



*Michelle's
Companies*

Michelle Companies

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Employee Handbook
April 1, 2025

Introduction

Welcome Statement

On behalf of ("Michelle Companies" or "the company"), let us extend a warm and sincere welcome. We hope you enjoy your work here and are glad to have you with us. We understand that our employees provide the services that our customers rely upon. We believe each employee contributes directly to Michelle Companies' growth and success.

Mission Statement

Our company exists to create value for our clients by delivering client-specific healthcare.

Equal Employment Opportunity

Michelle Companies is an equal opportunity employer and does not discriminate against employees or applicants on the basis of an individual's race (including hair texture or style), gender, sex (including pregnancy), color, religion, national origin, ethnicity, citizen status, age, disability, marital status, justice involved, gender identity, sexual orientation, military or veteran status, or any other status protected by applicable law. This policy applies to all terms, conditions, and privileges of employment, including but not limited to recruitment, hiring, placement, compensation, promotion, discipline, and termination.

Michelle Companies is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such an individual's disability. Consistent with this policy of non-discrimination, the company will evaluate requests for accommodation via the interactive process and will provide a reasonable accommodation to a qualified individual with a disability, as defined in the ...Included with [Comprehensive Handbook](#)

Any employee or job applicant who has questions regarding this policy, would like to request an accommodation, or believes they have been discriminated against should notify their manager or Eric Mason.

About This Handbook

This handbook was developed to provide information about the company's policies, practices, programs, and benefits. This handbook applies to all employees.

It is important to read, understand, and comply with all provisions of the handbook.

This handbook is not a binding contract between the company and its employees and is not intended to alter the at-will employment relationship between the company and its employees. It's also important to remember that this handbook provides general guidelines and that other information, such as benefit plans, will be described in other documents.

The company reserves the right to modify, rescind, delete, or add to the provisions of this handbook from time to time in its sole and absolute discretion consistent with applicable law. The company also reserves the right to interpret the policies in this handbook at its discretion.

This handbook supersedes and replaces ...*Included with [Comprehensive Handbook](#)*.

Employment-At-Will

Employment with Michelle Companies is at-will. This means that either you or the company may terminate your employment at any time, for any reason, with or without cause, and with or without notice. Nothing in this employee handbook or in any oral or written statement limits the right to terminate employment-at-will unless otherwise dictated by state law. Only the President of the company has the authority to enter into an employment agreement with any employee providing for employment other than at-will and any such agreement must be in writing.

With the exception of employment-at-will, which can only be altered by the President, the terms and conditions of your employment with Michelle Companies may be modified at the sole discretion of the company, with or without cause or notice, at any time. No implied contract concerning ...*Included with [Comprehensive Handbook](#)*

Open Door Policy

Michelle Companies values each employee and strives to provide a positive work experience. In any organization, however, disagreements among employees or between managers and employees may occasionally arise. In most situations, the individuals directly involved will resolve these disagreements on their own. If that cannot be accomplished, our Open Door Policy provides an effective path toward resolution. If you have a job-related concern, complaint, or suggestion, you are encouraged to speak to your manager, Eric Mason, or any ...*Included with [Comprehensive Handbook](#)*

Anti-Retaliation Policy

The company prohibits retaliation against any individual who in good faith reports harassment, discrimination, or a suspected violation of company policy or applicable law. Anyone who engages in retaliation will be subject to disciplinary action, up to and including termination of employment.

If you believe that you have been retaliated against, we encourage you to report your concerns to your manager or Eric Mason. The company will investigate your complaint and take appropriate remedial action as necessary. This policy is not intended to prohibit employees from discussing terms and conditions of employment with others, reporting to the government possible violations of applicable federal or state laws or regulations, or making other disclosures to the government protected under the whistleblower provisions of applicable federal or state laws or regulations.

Any employee found to have intentionally filed a false report, or to have otherwise made a report in bad faith, may be subject to discipline, up to ...*Included with [Comprehensive Handbook](#)*

Employment Policies

Employee Categories

This policy is intended to help employees understand their employment classification, employment status, and benefits eligibility. These classifications do not guarantee employment for any specified period of time.

Each employee is designated as either non-exempt or exempt from federal and state wage and hour laws. Non-exempt employees are entitled to minimum wage and overtime pay under the specific provisions of applicable law. Exempt employees are exempt from the minimum wage and overtime provisions of applicable law. An employee's exempt or non-exempt classification may be changed only upon written notification by Michelle Companies' HR Manager.

In addition to the above categories, each employee ...*Included with [Comprehensive Handbook](#)*

- **Regular Full-Time:** Employees who are not in temporary or probationary status and who are regularly scheduled to work the company's full-time schedule (32 hours or more per week).
- **Regular Part-Time:** Employees who are hired for an indefinite period, but who work less than a full-time schedule. These employees may work irregular hours, regularly scheduled hours every workday, or full workdays but less than 5 days per week. Part-time employment at the company means

scheduled work of less than 30 hours per week. Regular part-time employees may be eligible for some company benefits.

- **Short-Term Employee:** A “short-term employee” means an individual whose employment is limited in duration and is hired for a specific short-term project, or on a temporary basis. Short-term employees are not eligible for company benefits unless required by applicable law.

Performance Reviews

The company may periodically evaluate an employee’s performance. The goal of a performance review is to identify areas where an employee excels and areas that may need improvement. The company uses performance reviews as a tool to give feedback and to determine pay increases, promotions, coaching, disciplinary action, and/or termination. Employees should note that a performance review does not guarantee a pay increase or promotion. Written or verbal performance evaluations may be made at any time to advise employees of unacceptable performance.

Performance reviews are ...*Included with* [*Comprehensive Handbook*](#).

In addition to these formal performance evaluations, the company encourages you and your manager to discuss your job performance and career development on a frequent and ongoing basis.

Progressive Discipline Policy

Michelle Companies enforces a policy of progressive discipline in which it attempts to provide employees with notice of performance deficiencies or unacceptable behavior and an opportunity to improve. Discipline may take the form ...*Included with* [*Comprehensive Handbook...*](#) imposed under this policy will be determined based on the severity of the violation. The following progressive disciplinary steps may be utilized for breach of policy or violation of company rules:

- First offense: Verbal counseling/warning
- Second offense: Written warning
- Third offense: Final warning. The employee's employment is understood by both parties to be in jeopardy, and this is the final opportunity for the employee to demonstrate improvement or discontinue problematic behavior.
- ...*Included with* [*Comprehensive Handbook*](#)

Note that each offense need not be for violation of the same policy or procedure. First-time violations of different policies or procedures may count as second, third, or fourth offenses. Documentation of each violation will be kept in the employee's personnel file. The employee may ask for a copy of the documentation at any time. Employees, although they may not necessarily agree with the disciplinary action, are expected to sign a form acknowledging that disciplinary action has been taken against them and add any comments they deem necessary. While the company provides this policy as a guide for the administration and enforcement of its policies and procedures, the severity and circumstances surrounding a particular violation may warrant the imposition of a more serious form of discipline, even in situations where the violation is a first offense. Accordingly, Michelle Companies reserves the right to ...*Included with [Comprehensive Handbook](#)*

Time Away from Work and Other Benefits

Benefits Overview

This handbook contains descriptions of some of our current employee benefits. Many of the company's benefit plans are described in more formal plan documents available from Eric Mason. In the event of any inconsistencies between this handbook or any other oral or written description of benefits and a formal plan document, the formal plan document will govern.

The information presented here is intended to serve only as an overview. The details of specific benefit plans are available from Eric Mason. Michelle Companies reserves the right to modify, amend, or terminate these ...*Included with [Comprehensive Handbook](#)*.

Regular full-time employees will ...*Included with [Comprehensive Handbook](#)*

Jury Duty

Michelle Companies understands that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will ...*Included with [Comprehensive Handbook](#)*

Employees who are selected for jury duty must provide a copy of their jury summons to their manager and Eric Mason.

Voting Leave

Michelle Companies believes that every employee should have the opportunity to vote. An employee who is eligible to vote in any primary, general, or special election, or an election on ballot measures, may request up to ...*Included with [Comprehensive Handbook](#)*

Military Leave

Employees taking part in a variety of military duties may be eligible for unpaid military leave. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service.

The company will grant such leave in accordance with applicable state and federal laws, provided all legal requirements are satisfied and the employee returns to work or applies for reemployment within the time prescribed by law. Except as required by applicable law, all military leave is unpaid. However, employees may use any or all of their accrued but unused vacation or other paid time off during their military service leave.

Employees requesting leave for military duty should contact Eric Mason to request leave as soon as they are aware of the need for leave.

On the Job Practices and Policies

Employment Records

In order to obtain employment, all employees are required to provide the company with personal information such as their legal name, address, and telephone number. This information is saved in the employee's personnel file. Please inform Eric Mason of any changes to your personal information, including your emergency contact. Changes to your address, marital status, etc. can affect your withholding tax and benefits coverage, so it is crucial to promptly notify the company of any changes.

Employee personnel files may be ...*Included with [Comprehensive Handbook](#)*

Payroll

All employees of the company are paid weekly on Sunday at close of day. The company takes care to ensure that employees receive the correct amount of pay in each paycheck and that they are paid promptly on the scheduled payday.

By law, unless 1099 contracted employees, the company is required to make deductions for Social Security, federal income tax, and any other appropriate taxes. These required deductions may also include ...*Included with [Comprehensive Handbook](#)*

Direct Deposit

Michelle Companies encourages employees to have their pay directly deposited into their bank accounts via direct deposit. Employees who wish to enroll in direct deposit can ...*Included with [Comprehensive Handbook](#)*

Timekeeping

Non-exempt employees must keep accurate records of time worked. Non-exempt employees will be paid for all hours worked, including fractional parts of an hour. All employees are expected to be at their workstations, ready to work at the beginning of their shift. It is up to the employee to report all time worked and to work within the scheduled and approved work hours.

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

It is your responsibility to certify the accuracy of all time recorded. Any errors in your time record should be reported immediately to your manager, who will attempt to correct ...*Included with [Comprehensive Handbook](#)*

Punctuality and Attendance

Employees are expected to arrive on time and ready for work. Managers will provide employees with their work schedules. Should an employee have any questions regarding their work schedule, the employee should contact their manager. The company does not tolerate tardiness or absenteeism without communication and an acceptable excuse. Excessive tardiness or absenteeism may result in disciplinary action. Employees who will be late to or absent from work should ...*Included with [Comprehensive Handbook](#)*

An employee who fails to report for their scheduled workday and has not notified their manager of their tardiness or absence within the first two hours of their scheduled shift will be considered a ...*Included with [Comprehensive Handbook...](#)*
In the case of job abandonment, the employee's final date of employment for purposes of payroll and welfare benefits will be their last day actually worked.

We do recognize that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your manager as early as possible, but no later than the start of your workday. Asking another employee, friend, or relative to give this notice is improper unless it is an emergency situation. Please call or email your manager, stating the nature of your absence and its expected duration, for every day that you are or plan to be absent.

Excessive absences or tardiness will result in disciplinary action up to and including termination.

Working Schedule

It is the employee's responsibility to accurately report time worked and to conform to work schedules and overtime policies in effect at the time. Work performed

outside of authorized work hours may lead to disciplinary action unless approved by a supervisor in writing.

Employees will be provided with ...*Included with [Comprehensive Handbook](#)*

Dress Code Policy

All employees must maintain a clean, professional appearance that reflects our standards. Each employee's clothing should be clean and fit appropriately.

Included with [Comprehensive Handbook](#)

Housekeeping Policy

Maintaining good work habits and a tidy work environment is crucial for job safety and efficiency. To ensure the quality of care we provide, cleanliness in all areas, particularly in clinical settings, is vital. This helps create a safe, professional atmosphere where everything needed is easily accessible. You can contribute by keeping your work area clean, utilizing the provided services and facilities, and informing your supervisor about any conditions that need improvement.

Included with [Comprehensive Handbook](#)

Professionalism and Customer Service Policy

Outstanding customer service is crucial for our reputation. This requires consistent professionalism in all tasks, from answering phone calls to interacting with patients and visitors throughout the day. If an employee fails to meet our high standards, it reflects poorly on the entire organization.

Positive interactions with our customers are vital for ensuring their continued patronage. Employees should always be mindful that they can be seen and heard by others and must behave appropriately. Failure to meet our expected service levels may lead to disciplinary actions, including potential termination.

Included with [Comprehensive Handbook](#)

Confidential Information Policy

Safeguarding confidential business information and trade secrets is essential for our success and interests. "Confidential information" includes data not widely known to the public, such as customer lists and contact details, pricing structures, financial data, marketing strategies, business plans, and sensitive employee details. Unauthorized disclosure of this information may result in disciplinary measures, including termination, regardless of any personal gain from such actions. This confidentiality obligation remains in force at all times—both on and off-premises

and continues even after an employee has left the organization. This applies to information shared through electronic communications systems as well.

Included with [Comprehensive Handbook](#)

Patient Privacy and HIPAA Policy

It is imperative that all information regarding patients, whether clinical or otherwise, be maintained with the utmost confidentiality. All employees are required to adhere to HIPAA regulations to ensure the confidentiality, integrity, and security of patient information. This policy outlines the procedures and responsibilities for maintaining compliance with HIPAA.

Included with [Comprehensive Handbook](#)

Safety Precautions Policy

Safety is a top priority. All employees have a responsibility to follow safety standards and ensure they have been trained to use the equipment they are working with and in the safety standards of the area before working. [Unless pre-authorized by management, weapons are not allowed on the premises.](#)

Responsibilities:

- Each team member must perform all tasks safely and efficiently, adhering to local, state, and federal safety and health regulations, as well as industry standards.
- Do not operate any equipment unless you have been fully trained in its safe and proper use.

Included with [Comprehensive Handbook](#)

Company Vehicles Policy

Included with [Comprehensive Handbook](#)

Standards of Conduct

Non-Harassment Policy / Non-Discrimination Policy

Michelle Companies believes that each of us should be able to work in an environment free of discrimination and harassment. We also want to provide a safe, non-intimidating, and productive work environment. To this end, the company prohibits and will not tolerate discrimination or harassment of any kind. This policy applies equally to any form of discrimination or harassment based on

any legally protected status under local, state, and/or federal law, including but not limited to race (including hair texture or style), gender, sex (including pregnancy), color, religion, national origin, ethnicity, citizen status, age, disability, marital status, gender identity, sexual orientation, military or veteran status.

The company prohibits harassment or discriminatory behavior that is offensive, abusive, threatening, intimidating, or disruptive to others. These behaviors can be verbal or physical and can include, among other things, making derogatory remarks, gestures, or jokes based on any other classification protected by applicable local, state, or federal laws, engaging in stereotyping based on such classifications, displaying or distributing cartoons, posters, or other materials based on such classifications, unwelcome touching, pinching, or other physical contact, and any form of stalking or bullying. The company also ...*Included with [Comprehensive Handbook](#)*

This policy applies to all employees and also applies to all interactions with independent contractors, temporary employees, and anyone else working with the company.

If you feel that you have been subjected to conduct that violates this policy, you should immediately report the matter to your manager. If you are unable for any reason to disclose to this person, or if you ...*Included with [Comprehensive Handbook](#)*

Sexual Harassment

“Sexual Harassment” includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (a) submission to or rejection of such advances, requests, or conduct is made explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating, ...*Included with [Comprehensive Handbook](#)*

Examples of sexual harassment can include, but are not limited to asking for sexual favors in exchange for work benefits; displaying or distributing sexually offensive or obscene posters, cartoons, or other materials; making jokes, stories, comments, or innuendoes of a sexual nature, making sexual gestures, jokes, advances, remarks, or expressions; unwelcome touching, pinching, or other physical contact, including unwanted touching of a person’s clothing or hair; whistling or catcalls; leering or intensely staring at someone’s body; stalking, cyberstalking, or bullying; or blocking or impeding a person’s path. It is the responsibility of the employee who is subjected to harassment or ...*Included with [Comprehensive Handbook](#)*

Reporting:

Any company employee who feels that they have been harassed or discriminated against or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of their manager or Eric Mason. The company will promptly investigate all allegations of discrimination and harassment and take action as appropriate based on the outcome of the investigation. An investigation ...*Included with* [Comprehensive Handbook](#)

Responsibilities:

Employees, contractors, and temporary workers are responsible for complying with this policy by not engaging in the conduct prohibited by this policy, reporting all instances of alleged harassment, and cooperating in any investigation of the alleged harassment.

Managers are responsible for implementing this policy in their departments, keeping the workplace free from any form of harassment, ensuring that all associates, contractors, and temporary workers understand this policy, taking harassment complaints seriously, and notifying Eric Mason immediately about any complaints of sexual or other forms of harassment or discrimination.

Workplace Violence Prevention

It is Michelle Companies' policy that any threats, threatening language, or any acts of aggression or violence made toward or by any company employee will not be tolerated. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment.

Employees have a duty to immediately notify their managers, security or workplace personnel, human resources, or senior management of any suspicious behavior, concerning situations, or acts of physical violence that they observe or are aware of that involve other employees, former employees, customers, suppliers, visitors, or other parties associated with the company. These situations include, for example, threats or acts of violence, aggressive or intimidating behavior, threatening or offensive comments or remarks, or similar behavior. Employee concerns raised under this policy will be held in confidence to the maximum possible extent. The company will not ...*Included with* [Comprehensive Handbook](#)

Michelle Companies will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. To maintain workplace safety and the integrity of its investigation, the

company may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that violates these guidelines will be subject to ...*Included with [Comprehensive Handbook](#)*

Drug-Free Workplace and Testing Policy

Michelle Companies employees are responsible for helping maintain a safe and healthy work environment. Employees abusing drugs and alcohol are less productive and are a risk to the safety and productivity of our company. The Drug-Free Workplace Policy is consistent with the company's desire to promote a safe and healthy workplace. Drug and Alcohol Possession are not allowed on premises.

Employee Conduct and Work Rules

Michelle Companies expects its employees to behave professionally and with integrity to ensure that the work environment is safe, comfortable, and productive. Employees should be respectful, courteous, and mindful of others' feelings as it relates to maintaining a professional work environment.

Every company ...*Included with [Comprehensive Handbook](#)*

- Dishonesty or falsification of company records.
- Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials.
- Fighting, engaging in threats of violence or violence, use of vulgar or abusive language, or other conduct that may endanger others or damage property.
- Insubordination, failure to perform assigned duties, or failure to comply with the company's health, safety, or other lawful rules.
- Unauthorized or careless use of the company's materials, equipment, or property.
- Unauthorized and/or excessive absenteeism or tardiness.
- Lack of teamwork, poor communication, unsatisfactory performance, or unprofessional conduct.
- Sexual or other illegal harassment or discrimination.

- Unauthorized use or disclosure of the company's confidential information.
- Violation of company policy.

Engaging in any conduct the company deems inappropriate may result in disciplinary action, up to and including immediate termination.

Use of Computer and Communication Systems

Michelle Companies retains the right to access all company property including computers, desks, file cabinets, storage facilities, equipment, vehicles, phones, software, files, and folders, electronic or otherwise, at any time. Employees should have no expectation of privacy when on company grounds or while using company property. All documents ...*Included with [Comprehensive Handbook](#)*

Upon termination, employees are required to surrender any company property they possess. Files or programs stored on company computers may not be copied for personal use. The company's computer, email, and Internet access systems are for business use only. As such, you agree and understand that the company may ...*Included with [Comprehensive Handbook](#)*

The company requires you to follow its rules. These rules are in no way an exhaustive list:

- Do not share your user login credentials or passwords with anyone. No employee may attempt to access another employee's computer systems or data without authorization.
- Do not install unapproved apps. Employees should not delete, examine, copy, or modify files and/or data belonging to other users without their consent.
- Do not use company resources or information for other commercial purposes or personal profit.
- Do not send harassing, obscene, sexually explicit, and/or other threatening emails. Use of company computers for immoral, illegal, or unethical purposes is prohibited and may result in immediate termination.
- Any unauthorized or deliberate action that damages or disrupts systems, alters normal performance, or causes it to malfunction, is prohibited.
- Dissemination of proprietary or confidential company information without appropriate authorization is prohibited.

- Use of company computers for entertainment purposes such as playing online gambling or accessing pornographic sites is prohibited.

We ask that you use your best efforts to physically secure company equipment against loss, theft, or use by persons who have not been authorized to access our devices. In the event that any company device is ...*Included with [Comprehensive Handbook](#)*

Employee-Owned Communication Devices

The purpose of this policy is to define standards, procedures, and restrictions for employees who have legitimate business reasons for connecting a personally owned device to the company's corporate systems or network.

The policy applies to any hardware and related software that is employee-owned or supplied and is used to access company resources or perform work for the company. The overriding goal of this policy is to protect the integrity of the confidential client and business data that resides within the company's technology infrastructure. Employees are required to ...*Included with [Comprehensive Handbook](#)*

All materials, data, communications, and information created on, transmitted to, received or printed from, or stored or recorded on an employee-owned device, for purposes of conducting the company's business or on behalf of the company, are the property of the company, regardless of who owns the device at issue. The company reserves the right to monitor, inspect, and review any work-related communications, data, information, or work product, created by, stored by, recorded by, printed from, transmitted to, or received by employees on such personal electronic devices.

Any use of a personal mobile device ...*Included with [Comprehensive Handbook](#)*

Personal Visitors and Phone Usage

Disruptions during working hours can lead to errors and delays. Therefore, we ask that personal telephone calls and messaging be kept to a minimum. For safety and security reasons, employees are prohibited ...*Included with [Comprehensive Handbook](#)*

Workplace Searches

The company prioritizes the safety, protection, and well-being of employees and its business interests. The company reserves the right to search all company property, for all business purposes, including compliance with company policies, protecting the company's rights, property, and interests, investigating breaches of security, and investigating possible violations of the law. Employees should ...*Included with [Comprehensive Handbook](#)*

Employees are expected to cooperate in the conduct of any search or inspection.

Smoking

Smoking at Michelle Companies...*Included with [Comprehensive Handbook](#)*

Confidential Company Information

The protection of the company's confidential business information and trade secrets is vital to the interests and success of our organization. "Confidential information" is information belonging to the company but not generally known to the public, including, but not limited to customer lists and contact information, price lists, financial information, marketing plans, business strategies, and sensitive employee information. Anyone who ...*Included with [Comprehensive Handbook](#)*

It is important that all confidential information remains confidential and not be disclosed to others. Any employee who improperly copies, removes (whether physically or electronically), uses, or discloses confidential information to anyone outside of the company without authorization may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

In the event of inadvertent disclosure of confidential information, employees must ...*Included with [Comprehensive Handbook](#)*

No Solicitation / No Distribution

Michelle Companies works hard to build a cooperative culture. As such, employees may not solicit for any cause, or distribute literature of any kind, for any purpose during working time.

Non-employees are ...*Included with [Comprehensive Handbook](#)*

Conflict of Interest Policy

Employees are expected to act in the best interests of the company and its clients by identifying and managing potential conflicts of interest. Employees must ...*Included with [Comprehensive Handbook](#)*

Disclosure and Documentation

- Employees must disclose any personal, financial, or other interests that could potentially conflict with their professional responsibilities. This includes relationships with clients, vendors, or competitors that could influence decision-making.

- When a potential conflict of interest is identified, the employee must report it to their supervisor. The company will assess the situation and determine the appropriate course of action, which may include recusal from certain projects or clients.
- Employees must avoid any actions that could create the appearance of a conflict of interest. This includes accepting gifts, favors, or other benefits from clients or vendors that could influence professional judgment. Any offers of gifts or benefits must be reported to a supervisor.
- Employees should maintain records of disclosed conflicts and actions taken to mitigate them. This documentation helps ensure transparency and accountability.

Failure to disclose or manage ...*Included with [Comprehensive Handbook](#)*

Company Property

Employees are prohibited from any unauthorized use of the company's property, including equipment, materials, or other items (“company property”).

Improper use of company property ...*Included with [Comprehensive Handbook](#)*

Health and Safety

Michelle Companies take reasonable precautions to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees, and it is ultimately the responsibility of each employee to help prevent accidents. To ensure a safe workplace, employees should

...*Included with [Comprehensive Handbook](#)*

In the event of a work accident or injury, employees must notify their manager immediately. Report every injury, regardless of how minor, to your manager immediately. Physical discomfort caused by repetitive tasks must also be reported.

Employees should recognize any potential fire hazards and be aware of fire escape routes and fire drills. In the event of a fire or other emergency, dial 911 immediately. If you hear a ...*Included with [Comprehensive Handbook](#)*

Business Expense Reimbursement

Employees may be reimbursed for reasonable, pre-approved expenses incurred in the course of business. These expenses must be approved by your manager in advance. Contact your manager in advance if you have any questions about whether a business expense will be reimbursed.

References

Michelle Companies will respond to reference requests through Eric Mason.

- Verification of employment: Human Resources handles the verification of employment requests. If contacted to verify employment, the company will provide your title and dates of employment.
- References: While Human Resources does not provide references or letters of recommendation on behalf of the company, ...*Included with [Comprehensive Handbook](#)*.

Recording Device Policy

Due to the potential for issues such as invasion of privacy, sexual harassment, and loss of productivity, no employee may use a camera phone function on any phone on company property or while performing work. The use of ...*Included with [Comprehensive Handbook](#)*

Social Media Policy

Information published on any social networking site should not reveal any confidential information and must not disclose any trade secret, such as client information or marketing efforts. This also applies to comments posted on other blogs, forums, and social networking sites. The company respects the right of any employee to maintain a blog, website, or to use social media. All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social sites, X, and similar sites. Any information that ...*Included with [Comprehensive Handbook](#)*

Employees should not post content about the company, management, co-workers, or customers that is discriminatory, libelous, or threatening or a violation of the company's policies against discrimination on account of race, age, religion, sex, ethnicity, nationality, sexual orientation, gender identity, disability, or other protected class, status or characteristic. Published information ...*Included with [Comprehensive Handbook](#)*

Employee Dress Policy

Employees are expected to dress in a manner appropriate to their work environment and exercise good hygiene. When a situation arises ...*Included with [Comprehensive Handbook](#)*

Travel and Expense Policy

Michelle Companies' policy is to reimburse team members for reasonable expenses that occur during travel for business purposes. Travel must be approved

in advance by your manager and all expenses must ...*Included with [Comprehensive Handbook](#)*

It's important to keep travel expenses reasonable and seek low-cost travel opportunities whenever possible. Managers have the responsibility for reviewing and approving expenditures and withholding reimbursement if an inappropriate or extravagant expense is incurred.

Overnight accommodations ...*Included with [Comprehensive Handbook](#)*

A valid driver's license is required for all vehicle travel. For personal and rental vehicles, appropriate insurance should be purchased and maintained. Mileage for use of personal vehicles will be reimbursed.

Certain expenses will not be reimbursed, including:

- Travel expenses not directly related to company business.
- Airline lounge fees
- Airline club membership fees
- First-class flights and upgrades, unless approved in advance by your manager.
- Clothing for business travel
- In-flight entertainment or pay-per-view movies.
- Activities not related to company business.
- Expenses incurred from missing flights.
- Expenses incurred from unused reservations (for example, reservations that should have been canceled but were not)
- Travel expenses for family members.
- Unreasonably expensive meals or excessive alcohol.

Remote Work Policy

Michelle Companies is committed to enabling remote work, when possible, appropriate, and aligned with business needs. All requests to work remotely should be in writing and submitted to your manager and the Human Resources Department. All remote work arrangements must be approved in advance by the

company. Permission to work remotely is at the company's discretion and can be withdrawn at any time.

If approved to work remotely, it is important to ...*Included with [Comprehensive Handbook](#)*

All work rules and policies apply to work performed remotely. Employees must comply with Michelle Companies' rules, policies, practices, and instructions and understand that violation of such may result in disciplinary action, up to and including termination. Employees who work remotely are subject to the same policies as other employees, including policies relating to information security and data protection.

Michelle Companies assumes no ...*Included with [Comprehensive Handbook](#)*. Employees agree to practice the same safety habits they would use on the company's premises and maintain safe conditions in their alternate work locations. Employees must follow normal procedures for reporting illness or injury.

Virtual Meetings Policy

The company believes in setting consistent expectations for virtual meetings, with the goal of keeping meetings productive and professional. Below are general guidelines and expectations for all employees participating in virtual meetings:

- Be on time for meetings and let your colleagues and external participants know if you are running late.
- Minimize disruptions by working in a quiet, distraction-free environment.
- All company policies and procedures apply during virtual meetings.
- Mute yourself when you aren't speaking.
- Turn off audio alerts and silence your cell phone.
- Turning on your video is strongly recommended.
- Avoid smoking, vaping, and eating during the meeting.

State and Local Policies

Missouri - Voting Leave

Employees are eligible to receive up to a maximum of three hours of time off from work to vote if an employee is scheduled to [*...Included with an upgraded handbook!*]

Missouri - Emergency Response Leave

Emergency Services Leave

Employees who are absent from or late to work to respond to an emergency as a volunteer firefighter or a member of the Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team, or FEMA, will be granted an [*...Included with an upgraded handbook!*]

Missouri - Civil Air Patrol Leave

The company provides unpaid leave to employees who are members of the Civil Air Patrol to perform emergency services with the Civil Air Patrol emergency service or to fly counter-narcotics missions. This leave is capped at 15 workdays per calendar year. However, [*...Included with an upgraded handbook!*]

Missouri - Coast Guard Auxiliary Leave

The company provides up to 15 days of unpaid leave (including travel time) per calendar year to employees who are members of the U.S. Coast Guard Auxiliary. However, if the employee is responding to a state or national emergency that is declared in Missouri or on a navigable waterway in or adjacent to Missouri the [*...Included with an upgraded handbook!*]

Missouri - Victim Leave

The company will not discharge or discipline any victim, or member of a victim's immediate family for honoring a subpoena to testify in a criminal proceeding, attending a criminal proceeding, or participating in the preparation of a criminal proceeding.

The company will not require any victim, or member of a victim's immediate family to use vacation time, personal time, or sick leave f [*...Included with an upgraded handbook!*]

Missouri - Jury Duty

Employees will be allowed to take leave for time spent responding to a summons for jury duty. The employee should try to provide as much advance notice of their jury or witness service to their supervisor [*...Included with an upgraded handbook!*]

Acknowledgments

General Handbook Acknowledgment

This employee handbook is intended to provide guidelines and general descriptions only. Individual circumstances may call for individual attention. Because the company's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case, or, at the sole discretion of management. Please read the following statements and sign below to indicate your receipt and acknowledgment of this employee handbook.

I have received and read a copy of Michelle Companies' employee handbook. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the company at any time. I further understand that my employment is terminable at will, either by myself or the company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind, as allowed by law. I understand that ...*Included with [Comprehensive Handbook](#)*

Employee's Printed Name: _____

Employee Signature: _____

Date: _____

The signed original copy of this acknowledgment should be given to Eric Mason - it will be filed in your personnel file.