictly at-will. This means that either the employee or the Company may terminate the employment relationship at any time, with or without notice, and with or without cause, as permitted by law. Nothing in this handbook creates a contract of employment or guarantees employment for any specific period of time.

## **2. Equal Employment Opportunity (EEO)**

The Company provides equal employment opportunities to all employees and applicants in accordance with federal, New York State, and New York City laws.

## **3. Anti-Harassment & Anti-Discrimination**

The Company maintains a zero-tolerance policy for harassment, discrimination, and retaliation. Employees will receive sexual harassment prevention training as required by New York State law. More information can be found at: [NY State Sexual Harassment Prevention](#)

#### **4. Paid Sick Leave (NYS & NYC)**

Employees are entitled to paid sick leave under New York State law, and paid safe and sick leave under New York City law if they work in NYC. Official guidance is available here: [NY State Paid Sick Leave](#)

NYC Earned Safe and Sick Time Act: [NYC ESSTA](#)

#### **5. Paid Family Leave (NYS)**

Eligible employees may take Paid Family Leave as required by New York State law. Program details are available at: [NY Paid Family Leave](#)

#### **6. Paid Prenatal Leave (Effective January 1, 2025)**

Eligible pregnant employees are entitled to up to 20 hours of paid prenatal leave per year, separate from sick leave. See: [NY Paid Prenatal Leave](#)

#### **7. Lactation Accommodations (NYS & NYC)**

NYS Lactation Rights: [NYSDOL Lactation Breaks](#)

NYC Lactation Policy Requirements: [NYC Lactation Policy](#)

#### **8. Workers' Compensation & Disability Benefits**

Workers' Compensation (NYS): [NY Workers' Compensation Board](#)

Disability & Paid Family Leave Coverage: [NY DBL & PFL](#)

#### **9. Workplace Safety & NY HERO Act**

The Company complies with the NY HERO Act and maintains an airborne infectious disease exposure prevention plan. Reference: [NY HERO Act](#)

#### **10. Discipline, Termination & Final Pay**

The Company reserves the right to discipline or terminate employees at any time consistent with at-will employment and applicable law.

#### **Acknowledgment of Receipt**

I acknowledge receipt of this Employee Handbook. I understand that my employment is at-will and that this handbook does not create a contract of employment.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Employment Classification**

**Full-Time Employees:** For Company purposes, a full-time employee is defined as any employee paid on a fixed weekly salary. Full-time status is a Company classification only and does not alter at-will employment or exempt/non-exempt status under federal, state, or city law.

**Part-Time Employees:** Part-time employees are paid on an hourly basis and are scheduled based on business needs. Part-time employees are not eligible for Company-provided paid time off (PTO) or holiday pay.

## **Paid Time Off (PTO) Policy**

**Eligibility:** Only full-time employees (weekly salaried) are eligible for PTO. Part-time, seasonal, and temporary employees are not eligible for PTO.

**Accrual / Grant:** Full-time employees receive a total of ten (10) days of PTO per calendar year. PTO is provided for vacation or personal use and is separate from legally required sick or safe leave, which is administered in accordance with New York State and New York City law.

**Usage Limits:** Employees may not use more than five (5) consecutive PTO days without written approval from management. PTO must be requested and approved in advance.

**Blackout Periods:** PTO may not be used during peak business periods, including but not limited to public school breaks, holidays, and other high-volume operating periods, except in rare circumstances and only with senior management approval.

**No Holiday Pay:** The Company does not provide paid holidays. Any time taken off during holidays must be covered by approved PTO or unpaid time, subject to business needs.

Unused PTO: Unused PTO does not carry over year to year and is not paid out upon separation of employment, except where required by law.

## **Employment of Minors & Working Papers (New York State)**

The Company complies with all New York State and New York City child labor laws.

**Age Requirements:** Employees under the age of 18 are considered minors and are subject to additional legal requirements, including restrictions on hours worked, job duties, and work schedules.

**Working Papers:** All minors must provide valid New York State working papers (Employment Certificates) prior to beginning employment. It is the responsibility of the minor and/or their parent or guardian to obtain and maintain valid working papers. The Company will retain copies as required by law.

**Permitted Hours:** The Company will schedule minor employees only within the hours permitted by New York State law, which vary based on age, school status (in session or not), and time of day. Minors may not work during school hours unless legally permitted.

**Prohibited Duties:** Minors will not be assigned to hazardous or prohibited tasks, including but not limited to operating restricted machinery, handling certain chemicals, or performing any task deemed unsafe or unlawful for their age group.

**Meal Breaks for Minors:** Minor employees are entitled to meal breaks in accordance with New York State law, which may differ from adult meal break requirements.

**Non-Retaliation:** The Company will not retaliate against minors or parents/guardians for asserting rights under child labor laws or raising concerns regarding scheduling or job duties.

## **Covered Entities & Scope of Handbook**

This Employee Handbook applies to all employees of the following legal entities and their respective assumed names (DBAs), collectively referred to throughout this handbook as the "Company," "we," "us," or "our," unless otherwise specified:

- Laser Bounce of LI, Inc. d/b/a Laser Bounce – Long Island
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- Family Fun Brands
- Sentient Business Builders d/b/a The Arcade Pros

This handbook applies to all employees of the above entities working in New York State, including those working in New York City where city-specific policies apply. Certain policies may vary by location, role, or operational needs; however, at-will employment status and compliance with applicable federal, New York State, and New York City laws apply uniformly across all entities.

Nothing in this handbook creates a joint venture, partnership, or employment contract between any individual employee and any specific entity beyond the entity that employs the individual. Each entity remains a separate legal employer, and employment is at-will unless expressly modified by a written agreement signed by authorized leadership.

## **Management Authority & Policy Interpretation**

The Company reserves the exclusive right to interpret, administer, modify, suspend, or terminate any policy, procedure, or benefit described in this handbook at its sole discretion, subject to applicable law.

Only the Owner, President, Chief Executive Officer, or an expressly authorized designee of the Company has the authority to make exceptions to policies, approve deviations, or enter into any agreement that alters the at-will nature of employment. No supervisor, manager, or other representative has authority to make binding employment commitments unless explicitly authorized in writing.

## **Video Surveillance & Monitoring Policy**

For the safety and security of employees, guests, and Company property, the Company utilizes video surveillance systems in public and work areas of its facilities.

Cameras may be located in areas including, but not limited to, entrances, exits, game floors, attractions, hallways, cashier stations, and storage areas. Cameras are not placed in restrooms, locker rooms, or other areas where employees have a reasonable expectation of privacy.

Video footage may be monitored live or reviewed after the fact for security, safety, loss prevention, incident investigation, and operational purposes. Video recordings are Company property and may be shared with law enforcement or used in internal investigations as permitted by law.

Employees should have no expectation of privacy in areas subject to video monitoring.

## **Weapons, Bags, & Personal Belongings Policy**

To maintain a safe environment for employees and guests, weapons of any kind are strictly prohibited on Company property, including but not limited to firearms, knives (other than small personal pocket knives where legally permitted), explosives, or any item intended to cause harm, except as required by law.

The Company reserves the right to restrict, inspect, or prohibit bags, backpacks, purses, or other personal belongings brought onto Company premises, to the extent permitted by law. Bag checks may be conducted for security and loss prevention purposes.

Refusal to comply with lawful bag inspections or possession of prohibited items may result in disciplinary action up to and including termination.

## **Employee Acknowledgment & Entity Confirmation**

I acknowledge that I have received, read, and understand the Employee Handbook. I understand that this handbook does not constitute a contract of employment and that my employment is at-will.

I further acknowledge that I am employed by the following legal entity (check one):

- Laser Bounce of LI, Inc. d/b/a Laser Bounce – Long Island
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- Family Fun Brands
- Sentient Business Builders d/b/a The Arcade Pros

I agree to comply with all Company policies and understand that policies may be modified at any time, with or without notice, subject to applicable law.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_