

Employee Handbook

BARJAS LLC DBA LIQUIDBIDDING

PREPARED BY MICHELLE, MORGAN

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 employer. Employment with employer is “AT-WILL”. This means employees or employer 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 LiquidBidding for any set period.

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 be controlled. 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.

Barjas, LLC

1721 James P. Cole Blvd

Flint, MI 48503

www.LiquidBidding.com

Welcome to LiquidBidding! We are excited to have you as part of our team and appreciate your commitment to the success of our company. This employee handbook has been created to provide you with important information about our policies, procedures, and expectations.

Inside this handbook, you will find valuable resources that will guide you through various aspects of your employment. From our company values and code of conduct to key HR policies and benefits, this handbook aims to ensure a positive and productive work environment for everyone.

Please take the time to read through this handbook carefully. It is essential for you to understand and abide by the policies outlined within. If you have any questions or need clarification on any of the information presented, please do not hesitate to reach out to the Human Resources department.

LiquidBidding is committed to fostering a supportive and inclusive workplace culture. We believe in equal opportunities for all employees and are dedicated to maintaining a respectful and harassment-free environment. By familiarizing yourself with the policies detailed in this handbook, you are helping us cultivate a workplace that values diversity, teamwork, and personal growth.

We encourage you to keep this handbook for future reference. As a living document, it may be updated from time to time to reflect changing circumstances or legal requirements. Whenever updates occur, you will be notified accordingly.

Thank you for joining LiquidBidding. We look forward to working together towards our shared goals and ensuring a fulfilling and enjoyable experience for all employees.

Sincerely,

Michelle Morgan

Accountant

At-Will Employment

Employment with LiquidBidding is “at-will.” This means employees are free to resign at any time, with or without cause, and LiquidBidding 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 LiquidBidding for any set period.

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 LiquidBidding, 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 LiquidBidding and any of its employees.

Immigration Law Compliance

LiquidBidding 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 within the past three years, or if their previous I-9 is no longer retained or valid. may participate in the federal government's electronic employment verification system, known as “E-Verify.” Pursuant to E-Verify, LiquidBidding 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.

Equal Employment Opportunity

LiquidBidding is an Equal Opportunity Employer. Employment opportunities at LiquidBidding 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 (including sexual orientation and transgender status), 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 accommodation as necessary and where required by law so long as the accommodation does not pose an undue hardship to the business. The Company will also accommodate the 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 accommodation, or have any questions about your rights and responsibilities, contact your supervisor. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

LiquidBidding 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. will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

Equal Employment Opportunity (Michigan Employees)

LiquidBidding is an Equal Opportunity Employer. Employment opportunities at LiquidBidding 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, sex (including pregnancy, childbirth or related medical conditions), national origin, age, veteran status, disability, genetic information, height, weight, marital status, 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.

LiquidBidding 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. LiquidBidding will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

Employee Grievances

It is the policy of LiquidBidding to maintain a harmonious workplace environment. 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 your supervisor.

After receiving a written grievance, LiquidBidding 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 LiquidBidding 's Sexual and other Unlawful Harassment Policy.

LiquidBidding assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

Internal Communication

Effective and ongoing communication within LiquidBidding 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 valuable information and announcements. In addition, LiquidBidding 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 about information disseminated.

Outside Employment

Employees may hold outside jobs if the employee meets the performance standards of their position with LiquidBidding.

Unless an alternative work schedule has been approved by LiquidBidding, employees will be subject to the 's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary.

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

Anti-Retaliation and Whistleblower Policy

This policy is designed to protect employees and address 's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, LiquidBidding 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 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 the Human Resources Manager Directly. Employees should also review their state and local requirements for any additional reporting guidelines.

LiquidBidding 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 HR Department or any state or local agency responsible for investigating alleged violations.

Employment Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, LiquidBidding classifies employees as either exempt or non-exempt.

- Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions.
- 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 or if your job responsibilities change, you will be informed by the HR Manager 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 more than or equal to 40 hours per week. Generally, regular full-time employees are eligible for 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 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 [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 the Management of a change.

Personnel Data Changes

It is the responsibility of each employee to promptly notify their supervisor or the HR Department 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 as soon as possible:

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

Privacy Policy (Michigan Employees)

LiquidBidding is dedicated to protecting the personal security and privacy of all employees and customers. In the ordinary course of its business, and for legitimate business reasons, may collect and

store personal information about its employees and customers, including all or any part of an employee's or customer's social security number ("SSN"), in hard copy or digital storage. For purposes of this policy, "SSN" means more than four sequential digits of an employee's or customer's social security number.

LiquidBidding takes measures to prevent the unauthorized disclosure of an SSN, including without limitation:

Ensuring the confidentiality of SSNs.

Prohibiting unlawful or unauthorized disclosure of SSNs.

Limiting the number of people with access to SSNs, and the circumstances under which SSNs may be accessed.

Ensuring the proper disposal of documents (hard copy or digital) that contain SSNs; and Disciplining, up to and including termination, any employee who violates this policy.

All employees who may have access to SSNs, will maintain the security and confidentiality of every document containing the SSN. This means, at a minimum, that LiquidBidding will securely maintain documents containing SSNs and that any access to digital files containing all or any part of an SSN will be password protected.

Furthermore, no employee shall display or disclose an SSN without the express written consent of the individual to whom the SSN is assigned. will not mail any document containing an SSN that is visible on, or from, the outside of the mailed article. Nor will LiquidBidding use the SSN as an identifying number for its employees, or visibly print it on identification tags, badges, passes, cards or licenses. will not require employees to use or transmit their SSN over the Internet, or any LiquidBidding Intranet, computer system or network unless the connection is secure, or the transmission is encrypted.

LiquidBidding restricts access to any document displaying an SSN to those with a legitimate business need to access those documents. Access to these documents by anyone other than those individuals with a legitimate business need must be specifically authorized, in writing by the HR manager, by the individual to whom the SSN is assigned. Documents containing an SSN will be disposed of in accordance with document retention policy and procedures in such a manner that they cannot be read or reconstructed in order to preserve the confidential nature of such documents.

Nothing in this policy is intended to modify an employee's right to access their own personnel file, as permitted by applicable law. Nor does this policy prohibit the use of an SSN where the use is authorized by state or federal statute, rule, regulation, court order, or pursuant to legal discovery or process.

Violations of this policy will result in disciplinary action up to and including termination of employment. Violators may also be subject to civil and criminal penalties authorized by applicable state or federal law.

Expense Reimbursement

LiquidBidding reimburses employees for necessary expenditures and reasonable costs incurred while doing their jobs. Expenses incurred by an employee must be approved in advance by the Controller. 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 economic options.

To be reimbursed, employees must submit expense reports to the Accounting Department 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.

Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization.

Notice of Voluntary Separation

Employees who intend to terminate employment shall be provided with at least two weeks' written notice. Such notice is intended to allow the HR Department 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.

Return of Company Property

Any employee who terminates employment with LiquidBidding returns all files, records, keys, and any other materials that are the property of prior to their last date of employment.

Final Pay

LiquidBidding will provide employees with their final pay in accordance with applicable federal, state and local laws.

Benefits Upon Termination

All accrued and/or vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state and local laws.

Certain benefits, such as healthcare coverage, may continue at the employee's expense, if the employee elects to do so. will notify employees 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, contact the Controller or the HR Manager.

Company Hours

LiquidBidding is open for business from Monday through Saturday. This excludes holidays recognized by the Federal Government. The standard workweek is 35 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.

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 management.

When a decision is made to close, employees will receive official notification from the HR Manager

In a declared state of emergency that prohibits travel, employees shouldn't report to work.

Pay:

Exempt Employees:

If LiquidBidding closes due to an emergency, employees who are classified as exempt from overtime will receive their full salary, provided they have worked any part of the workweek.

Non-Exempt Employees:

If LiquidBidding closes due to an emergency, employees who are classified as non-exempt from overtime won't be paid, unless state or local law requires such pay, or they have paid leave available and elect to use it for the missed work hours.

If a non-exempt employee is already working when the decision to close is made, the employee will be paid for all hours worked and any additional hours that may be required under state and local laws, if applicable. If a non-exempt employee arrives at work and is asked to wait while a decision to close is made, they will receive pay for the time they spent waiting.

If you have questions about emergency closing or pay, please contact the HR Manager.

Complaint and Reporting Procedure:

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.

LiquidBidding 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. LiquidBidding 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.

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 the operations manager.

this policy should be directed to your supervisor or the management of LiquidBidding.

Security

The purpose of 's security policy is to protect LiquidBidding Assets and to maintain a safe working environment for all employees.

Facility Access:

All regular employees will be issued a key to gain access to 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 LiquidBidding and at any other time upon 's request, all keys must be returned to your supervisor.

Closing Procedures:

The last employee, or a designated employee, who leaves the office 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 Location Manager

Meal & Break Periods

Non-exempt employees will be provided with meal and break periods in accordance with applicable federal, state, and local rules. Break periods of less than 20 minutes will be paid. Break periods lasting longer than 20 minutes will generally be unpaid.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid breaks 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.

LiquidBidding will schedule meal and break periods to accommodate operating requirements.

Break Time for Nursing Mothers

LiquidBidding 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 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 HR Department

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 meets eligibility requirements under the group health plan.

Under COBRA, the employee or beneficiary pays the full cost of health insurance coverage at group rates plus an administration fee. However, the American Rescue Plan Act provides a 100% COBRA subsidy for qualified employees and dependents who lose coverage as a result of an involuntary termination or a reduction in hours (assistance eligible individuals or AEIs). This subsidy is available only for periods of coverage from April 1, 2021, through September 30, 2021. For more information, contact the HR Department

Notification Requirements:

The employee, or family member, has the responsibility to inform them 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 the rules of the plan. 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, it 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:

- 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 be controlled. The 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, as well as copies of the plan documents, contact the Human Resources Manager.

Family and Medical Leave

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides information regarding FMLA eligibility and administration. Questions regarding FMLA should be directed to the HR Manager.

Eligibility Requirements:

Employees eligible for leave under the FMLA are those who: (1) have worked at least 12 months for; (2) have worked for at least 1,250 hours during the 12-month period immediately preceding the start date of the requested leave; and (3) are employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

A covered company is one which has employed 50 or more employees for at least 20 workweeks in the current or preceding calendar year.

Basic FMLA Leave Entitlement:

- The FMLA grants up to 12 weeks of unpaid leave to eligible employees for the following reasons:
 - to care for the employee's child following birth or placement for adoption or foster care;
 - to care for the employee's spouse, son, daughter or parent (but not in-law) who has a serious health condition;
 - for the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care, or child birth) that makes the employee unable to perform one or more of the essential functions of the employee's job; or
 - because of any qualifying exigency arising out of the fact that an employee's spouse, son, daughter, or parent is a covered military member who is a member of a regular component of the Armed Forces on active duty or who has been notified of an impending call or order to active duty status for deployment to any foreign country in the regular or reserve components of the Armed Forces, including the National Guard or Reserves.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily

activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Additional Military Family Leave Entitlement:

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a service member shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.

A covered servicemember means a member of the Armed Forces, including a member of the National Guard or Reserves, and/or a veteran of the Armed Forces, including a veteran of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. Such veteran is considered a covered servicemember if he/she was a member of the Armed Forces, including the National Guard and Reserves, at any time during the five-year period preceding the date on which the veteran undergoes medical treatment, recuperation or therapy.

Intermittent Leave and Reduced Leave Schedules:

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember.

Protection of Group Health Insurance Benefits:

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

Restoration of Employment and Benefits:

At the end of FMLA leave, subject to some exceptions including situations where job restoration of “key employees” will cause the substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The company will notify employees if they qualify as “key employees”, if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

Notice of Eligibility for, and Designation of, FMLA Leave:

Employees requesting FMLA leave are entitled to receive written notice from them telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: (1) their rights and responsibilities in connection with such leave; (2) the 's designation of leave as FMLA-qualifying or non-qualifying, if not FMLA-qualifying, the reasons why; and (3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

LiquidBidding may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, LiquidBidding and the employee can mutually agree that leave be retroactively designated as FMLA leave.

Notice of the Need for Leave:

Employees who take FMLA leave must timely notify LiquidBidding their need for FMLA leave. The following describes the content and timing of such employee notices.

Content of Employee Notice:

To trigger FMLA leave protections, employees must inform the Company of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do

this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the Company to determine that the leave is FMLA-qualifying.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the 's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Company has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

Timing of Employee Notice:

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

Medical Certifications:

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. It is the employee's responsibility to provide LiquidBidding with timely, complete and sufficient medical certifications. Employees must provide the requested certifications within 15 calendar days following the request, unless it is not practicable to do so. Where LiquidBidding informs an employee that the certification is incomplete or insufficient, it will give the employee at least seven days to cure the deficiencies. may deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins.

With the employee's permission, LiquidBidding may contact the employee's health care provider to authenticate or clarify completed medical certifications. If the employee fails to authorize such contact, and medical certification remains unclear, may deny FMLA leave. If LiquidBidding has reason to doubt the employee's initial medical certification, LiquidBidding may require the employee to obtain a second opinion at 's expense.

Recertification:

Depending on the circumstances and duration of FMLA leave, LiquidBidding may require the employee to provide recertification of the medical condition giving rise to leave. will notify the employee if recertification is required and the employee will have at least 15 calendar days to provide recertification.

Return to Work:

Unless LiquidBidding advises otherwise, employees returning to work from FMLA leave taken because of their own serious health condition must provide medical certification that they are able to return to work and perform the essential functions of their job, with or without accommodation.

Certifications Supporting Need for Military Family Leave:

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the active duty or call to active duty status of a covered military member, the Company may require employees to provide: (1) a copy of the covered military member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or call to active duty status and the dates of the covered military member's active duty service; and (2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active-duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different active duty or call to active-duty status of the same or a different covered military member.

When leave is taken to care of a covered service member with a serious injury or illness, LiquidBidding may require employees to obtain certifications completed by an authorized health care provider of the covered service member.

Health Insurance Continuation:

During FMLA leave, employees are entitled to continue group health plan coverage under the same terms and conditions as if they had continued to work, however they may be responsible for their portion of the group health premium. Contact your manager to determine your benefits, rights and responsibilities while on FMLA leave.

Substitution of Paid Leave for Unpaid FMLA Leave:

Employees must use any accrued paid time while taking unpaid FMLA leave. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leaves; the paid time will run concurrently with an employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement.

Coordination of FMLA Leave with Other Leave Policies:

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law which provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please contact the Human Resources Department.

No Retaliation:

LiquidBidding will not interfere with, restrain or deny the exercise of any right provided under the FMLA. will not discharge or discriminate against any individual for opposing any practice made lawful by the FMLA or for being involved in any proceeding relating to the FMLA. Contact your supervisor or HR Administrator immediately if you feel your rights under this policy have been violated. will conduct a prompt and thorough investigation of any FMLA complaint and take appropriate remedial action, up to and including termination.

Military Leave

LiquidBidding 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 Human Resources Department.

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 the purpose of determining benefits based on length of service.

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 Human Resources Department

Jury Duty

LiquidBidding 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 LiquidBidding 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, LiquidBidding may offset any jury-duty fees received by an exempt employee against the salary due for that workweek.

Jury Duty Leave (Michigan Employees)

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 LiquidBidding or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

Employees summoned for jury duty will not be required to work any number of hours that, when added to the number of hours served on that day, would exceed the number of hours the employee would have normally worked on that day.

Jury duty leave is unpaid; however, employees may opt to use accrued paid time off for this purpose.

Workers' Compensation

Employees who are injured on the job 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 in accordance with workers' compensation laws.

This protection is paid for in full by the State of Michigan. No premium is charged for this coverage and no individual enrollment is required. 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 HR Manager to obtain the required claim forms and instructions.

Paid Medical Leave (Michigan Employees)

Effective March 29, 2019, employees who work in Michigan may be eligible for paid medical leave under state law.

Employee Eligibility:

To be eligible for paid medical leave, employees must work, on average, 25 or more hours during the previous calendar year, and [Company Name] must have 50 or more employees.

Certain types of employees aren't eligible for paid medical leave, including but not limited to:

- Employees who are classified as exempt from overtime.
- A “variable hour employee” as defined by the Affordable Care Act.
- Individuals employed for 25 weeks or fewer in a calendar year for a job scheduled for 25 weeks or fewer.

For more information on employee eligibility, contact the HR Manager

Accrual and Carryover:

Eligible employees are entitled to accrue one hour of paid medical leave for every 35 hours worked, up to a maximum of 40 hours of paid medical leave per benefit year. may limit accrual to one hour of paid medical leave in a calendar week. Employees are entitled to begin accruing paid medical leave on their date of hire or March 29, 2019, whichever is later.

Employees are generally entitled to carryover up to 40 hours of unused paid medical leave to the following benefit year.

Basic Leave Entitlement:

Eligible employees are entitled to use paid medical leave for:

- The employee's or a family member's mental or physical illness, injury, or health condition.
- The employee's or a family member's medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or preventive medical care.
- For medical care, counseling, obtaining legal services, or participating in a civil or criminal proceeding when the employee or a family member is a victim of domestic violence or sexual assault; and
- The closure of the employee's primary workplace due to a public health emergency, the closure of their child's school or place of care due to a public health emergency, or when a health care provider has determined that the employee's or a family member's presence in the community would jeopardize the health of others.

A family member is defined as a:

- A child, stepchild, legal ward, or a child to whom the employee stands in place of a parent.
- Grandchild.
- Grandparent.
- Parent or spouse's parent.
- Sibling; and
- Spouse.

Employees must wait until they have been employed for 90 days before they can use accrued paid medical leave. Use of paid medical leave is limited to 40 hours of paid medical leave per benefit year.

Pay During Leave:

During paid medical leave, eligible employees are entitled to pay at a rate equal to the greater of either their normal hourly or base wage or the applicable minimum wage. Overtime, holiday pay, bonuses, commissions, supplemental pay, piece-rate pay, and gratuities are excluded from the calculation of an eligible employee's normal hourly wage or base wage for the purposes of paid medical leave.

Employee Notice and Documentation:

Employees requesting paid medical leave must generally comply with 's usual and customary notice, procedural, and documentation requirements for requesting leave. Employees will be provided with at least three days to provide documentation.

Relationship with Other Leave Policies:

If a law, regulation, or policy provides for greater accrual or use of leave, the law, regulation, or policy with the greater protection may apply. For questions regarding the interplay between your entitlement to leave under other laws, regulations, or policies and your entitlement to leave under this policy, please contact the HR manager.

Pregnancy Accommodation Policy

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

LiquidBidding will provide eligible employees with reasonable accommodation as long as it has 15 or more employees, and the accommodation does not impose an undue hardship on them.

Reasonable accommodations include, but are not limited to:

- Additional equipment for sitting.
- More frequent or longer breaks.
- Periodic rest
- Assistance with manual labor
- Job restructuring
- Light-duty assignments
- Modified work schedules
- Temporary transfers to less strenuous or hazardous work
- Time off to recover from childbirth.
- Break time and appropriate facilities for expressing breast milk.

Employees should be prepared to discuss the need and probable duration 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 their 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 reasonable accommodation under this policy.

Employees should speak with the Owner to discuss their need for reasonable accommodation or for questions regarding this policy.

Standards of Conduct

Liquid Bidding'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 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 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 leads to damage to company-owned or customer-owned property.
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism
- Unauthorized use of telephones, computers, or other company-owned equipment during working hours. Working time does not include break periods, mealtimes, 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 '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 's standards of conduct, please direct them to your supervisor or the HR Department

Disciplinary Action

Disciplinary action at LiquidBidding Ins 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. reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

LiquidBidding 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
- 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 business practices or any other confidential information
- Any misrepresentation of to a customer, a prospective customer, the general public, or an employee

Confidentiality

LiquidBidding 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's Companys make 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 and as a direct result of your job responsibilities with LiquidBidding. Wages and other conditions of employment are not considered to be Confidential Information.

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

The unauthorized disclosure of Confidential Information belonging to me and not otherwise available to persons or companies outside of human resources, may result in disciplinary action, up to and including termination of employment. If you leave the Company, you may not show 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 HR Manager

Workplace Violence

LiquidBidding 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 use 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. will not tolerate any form of retaliation against any employee for making a report under this policy.

LiquidBidding 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.

Drug & Alcohol Use

LiquidBidding is committed to maintaining a workplace free of substance abuse. No employee or individual who performs work for is allowed to consume, possess, sell, purchase, or be impaired by alcohol or illegal drugs, as defined under federal and/or state law, on any property owned by or leased on behalf of, or in any vehicle owned or leased on behalf of or while on 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 their 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 reasonable accommodation when using such medication.

LiquidBidding 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 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, 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, reserves the right to examine and test for drugs and alcohol at our discretion.

As a condition of your employment with us, you 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 the company and its employees.

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

Sexual & Other Unlawful Harassment

Liquidbidding is committed to a work environment in which all individuals are treated with respect. 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 's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Harassment on the basis of any other protected characteristic is also strictly prohibited.

Complaint Procedure:

LiquidBidding 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:

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.

Telephone Usage

LiquidBidding telephones are intended for the sole use of conducting company business. Personal use of 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.

Personal Property

Employees should use their discretion when bringing personal property into the workplace. 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 at me of our three locations

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 employer and is subject to reassignment and/or use by them 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.

LiquidBidding 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:

Office areas should be kept neat and orderly, and all equipment should be well-maintained. 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.

Smoking

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.

Visitors in the Workplace

To ensure the safety and security of LiquidBidding and its employee's, only authorized visitors are permitted on premises and in facilities.

All visitors must enter through the main reception area and sign in and out at the front desk. All visitors are also required to wear a “visitor” badge while on premises. Authorized visitors will be escorted to their destination and must be accompanied by a representative of them at all times.

Computer, Email & Internet Usage

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

Standards of Conduct and ECS

LiquidBidding strives to maintain a workplace free of discrimination and harassment.

Therefore, LiquidBidding prohibits the use of the 's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the 's policy against discrimination and harassment.

Copyright and other Intellectual Property

Respect all copyright and other intellectual property laws. For the '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 '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.

LiquidBidding 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, they do 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. 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 HR Department and they violate lists violate the 's policy against discrimination and harassment.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Pirating or downloading -owned software without permission.
- Sending or posting confidential material, trade secrets, or non-public proprietary information outside of the 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 someone Privacy and Monitoring

Computer hardware, software, email, Internet connections, and all other computers, data storage or ECS provided by are the property of. Employees have no right of personal privacy when using '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 to this policy should be directed to your supervisor or the HR Department

Company Supplies

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

Attendance & Punctuality

Absenteeism and tardiness place an undue burden on other employees and on the Management at LiquidBidding. 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 time-off policy. If an employee is unexpectedly unable to report for work for any reason, they 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, text, or email message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail, text, or email 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. 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, they will presume that the employee has voluntarily resigned. will review any extenuating circumstances that may have prevented the employee from calling in before they are 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.

Certain absences may be protected by federal, state, and/or local law. If you have questions about this policy or your entitlement to time off, contact the Manager

Timekeeping

It is the '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.

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.

Paydays

LiquidBidding

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.

Payroll Deductions

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 Payroll Manager immediately. will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.