

Wild Blue Yonder Brewing Co.

Employee Handbook

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1. Introduction

1.1 Handbook Disclaimer

The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with the Company. Employment with Wild Blue Yonder Brewing Co. is "AT-WILL." This means employees of Wild Blue Yonder Brewing Co. may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with Wild Blue Yonder Brewing Co. for any set period of time.

This handbook may provide a summary of employee health benefits, however actual coverage will be determined by the express terms of the benefit plan documents. If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Company reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

The Company also has the right, with or without notice, in an individual case or generally, to change any of the policies in this handbook, or any of its guidelines, policies, practices, working conditions or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the president and the employee.

1.2 Welcome Message

Dear Valued Employee,

Welcome to Wild Blue Yonder Brewing Co.! We are pleased with your decision to join our team.

Wild Blue Yonder Brewing Co. is committed to providing superior quality and unparalleled customer service in all aspects of our business. We believe each employee contributes to the success and growth of our Company.

This employee handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the handbook, please discuss them with your supervisor or the Ownership Team.

Welcome aboard. We look forward to working with you!

Sincerely,

The Ownership Team

1.3 Changes in Policy

Change at Wild Blue Yonder Brewing Co. is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by Wild Blue Yonder Brewing Co., and after those dates all superseded policies will be null and void.

No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or the Ownership Team.

1.4 About Us

519 Wilcox St: Our home

519 Wilcox St. is an eye-catching one-third acre spot in historic downtown Castle Rock, Colorado. The site encompasses three distinct structures: a converted Victorian home, a classic Carriage House, and a community brewpub space. The Victorian, colloquially known as the Leonard House, is filled with rich historic charm. It is named after the original owners, George & Evelyn Leonard, who purchased the lots in 1875 for \$2. The Leonards built the Carriage House in 1887 and the Victorian house in 1902. It is believed the family may have resided in the Carriage House

while the Victorian house was under construction.

The property was purchased in 1918 by John & Anna Schweiger. The Schweigers were the owners of the original Happy Canyon Ranch located just east of I-25.

When John passed away in 1925, his eldest daughter Rose resided in the house with her husband Lester Tuggle. Lester Tuggle was the first Street & Water Commissioner and the Night Marshal for the town of Castle Rock.

The Leonard House remained a home until 1964 when it became the home of the beloved local icon the "Golden Dobbin" restaurant. The Golden Dobbin was a favorite spot for hungry travelers going between Colorado Springs and Denver. Property ownership changed two more times, becoming the Augustine Grill in 1996. In 2004, the Augustine Grill expanded the dining space with a dining room addition to the original Leonard House.

The Leonard House is a classic example of Victorian architecture complete with intricate detailing on the exterior. The Carriage House is located in the rear corner of the property, facing 6th Street. The original Victorian home and 1887 Carriage House provide Wild Blue Yonder Brewing Company with unarguable charm and appeal.

Wild Blue Yonder Brewing Company purchased the property in January 2018 with dreams of building out a community-focused brewpub. The property's appeal included the expansive outdoor spaces that are perfect to house a beer garden and comfortable outdoor spaces. It's an ideal spot to have a drink and grab a bite to eat with friends.

Wild Blue Yonder Brewing Company History/Owners story

Brothers, Andrew and Dean Wasson, and Andrew's wife Rachel are the primary owners of Wild Blue Yonder Brewing Company. All three are proud Air Force veterans having all served as active duty Air Force Officers. This common heritage led to the decision to name our venture "Wild Blue Yonder Brewing Company" as a nod to the infamous Air Force fight song. The ownership team also love the song's and phrase's message of adventure and conquering the unknown.

Concept History

Wild Blue Yonder Brewing Company stemmed from a common love of beer, food, community, family, and ubiquitous adventure. As Andrew and Rachel's family grew, they found it increasingly hard to find locations that had generational appeal with great beer. While balancing professional careers and dreams, Andrew and Rachel conspired with Dean to plan a brewery to solve these problems. While Andrew set his sights on finding the perfect location, Dean seized the opportunity to pursue formal beer and food education. Dean completed the Master Brewers Course from University of California - Davis. Dean put this certificate to use interning at La Cumbre Brewing Company in Albuquerque, New Mexico. This move helped catalyst Dean into production brewing operations at a larger facility in the Denver metro.

While working around beer everyday was greatly enjoyable, the work often left Dean hungry. Dean applied and got accepted into culinary school at Johnson & Wales University. Dean excelled in his studies and quickly obtained pastry and baking degrees, stepping his way into business management and brewery management courses. Combining this recent education with Andrew's perfect location helped solidify the groundwork for Wild Blue Yonder Brewing company.

WBYP Wild Blue Yonder Brewing Company Mission Statement: Encourage a sense of adventure through craft beer, great food, and a unique experience.

Vision Statement: We will be a Castle Rock icon that is synonymous with downtown Castle Rock; a true destination for fun, family, beer, and food.

Values:

Philanthropy

Community

Excellent Service

Pride

Competitive

Great Atmosphere

At Wild Blue Yonder Brewing Company, we believe in fun, family, and adventure. We want to be a positive force in the Castle Rock community. We think of our employees as an extension of our family creating a warm, welcoming environment in our establishment. We also believe in supporting our community. WBYP can give back to the community via great service, a unique location, and an exciting outdoor experience. We strive for excellence with great beer and food, but want our employees and customers to have fun throughout the experience.

2. General Employment

2.1 At-Will Employment

Employment with Wild Blue Yonder Brewing Co. is "at-will." This means employees are free to resign at any time, with or without cause, and Wild Blue Yonder Brewing Co. may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with Wild Blue Yonder Brewing Co. for any set period of time.

The policies set forth in this employee handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by Wild Blue Yonder Brewing Co., except for the policy on at-will employment, which may be modified only by a signed, written agreement between the President and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between Wild Blue Yonder Brewing Co. and any of its employees.

2.2 Immigration Law Compliance

Wild Blue Yonder Brewing Co. is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Wild Blue Yonder Brewing Co. within the past three years, or if their previous I-9 is no longer retained or valid.

Wild Blue Yonder Brewing Co. may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, Wild Blue Yonder Brewing Co. provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

2.3 Equal Employment Opportunity (Colorado Employees)

Wild Blue Yonder Brewing Co. is an Equal Opportunity Employer. Employment opportunities at Wild Blue Yonder Brewing Co. are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, color, religion, creed, sex, national origin, ancestry, age, status as an officer or enlisted members of the military forces, veteran status, disability, genetic information, sexual orientation, transgender status, marriage to a co-worker, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

Wild Blue Yonder Brewing Co. strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment or participates in an investigation of such report. Wild Blue Yonder Brewing Co. will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.4 Employee Grievances

It is the policy of Wild Blue Yonder Brewing Co. to maintain a harmonious workplace environment. Wild Blue Yonder Brewing Co. encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions.

Employees are encouraged to raise concerns with their supervisors. If not resolved at this level, an employee may submit, in writing, a signed grievance to the Ownership Team.

After receiving a written grievance, Wild Blue Yonder Brewing Co. may hold a meeting with the employee, the immediate supervisor, and any other individuals

who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue.

Complaints involving alleged discriminatory practices shall be processed in accordance with Wild Blue Yonder Brewing Co.'s Sexual and other Unlawful Harassment Policy.

Wild Blue Yonder Brewing Co. assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

2.5 Internal Communication

Effective and ongoing communication within Wild Blue Yonder Brewing Co. is essential. As such, the Company maintains systems through which important information can be shared among employees and management.

Bulletin boards are posted in designated areas of the workplace to display important information and announcements. In addition, Wild Blue Yonder Brewing Co. uses the Intranet and email to facilitate communication and share access to documents. For information on appropriate email and Internet usage, employees may refer to the Computer, Email, and Internet Usage policy. To avoid confusion, employees should not post or remove any material from the bulletin boards.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult their supervisor with any questions or concerns on information disseminated.

2.6 Outside Employment

Employees may hold outside jobs as long as the employee meets the performance standards of their position with Wild Blue Yonder Brewing Co..

Unless an alternative work schedule has been approved by Wild Blue Yonder Brewing Co., employees will be subject to the Company's scheduling demands, regardless of any existing outside work assignments.

Wild Blue Yonder Brewing Co.'s property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

2.7 Anti-Retaliation and Whistleblower Policy

This policy is designed to protect employees and address Wild Blue Yonder Brewing Co.'s commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, Wild Blue Yonder Brewing Co. will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected Company or employee violations of the law, including discriminatory or other unfair employment practices;
- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or customer, environment or general public;
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law;
- Provides information to assist in an investigation regarding violations of the law; **or**
- Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Employees who wish to report a violation should contact their supervisor or Andrew

Wasson directly. Employees should also review their state and local requirements for any additional reporting guidelines.

Wild Blue Yonder Brewing Co. will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related reporting requirements should contact their supervisor, the Ownership Team or any state or local agency responsible for investigating alleged violations.

2.8 Equal Employment Opportunity

Wild Blue Yonder Brewing Co. is an Equal Opportunity Employer. Employment opportunities at Wild Blue Yonder Brewing Co. are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The Company will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. The Company will also accommodate sincerely held religious beliefs of its employees to the extent the accommodation does not pose an undue hardship on the business. If you would like to request an accommodation, or have any questions about your rights and responsibilities, contact your Ownership Team. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

Wild Blue Yonder Brewing Co. strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. Wild Blue Yonder Brewing Co. will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

3. Employment Status & Recordkeeping

3.1 Employment Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, Wild Blue Yonder Brewing Co. classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with Wild Blue Yonder Brewing Co. or if your job responsibilities change, you will be informed by the Ownership Team of any change in your exempt status.

In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories:

Full-Time:

Full-time employees are regularly scheduled to work greater or equal to 32 hours per week. Generally, regular full-time employees are eligible for Wild Blue Yonder Brewing Co.'s benefits, subject to the terms, conditions, and limitations of each benefit program.

Part-Time:

Part-time employees are regularly scheduled to work less than 32 hours per week. Regular part-time employees may be eligible for some Wild Blue Yonder Brewing Co. benefit programs, subject to the terms, conditions, and limitations of each benefit program.

Temporary:

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Temporary employees generally are not entitled to [Wild Blue Yonder Brewing Co. benefits, but are eligible for statutory benefits to the extent required by law. Employment beyond any initially

stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified, by Wild Blue Yonder Brewing Co. Management, of a change.

3.2 Personnel Data Changes

It is the responsibility of each employee to promptly notify their supervisor or the Ownership Team of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important company information.

If any of the following have changed or will change in the coming future, contact your supervisor or the Ownership Team as soon as possible:

- Legal name
- Mailing address
- Telephone number(s)
- Change of beneficiary
- Exemptions on your tax forms
- Emergency contact(s)
- Training certificates
- Professional licenses

3.3 Expense Reimbursement

Wild Blue Yonder Brewing Co. reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Expenses incurred by an employee must be approved in advance by the Ownership Team.

Some expenses that may warrant reimbursement include, but are not limited, to the following: mileage costs, air or ground transportation costs, lodging, meals for the purpose of carrying out company business, and any other reimbursable expenses as required by law. Employees are expected to make a reasonable effort to limit business expenses to economical options.

To be reimbursed, employees must submit expense reports to the Ownership

Team for approval. The report must be accompanied by receipts or other documentation substantiating the expenses. Questions regarding this policy should be directed to your supervisor.

3.4 Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Common circumstances under which employment is terminated include the following:

- **Resignation** - Voluntary employment termination initiated by an employee.
- **Termination** - Involuntary employment termination initiated by Wild Blue Yonder Brewing Co.. In most cases, Wild Blue Yonder Brewing Co. will use progressive disciplinary actions before dismissing an employee. However, certain actions warrant immediate termination.
- **Layoff** - Involuntary employment termination initiated by Wild Blue Yonder Brewing Co. for non-disciplinary reasons.
- **Retirement** - Voluntary employee termination upon eligibility for retirement.

Employees who intend to terminate employment with Wild Blue Yonder Brewing Co., shall provide Wild Blue Yonder Brewing Co. with at least two weeks of written notice. Such notice is intended to allow the Company time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

Since employment with Wild Blue Yonder Brewing Co. is based on mutual consent, both the employee and Wild Blue Yonder Brewing Co. have the right to terminate employment at-will, with or without cause, at any time.

In the case of employee termination, the employee will receive their accrued pay in accordance with all federal, state and local laws.

Any employee who terminates employment with Wild Blue Yonder Brewing Co. shall return all files, records, keys, and any other materials that are the property of Wild Blue Yonder Brewing Co..

Employee benefits will be affected by employment termination in the following manner:

- All accrued vested benefits that are due and payable at termination will be

paid in accordance with applicable federal, state and local laws.

- Some benefits may be continued at the employee's expense, if the employee elects to do so, such as healthcare coverage.
- The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

If you have any questions or concerns regarding this policy, direct them to the Ownership Team.

4. Working Conditions & Hours

4.1 Company Hours

Wild Blue Yonder Brewing Co. is open for business from

- Monday 11:00 AM to 9:30 PM
- Tuesday 11:00 AM to 9:30 PM
- Wednesday 11:00 AM to 9:30 PM
- Thursday 11:00 AM to 9:30 PM
- Friday 11:00 AM to 11:00 PM
- Saturday 11:00 AM to 11:00 PM
- Sunday 11:00 AM to 9:30 PM

. This excludes holidays recognized by Wild Blue Yonder Brewing Co.. The standard workweek is 32 hours.

Supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

4.2 Emergency Closing

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by Wild Blue Yonder Brewing Co. management.

When a decision is made to close the office, employees will receive official notification from their supervisor.

4.3 Parking

Wild Blue Yonder Brewing Co. does not maintain private parking facilities for

employees. Employees must park in municipal or private parking facilities and are responsible for any related costs. Wild Blue Yonder Brewing Co. employees are expected to comply with all local parking regulations and will be responsible for any fines incurred for violations.

4.4 Workplace Safety

Wild Blue Yonder Brewing Co. is committed to providing a clean, safe, and healthful work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. Wild Blue Yonder Brewing Co. and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

Complaint and Reporting Procedure:

Employees should immediately report any unsafe conditions to their supervisor without fear of reprisal. In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor. If you believe it would be inappropriate to report the matter to your supervisor, you can report it directly to:

Andrew Wasson

519 Wilcox St, Castle Rock, CO 80104

303-957-7689

Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited:

Wild Blue Yonder Brewing Co. expressly prohibits retaliation against anyone who reports unsafe working conditions or work-related accidents, injuries or illnesses. Any form of retaliation will be subject to disciplinary action, up to and including termination of employment.

Questions or concerns regarding this policy should be directed to your supervisor or the Ownership Team.

4.5 Security

The purpose of Wild Blue Yonder Brewing Co.'s security policy is to protect Company assets and to maintain a safe working environment for all employees.

Facility Access :

Specified Wild Blue Yonder Brewing Co. employees will be issued a key to gain access to Wild Blue Yonder Brewing Co. facilities. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor as soon as possible.

Upon separation from Wild Blue Yonder Brewing Co., and at any other time upon Wild Blue Yonder Brewing Co.'s request, all keys must be returned to your supervisor.

Closing Procedures :

The last employee, or a designated employee, who leaves the site at the end of the business day assumes the responsibility to ensure that: all doors are securely locked; the alarm system is armed; thermostats are set on appropriate evening and/or weekend setting; and all appliances and lights are turned off with the exception of the lights normally left on for security purposes.

Employees are not permitted on company property after hours without prior written authorization from the Ownership Team.

4.6 Meal & Break Periods

In accordance with state and local laws, non-exempt employees will be provided with meal and break periods. Break periods of less than 20 minutes will be paid. Break periods lasting longer than 20 minutes will be unpaid.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid break and meal periods of more than 20 minutes. If for any reason a non-exempt employee does not take the applicable meal and rest period that they are provided, the employee must notify his or her supervisor immediately.

Wild Blue Yonder Brewing Co. will schedule meal and break periods in order to accommodate Company operating requirements.

4.7 Meal & Break Periods (Colorado Employees)

Employees are entitled to a 30-minute meal period after 5 consecutive hours of work. For non-exempt employees, the meal period is unpaid. Non-exempt employees must record the beginning and ending of the meal period using Wild Blue Yonder Brewing Co.'s timekeeping system.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid meal periods. However, if such a meal period is impractical due to the nature of the business activity or other circumstances, the employee will be provided with a paid on-duty meal period.

Non-exempt employees are also entitled to a 10-minute paid break period for every 4 hours of work or major fraction thereof. This break period will be scheduled in the middle of a shift when possible.

Employees must take their meal and break periods, but if for any reason a non-exempt employee does not take the applicable meal or break period that they are provided, the employee must notify his or her supervisor immediately.

4.8 Break Time for Nursing Mothers

Wild Blue Yonder Brewing Co. accommodates employees who wish to express breast milk during the workday by providing reasonable break times to do so. The Company will provide a designated room, other than a bathroom, that is shielded from view, free from intrusion from coworkers and the public and is in compliance with all other applicable laws for this purpose.

Employees who use regularly scheduled rest breaks to express breast milk will be

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paid for the break time. If the lactation break does not run concurrently with the employee's regularly scheduled compensated break, the lactation break time will be unpaid.

For questions related to this policy, please contact the Ownership Team.

5. Employee Benefits

5.1 Health Insurance

Wild Blue Yonder Brewing Co.'s health insurance benefits are intended to protect you and your family from financial loss resulting from hospital, surgical, or other health-related expenses.

Eligible employees may elect to begin health insurance benefits On the first day of the month after completing the introductory period.

This policy provides a summary of the benefits which may be provided at the Company's discretion. Actual coverage is determined by the express terms of the plan documents. We encourage both you and your family to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Company reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For details on the specific health insurance plans offered through Wild Blue Yonder Brewing Co., as well as copies of the plan documents, contact the Ownership Team.

5.2 Health Insurance Continuation

The Consolidated Omnibus Budget Reconciliation Act (COBRA) is a federal law that requires most employers sponsoring group health plans to offer a temporary continuation of group health coverage when coverage would otherwise be lost due to certain specific events.

Through COBRA, employees and their qualified beneficiaries have the right to continue group health insurance coverage after a "qualifying event." The following are qualifying events:

- Resignation or termination of the employee
- Death of the covered employee

- A reduction in the employee's hours
- For spouses and eligible dependents, the employee's entitlement to Medicare
- Divorce or legal separation of the covered employee and his or her spouse
- A dependent child no longer meeting eligibility requirements under the group health plan

Under COBRA, the employee or beneficiary pays the full cost of health insurance coverage at Wild Blue Yonder Brewing Co.'s group rates plus an administration fee.

Notification Requirements:

The employee, or family member, has the responsibility to inform the Ownership Team of a divorce, legal separation, or a child losing dependent status. The employee, or a family member, has 60 days after the qualifying event to provide such notice, unless a longer period is permitted under rules of the plan. Wild Blue Yonder Brewing Co. has the responsibility to notify the Plan Administrator of the employee's death, termination of employment, or reduction in hours.

Once the notification has been made to the Plan Administrator, the Plan Administrator will inform the employee that he or she has the right to choose continuation of coverage. If employees choose to continue coverage, Wild Blue Yonder Brewing Co. is required to provide coverage that is identical to the coverage provided under the plan to similarly situated employees or family members.

Period of Coverage:

Continuation of coverage is extended from the date of the qualifying event for a period of 18 to 36 months. The length of time for which continuation coverage is made available (i.e., the "maximum period" of continuation coverage) depends on the type of qualifying event that gave rise to the employee's COBRA rights.

An employee's continuation of coverage may be cut short for any of the following reasons:

- Wild Blue Yonder Brewing Co. no longer provides group health coverage to any of its employees
- The premium for the employee's continuation coverage is not paid in full on a timely basis
- The employee becomes covered under another group health plan that does not contain any exclusion or limitation with respect to any pre-existing condition

- The employee becomes entitled to Medicare

This policy provides a summary of health insurance continuation benefits. Actual coverage is determined by the express terms of the plan documents. We encourage both you and your family to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Company reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For further details on health insurance continuation available through Wild Blue Yonder Brewing Co., as well as copies of the plan documents, contact the Ownership Team.

5.3 Holidays

Wild Blue Yonder Brewing Co. observes the following paid holidays:

- Thanksgiving Day
- Christmas Day

Due to the nature of our business, Wild Blue Yonder Brewing Co. may require employees to work on a holiday. Employees required to work on holidays will be paid holiday pay in accordance with applicable laws.

5.4 Employee Assistance Program

Wild Blue Yonder Brewing Co. recognizes that a wide range of problems - such as marital or family distress, alcoholism, and drug abuse - not directly associated with an individual's job function can be detrimental to an employee's performance on the job. We believe it is in the interest of employees and the Company to provide an effective program to assist employees and their families in resolving problems such as these as the need arises.

Wild Blue Yonder Brewing Co. provides an Employee Assistance Program (EAP) for

employees and their eligible family members. The EAP is designed to provide voluntary, confidential and professional counseling outside the workplace for personal problems.

The EAP for Wild Blue Yonder Brewing Co. is administered by LifeCare Work Life EAP. Employees who wish to use their confidential services may contact LifeCare Work Life EAP directly at 1-800-926-4322. Employees are assured that all use of the EAP is confidential and issues discussed will not be disclosed to Wild Blue Yonder Brewing Co..

Participation in the EAP does not excuse employees from otherwise complying with Company policies or from meeting normal job requirements during or after receiving assistance. Nor will participation in our employee assistance program prevent the Company from taking disciplinary action against any employee for performance problems that occur before or after the employee's seeking assistance through the program.

For additional information on the benefits of this program please contact your supervisor or the Ownership Team.

5.5 Employee Discount Program

Wild Blue Yonder Brewing Co. offers a 25% percent discount off of Wild Blue Yonder Brewing Co. food and drinks for off-shift employees and their immediate family members and a 50% percent discount off of food and non-alcoholic drinks for on-shift employees. Employees also get a 20% discount on merchandise. Front of House staff of age are allowed one shift beer (no wine, liquor, cocktails, ciders, etc) immediately following their shift. Back of House staff of age are allowed either one shift beer (no wine, liquor, cocktails, ciders, etc) or one crowler to go. Shift beers/crowlers must be used immediately following the employees shift and can not be accrued.

This employee discount extends to Employees only. For purposes of this policy, an immediate family member is a parent, sibling, spouse, domestic partner, or child. Prohibited use of employee discounts may result in disciplinary action, up to and including termination of employment.

Questions regarding this policy should be directed to the Ownership Team.

5.6 Military Leave

Wild Blue Yonder Brewing Co. grants employees unpaid time off for service, training and other obligations in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable state law.

All employees requesting time off for military service must provide advance notice to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impracticable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for reemployment for up to five years from the date their military leave began. The period an individual has to apply for reemployment or report back to work after military service is based on time spent on military duty and on applicable law. For reinstatement guidelines, contact the Ownership Team.

Employees who qualify for reemployment will return to work at a pay level and status equal to that which they would have attained had they not taken military leave. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Wild Blue Yonder Brewing Co. complies with all rights and protections under all applicable state laws granting time off for service, training and other obligations in the uniformed services. This includes, but is not limited to, benefits entitlement and continuation, notice and recertification requirements, and reemployment application requirements.

Questions regarding this policy should be directed to the Ownership Team.

5.7 Military Training Leave (Colorado Employees)

Employees may be eligible to take up to 15 days of leave in a calendar year if they are a member of the Colorado National Guard or the reserve forces of the United States and are called to receive military training. Military training leave is unpaid; however, employees may opt to use accrued paid time off for this purpose.

Employees must provide reasonable advance notice of their need for leave. When possible, employees should consult with their supervisor to schedule the leave so that it does not unduly disrupt Wild Blue Yonder Brewing Co.'s operations.

Employees must be prepared to provide Wild Blue Yonder Brewing Co. with certification from the proper military authority to verify the employee's eligibility for, and completion of, military training.

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

5.8 Jury Duty Leave (Colorado Employees)

Wild Blue Yonder Brewing Co. encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence. Either Wild Blue Yonder Brewing Co. or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

If you report for jury duty and/or serve on a jury, you will be paid the first \$50 of your regular compensation for the first 3 days. Additional time off will be unpaid; however, employees may opt to use accrued paid time off for this purpose.

5.9 Workers' Compensation

Employees who are injured on the job at Wild Blue Yonder Brewing Co. are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Lost time or medical expenses incurred as a result of an accident or injury which

occurred while an employee was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by Wild Blue Yonder Brewing Co.. No premium is charged for this coverage and no individual enrollment is required. Wild Blue Yonder Brewing Co. will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to an employee's supervisor immediately upon occurrence. Supervisors will then immediately contact the Ownership Team to obtain the required claim forms and instructions.

5.10 Voting Leave (Colorado Employees)

Wild Blue Yonder Brewing Co. requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for time off to vote.

Wild Blue Yonder Brewing Co. may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed.

If there are fewer than three consecutive hours between the opening of the polls and the beginning of an employee's workday or between the end of an employee's workday and the closing of the polls, an employee may take up to two hours of paid leave to vote on Election Day.

To the extent possible, employees must notify the Company of their need for leave prior to the day of the election.

Employees must be prepared to provide Wild Blue Yonder Brewing Co. with certification, such as a voter's receipt, to prove that he or she voted.

5.11 Pregnancy Accommodation Policy (Colorado Employees)

Employees who are limited in their abilities to perform their jobs because of pregnancy, recovery from childbirth, or related conditions may request a reasonable accommodation as is necessary.

Wild Blue Yonder Brewing Co. will provide eligible employees with reasonable accommodations as long as the accommodation does not impose an undue hardship on the Company. Reasonable accommodations may include, but are not limited to:

- Providing more frequent or longer breaks periods
- More frequent restroom, food, and water breaks
- Acquiring or modifying equipment or seating
- Limitations on lifting, light duty, or a temporary transfer to a less strenuous position if available
- Assistance with manual labor
- Modified work schedules

Employees should be prepared to provide Wild Blue Yonder Brewing Co. with medical certification to verify the need for the accommodation requested.

If an employee takes leave as an accommodation, the leave is unpaid; however, employees may use accrued paid time off for this purpose. To the extent allowed by law, leave taken under this policy runs concurrently with leave provided under other relevant laws. Upon expiration of leave taken under this policy, an employee will generally be reinstated to her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

The Company will not retaliate against an employee who requests or uses a reasonable accommodation under this policy. Employees should speak with the Ownership Team to discuss their need for a reasonable accommodation or for questions regarding this policy.

5.12 Jury Duty

Wild Blue Yonder Brewing Co. encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence.

Employees on jury duty must report to work on workdays, or parts of workdays, when they are not required to serve. Either Wild Blue Yonder Brewing Co. or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

Jury duty will be paid if required by applicable state law. If paid, jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. . If exempt employees miss work because of jury duty, they will receive their full salary, unless they miss the entire workweek. However, Wild Blue Yonder Brewing Co. may offset any jury-duty fees received by an exempt employee against the salary due for that workweek.

6. Employee Conduct

6.1 Standards of Conduct

Wild Blue Yonder Brewing Co.'s rules and standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the Company's rules and standards.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, manufacture or use of alcohol (unless required by job duties) or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Making maliciously false statements about co-workers
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- No call/no show
- Cell phone use while not on break
- Excessive absenteeism
- Unauthorized use of telephones, computers, or other company-owned equipment on working time. Working time does *not* include break periods, meal times, or other specified periods during the workday when employees are not engaged in performing their work tasks.
- Unauthorized disclosure of any "business secrets" or other confidential or non-public proprietary information relating to the Company's products, services, customers or processes. *Wages and other conditions of employment are not considered to be confidential information.*

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding Wild Blue Yonder Brewing Co.'s standards of conduct, please direct them to your supervisor or the Ownership Team.

6.2 Disciplinary Action

Disciplinary action at Wild Blue Yonder Brewing Co. is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. Wild Blue Yonder Brewing Co. reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

Wild Blue Yonder Brewing Co. recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- No call/no show
- Vandalism or destruction of company property
- Presence on company property during non-business hours
- Use of company equipment and/or company vehicles without prior authorization
- Indiscretion regarding personal work history, skills, or training
- Divulging Wild Blue Yonder Brewing Co. business practices or any other

confidential information

- Any misrepresentation of Wild Blue Yonder Brewing Co. to a customer, a prospective customer, the general public, or an employee

6.3 Confidentiality

Wild Blue Yonder Brewing Co. takes the protection of Confidential Information very seriously. “Confidential Information” includes, but is not limited to, computer processes, computer programs and codes, customer lists, customer preferences, customers’ personal information, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes the Company’s intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with Wild Blue Yonder Brewing Co. and as a direct result of your job responsibilities with Wild Blue Yonder Brewing Co.. *Wages and other conditions of employment are not considered to be Confidential Information.*

To protect such information, employees may not disclose any confidential or non-public proprietary information about the Company to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to your supervisor.

The unauthorized disclosure of Confidential Information belonging to the Company, and not otherwise available to persons or companies outside of Wild Blue Yonder Brewing Co., may result in disciplinary action, up to and including termination of employment. If you leave the Company, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee’s right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees’ rights under the National Labor Relations Act.

Questions regarding this policy should be directed to the Ownership Team.

6.4 Personal Appearance

The purpose of Wild Blue Yonder Brewing Co.'s personal appearance policy is to ensure a safe and sanitary workplace for all employees. Wild Blue Yonder Brewing Co. strives to maintain a professional working environment that promotes efficiency, positive employee morale and promotes a professional image. During business hours or when representing Wild Blue Yonder Brewing Co., employees are expected to use common sense and good judgment in order to meet the goals of this policy.

Generally, employees should wear appropriate clothing, observe high standards of personal hygiene, and dress and groom themselves according to the requirements of their positions. While not intended to be an all-inclusive list, the examples below are considered appropriate workplace attire:

- Non-slip shoes
- Pants or jeans with no holes
- Button-up shirt
- Solid color Polo
- T-shirt (BOH/Brewery Only)
- Shorts (No cutoffs)

If management designates "casual days," an employee's casual dress must still be clean, neat and project a professional image.

Generally, employees should maintain a clean and neat appearance and should refrain from wearing stained, wrinkled, frayed, or revealing clothing to the workplace. Employees are urged to use their discretion when determining what is appropriate to wear to work. Employees who wear inappropriate attire to work may be sent home to change their clothing.

Wild Blue Yonder Brewing Co. understands that in certain situations, the Company may need to make exceptions to this policy based on an employee's religion, disability, or other characteristic protected under federal, state or local law. In accordance with all applicable laws, the Company will make every effort to provide reasonable accommodation as necessary unless doing so would cause an undue hardship on Wild Blue Yonder Brewing Co..

Questions regarding appropriate workplace attire should be directed to your supervisor or the Ownership Team.

6.5 Workplace Violence

Wild Blue Yonder Brewing Co. strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto company property
- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor or security personnel. Employees should warn their supervisors or security personnel of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be investigated promptly and will be kept confidential to the maximum extent possible. Wild Blue Yonder Brewing Co. will not tolerate any form of retaliation against any employee for making a report under this policy.

Wild Blue Yonder Brewing Co. will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

6.6 Drug & Alcohol Use

Wild Blue Yonder Brewing Co. is committed to maintaining a workplace free of substance abuse. No employee or individual who performs work for Wild Blue

Yonder Brewing Co. is allowed to consume, possess, sell, purchase, or be under the influence of alcohol (unless required by job duties) or illegal drugs, as defined by federal law, on any property owned by or leased on behalf of Wild Blue Yonder Brewing Co., or in any vehicle owned or leased on behalf of Wild Blue Yonder Brewing Co. or while on Company business.

The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform his or her job. Employees should inform their supervisor if they believe their medication will impair their job performance, safety or the safety of others, or if they believe they need a reasonable accommodation when using such medication.

Wild Blue Yonder Brewing Co. will not tolerate employees who report for duty while impaired by the use of alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their supervisor or the Ownership Team immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment.

As a part of our effort to maintain a workplace free of substance abuse, Wild Blue Yonder Brewing Co. employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, Wild Blue Yonder Brewing Co. reserves the right to examine and test for drugs and alcohol at our discretion.

As a condition of your employment with Wild Blue Yonder Brewing Co., employees must comply with this Drug & Alcohol Use Policy. Be advised that no part of the Drug & Alcohol Use Policy shall be construed to alter or amend the at-will employment relationship between Wild Blue Yonder Brewing Co. and its employees.

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

6.7 Sexual & Other Unlawful Harassment

Wild Blue Yonder Brewing Co. is committed to a work environment in which all individuals are treated with respect. Wild Blue Yonder Brewing Co. expressly

prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, pregnancy, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Company's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Company

Harassment on the basis of any other protected characteristic is also strictly prohibited.

Complaint Procedure:

Wild Blue Yonder Brewing Co. strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to:

Andrew Wasson

519 Wilcox St, Castle Rock, CO 80104

303-957-7689

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially.

Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited:

Wild Blue Yonder Brewing Co. expressly prohibits retaliation against any individual who reports discrimination or harassment, or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

6.8 Telephone Usage

Wild Blue Yonder Brewing Co. telephones are intended for the sole use of conducting company business. Personal use of the Company's telephones and individually owned cell phones during business hours should be kept to a minimum or for emergency purposes only. We ask that personal calls only be

made or received outside of working hours, including during lunch or break time. Long distance phone calls which are not strictly business-related are expressly prohibited.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

6.9 Personal Property

Employees should use their discretion when bringing personal property into the workplace. Wild Blue Yonder Brewing Co. assumes no risk for any loss or damage to personal property.

Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on Wild Blue Yonder Brewing Co. premises.

6.10 Use of Company Property

Company property refers to anything owned by the company: physical, electronic, intellectual, or otherwise. The use of company property is for business necessity only.

When materials or equipment are assigned to an employee for business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Company, and is subject to reassignment and/or use by the Company without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and employee files.

Wild Blue Yonder Brewing Co. has created specific guidelines regarding the use of company equipment. Below is a list of employee responsibilities and limitations with regards to company property.

Personal use of company property:

Company property is not permitted to be taken from the premises without proper written authority from company management.

Company Tools:

All necessary tools are furnished to employees in order to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee.

Care of Company Property:

All site areas should be kept neat and orderly and all equipment should be well-maintained. The theft, misappropriation, or unauthorized removal, possession, or use of company property or equipment is expressly prohibited.

Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination of employment.

6.11 Smoking

Wild Blue Yonder Brewing Co. provides a smoke-free environment for its employees, customers, and visitors. Smoking, including the use of e-cigarettes and vaporizers, is prohibited throughout the workplace. We have adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant working conditions.

6.12 Computer, Email & Internet Usage

Computers, email, and the Internet allow Wild Blue Yonder Brewing Co. employees to be more productive. However, it is important that all employees use good business judgment when using Wild Blue Yonder Brewing Co.'s electronic communications systems (ECS).

Standards of Conduct and ECS

Wild Blue Yonder Brewing Co. strives to maintain a workplace free of discrimination
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and harassment. Therefore, Wild Blue Yonder Brewing Co. prohibits the use of the Company's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the Company's policy against discrimination and harassment.

Copyright and other Intellectual Property

Respect all copyright and other intellectual property laws. For the Company's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Company's own copyrights, trademarks and brands. Employees are also responsible for ensuring that, when sending any material over the Internet, they have the appropriate distribution rights.

Wild Blue Yonder Brewing Co. purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Wild Blue Yonder Brewing Co. does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. Wild Blue Yonder Brewing Co. prohibits the illegal duplication of software and its related documentation.

ECS Guidelines

The following behaviors are examples of previously stated or additional actions and activities under this policy that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images about coworkers, supervisors or the Company that violate the Company's policy against discrimination and harassment.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Pirating or downloading Company-owned software without permission.
- Sending or posting the Company's confidential material, trade secrets, or non-public proprietary information outside of the Company. *Wages and other conditions of employment are not considered confidential material.*
- Violating copyright laws and failing to observe licensing agreements.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job performance of fellow employees.

- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Using the Internet for gambling or any illegal activities.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of Wild Blue Yonder Brewing Co..

Privacy and Monitoring

Computer hardware, software, email, Internet connections, and all other computer, data storage or ECS provided by Wild Blue Yonder Brewing Co. are the property of Wild Blue Yonder Brewing Co.. Employees have no right of personal privacy when using Wild Blue Yonder Brewing Co.'s ECS. To ensure productivity of employees, compliance with this policy and with all applicable laws, including harassment and anti-discrimination laws, computer, email and Internet usage may be monitored.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Questions or concerns related this policy should be directed to your supervisor or the Ownership Team.

6.13 Company Supplies

Only authorized persons may purchase supplies in the name of Wild Blue Yonder Brewing Co.. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Wild Blue Yonder Brewing Co. or bind Wild Blue Yonder Brewing Co. by any promise or representation without express written approval.

7. Timekeeping & Payroll

7.1 Attendance & Punctuality

Absenteeism and tardiness place an undue burden on other employees and on the Company. Wild Blue Yonder Brewing Co. expects regular attendance and punctuality from all employees. This means being in the workplace, ready to work, at your scheduled start time each day and completing your entire shift. Employees are also expected to return from scheduled meal and break periods on time.

All time off must be requested in writing, in advance, as outlined in the Company's Paid Time Off (PTO) policy. If an employee is unexpectedly unable to report for work for any reason, he or she must directly notify their supervisor as early as possible, and preferably prior to their scheduled starting time. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

If an illness or emergency occurs during work hours, employees should notify their supervisor as soon as possible.

Employees, who are going to be absent for more than one day, should contact their supervisor on each day of their absence. Wild Blue Yonder Brewing Co. reserves the right to ask for a physician's statement in the event of a long-term illness (three consecutive days), or multiple illnesses or injuries.

If an employee fails to notify their supervisor after three consecutive days of absence, Wild Blue Yonder Brewing Co. will presume that the employee has voluntarily resigned. Wild Blue Yonder Brewing Co. will review any extenuating circumstances that may have prevented him or her from calling in before the employee is removed from payroll.

Should undue or recurrent absence and tardiness become apparent, the employee will be subject to disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

7.2 Timekeeping

It is the Company's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked.

In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work related reasons. Any errors in time records, must be immediately reported to your supervisor.

Absent prior authorization, non-exempt employees are not permitted to start work until their scheduled starting time or work past their scheduled ending time.

Wild Blue Yonder Brewing Co. strictly prohibits non-exempt employees from working off the clock for any reason. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-related purposes.

Vacation days, sick days, holidays, and absences for jury duty, funeral leave or military training must be specifically recorded by all employees.

It is the responsibility of all employees to submit and approve their time records each week.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

7.3 Paydays

Wild Blue Yonder Brewing Co. employees are paid on a Bi-weekly basis. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account. Employees who elect payment through direct

deposit will receive an itemized statement of wages when the Company makes direct deposits.

In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state and local laws.

7.4 Payroll Deductions

Wild Blue Yonder Brewing Co. makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions.

If you believe that an improper deduction has been made from your pay, raise the issue with the Ownership Team immediately. Wild Blue Yonder Brewing Co. will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.

7.5 Overtime (Colorado Employees)

The nature of our business sometimes requires employees to work overtime. Supervisors will notify employees when overtime is required. Employees are not permitted to work overtime without prior authorization from their supervisor.

Non-exempt employees will be paid overtime in accordance with state and federal overtime requirements at one and one-half (1.5) times their regular rate of pay for all hours worked in excess of 12 in a workday or 40 in a workweek. Non-exempt employees are also entitled to overtime for all hours worked in excess of 12 consecutive hours, regardless of the starting and ending time of the employee's workday.

There may be exceptions to these standards where allowed by law. Employees are encouraged to speak with their supervisor or the Ownership Team for more information.

