

## BOLD Management Workplace Policy

### Introduction

BOLD Management is committed to creating and maintaining a professional, inclusive, and high-performing work environment. Our workplace policy outlines expectations for conduct, safety, communication, and professionalism while supporting our mission to deliver innovative solutions in real estate, workforce development, government contracting, and Manufacturing as a Service (MaaS).

### Equal Opportunity Employment

BOLD Management is an equal opportunity employer. We are dedicated to providing a workplace free from discrimination or harassment. Employment decisions are based on qualifications, performance, and business needs—regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, veteran status, or any other protected class.

### Anti-Harassment and Anti-Discrimination

BOLD maintains a zero-tolerance policy for discrimination, harassment, or behavior that creates a hostile environment. All team members are encouraged to report incidents promptly to Human Resources or a supervisor. All complaints will be handled with discretion and urgency.

### Workplace Safety

Safety is a top priority at BOLD—especially in warehouse, job site, and manufacturing settings. Employees must adhere to all health and safety procedures, report unsafe conditions, and comply with OSHA and local regulations.

### Code of Conduct

All employees are expected to:

- Conduct themselves with honesty, professionalism, and respect
- Create teamwork and collaborative behavior
- Uphold BOLD's mission and represent the organization positively
- Comply with all laws, contracts, and internal policies

### Attendance and Punctuality

Employees are expected to be punctual and present during scheduled hours. Absences due to illness, emergencies, or personal matters should be reported to a supervisor promptly. Unexcused absences or excessive tardiness may result in disciplinary action.

### Dress Code

Employees should maintain a clean, professional appearance. Business casual is generally appropriate, with safety gear required in certain environments (e.g., warehouses or job sites). Dress should always reflect the professional standards of BOLD Management.

### Confidentiality and Privacy

Employees must protect all confidential information related to clients, contracts, projects, and internal operations. Unauthorized disclosure may lead to disciplinary action, including termination.

#### Conflict Resolution

We encourage direct, respectful communication to resolve workplace issues. When necessary, Human Resources or a supervisor will support resolution in a fair and confidential manner.

#### Use of Company Resources

Company resources—including laptops, phones, vehicles, and supplies—should be used responsibly and primarily for work-related purposes. Limited personal use is acceptable if it does not interfere with performance.

#### Substance-Free Workplace

The use, possession, or influence of illegal substances or alcohol during work hours or on company property is prohibited. Employees must be fit for duty and able to perform their responsibilities safely.

#### Employee Development

BOLD supports ongoing professional growth. Employees are encouraged to participate in training, certifications, and development opportunities that align with their career goals and the company's mission.

#### Remote Work Policy

Remote and hybrid work may be permitted based on role and business needs. Employees working remotely are expected to maintain productivity, responsiveness, and data security standards.

#### Social Media and Public Representation

Employees are welcome to share BOLD's mission on personal social media accounts but should clearly state views are their own. Sharing confidential or inappropriate content related to BOLD is not permitted.

#### Disciplinary Actions

Policy violations may result in verbal or written warnings, suspension, or termination, depending on the severity of the issue. All disciplinary matters will be handled fairly and in alignment with BOLD's core values.