



EMPLOYEE MANUAL 2016





Contents

CEO Letter	3
1 Introduction	4
1.1 Company History	4
1.2 Mission Statement	4
1.3 Corporate Statement:	4
1.4 Corporate Values	4
1.5 Equal Employment	4
1.6 At-Will Employment	4
2 Company Policies	5
2.1 Code of Ethics	5
2.2 Behavior of Employees	5
2.3 Employee discipline	5
2.4 Employee termination	5
2.5 Company Properties	6
2.6 Dress Code Policy	6
3 Performance Review	6
3.1 Promotions	6
3.2 Demotions	6
3.3 Salary reviews	6
4 Employment	6
4.1 Hiring and Outside Employments	6
4.2 Job Descriptions	7
4.3 Employment Categories	9
4.3.1 Regular Full-Time Employees	9
4.3.2 Regular Part-Time Employees	9
4.3.3 Temporary Employees	9
4.3.4 Staffing Agency Workers	9
4.3.5 Independent Contractors	9
5 Benefits	9
5.1 Insurance	9
5.2 Workers Compensation Benefits	10
5.3 Disability	10
5.4 Vacations	10
5.5 Parking	10



6 Anti-harassment/Discrimination	11
6.1 Complaint Procedures	11
6.2 The Investigation	12
6.3 Conflict of Interest	12
7 Attendance and Vacation	12
7.1 Sick days	12
7.2 Overtime	12
7.3 Meals and Breaks	13
7.4 Tardiness	13
5 Leave Policy	13
5.1 Family and Medical Leave	13
5.2 Jury Duty	13
5.3 Bereavement	14
6 Electronics and Social Media	14
6.1 Camera and Videotaping Use	14
6.2 Social Media Usage/Professional Behavior	14
6.3 Email Use	14
7 Employee Safety	15
7.1 Drug and alcohol free environment	15
7.2 Reasonable suspicion testing	15
7.3 Safe and Clean Workplace	15
7.4 Weapon free	15
7.5 Emergency Procedures (Evacuation Maps and Policies)	16
7.5.1 Earthquakes	16
7.5.2 Fire	16
7.5.3 Terrorist Attacks	16
7.5.4 Workplace Violence	16
Employee Acknowledgment	17

CEO Letter

Dear Employee:

Welcome to Off The Grid!

At Off The Grid, we aim to inspire our employees to become better than they were yesterday. When working for Off The Grid, you are working toward a bigger and brighter future. To encourage peak performance, we have created this handbook to further your understanding of the company. Off The Grid loves to reward its excellent employees for their hard work and dedication, and we hope that you will gain valuable knowledge during your time with us.

This employee handbook has been developed to provide you with information regarding various aspects of your employment. This handbook outlines policies applicable to our California employees. The handbook contains the general personnel policies and practices of the company in effect at the time of publication and, as a result, supersedes and replaces all previous personnel policies, practices, and guidelines.

I encourage you to read this handbook periodically, and at the very least, annually. Please keep it available for easy reference. If you have any questions or wish to be given more details on a specific policy, please feel free to check with Human Resources or me, and we will be happy to discuss your concerns.

I look forward to having a mutually rewarding relationship with you at Off The Grid.

Kind regards,

Katherine Chau

A handwritten signature in black ink, appearing to be "Katherine Chau", with a long horizontal line extending to the right.

CEO of Off The Grid, LLC



1 Introduction

1.1 Company History

Off The Grid was established in 2016, when a group of friends was motivated to fulfill their desires for an original product that can charge their devices everywhere they go. The team realized that solar energy has disadvantages, such as not being able to work in cloudy, rainy, and indoor activities. After learning about Japan's new floor plans of creating power through people walking across it, Off The Grid was inspired to employ this concept of kinetic energy into their products. They designed clothing and shoes that can generate energy through movement and wanted to share their vision of renewable energy with the world.

1.2 Mission Statement

Off The Grid is a company focused on harnessing clean, renewable energy. We aim to offer our customers a new experience in kinetic energy. We want to fulfill the consumer's desire to harness the power into their own hands. One of our biggest initiatives is to be able to dedicate a portion of our profit to an organization that aspires to give renewable energy to underprivileged kids.

1.3 Corporate Statement:

We are creating an accepting and friendly environment, where everyone will be treated with respect and to be open to new creative ideas. We promise to create a remarkable learning experience together.

1.4 Corporate Values

Be a Team Player: Have a pride in your performance and hold yourself accountable to the highest of standards.

Make a Difference: Don't be afraid to express new ideas and inspirations.

Be Respectful: Be open to other's ideas and treat people the way you want to be treated.

Work Hard/ Play Hard: In addition to doing all your task and projects, don't forget to have fun.

Be loud: Celebrate yours and other's successes and cheer on the team.

Be Real: Take your job seriously and work to your highest extent.

Join the Family: Be involved in the family spirit to achieve and impact the people around us.

1.5 Equal Employment

Off The Grid believes that all people are entitled to equal employment opportunities. We will assure equal treatment in all personnel matters and office procedures including hiring, compensation, benefits, advancement, training, disciplinary action, and transfer, without regard to race, religion, color, national origin, ancestry, physical and mental disability, legally protected medical condition, genetic characteristics, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, gender, gender identity, age, veteran status, or any other characteristic protected by applicable law. Off The Grid will also accommodate for disabled and pregnant employees with the advice of their health care provider. Any employee needing an accommodation should contact Human Resources. Off The Grid will not tolerate any unlawful discrimination or harassment of an employee. Any employee who violates this policy is subject to discipline up to and including discharge.

1.6 At-Will Employment

Off The Grid is an "at-will" employer. Employment is on an at-will basis, so that either the company or the employees may end employment at any time and without cause or early notice. No supervisor or other representative of the company, with exception the President, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement. Off The Grid retains the right to establish, change, and abolish its policies, practices, rules, and regulations at will and as it sees fit.



2 Company Policies

2.1 Code of Ethics

It is the policy of Off The Grid to attempt to implement effective personnel policies and to require all employees to support the organization's best interests. Off The Grid is committed to a mutually rewarding and direct relationship with its employees by:

- Monitoring and complying with applicable federal, state, and local laws and regulations concerning employee safety
- Offering training opportunities for those whose talents or needs justify the training
- Being receptive to constructive suggestions about job duties, working conditions, or personnel policies
- Establishing appropriate means for employees to discuss matters of concern with their managers or department heads.
- Represent Off The Grid in a positive and ethical manner
- Perform assigned tasks in an efficient and punctual manner
- Demonstrate a respectful, considerate, friendly, and constructive attitude toward fellow employees

2.2 Behavior of Employees

It is the policy of Off The Grid that certain rules and regulations regarding employee behavior are necessary for the benefit and safety of all employees. Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interests of Off The Grid. Behavior that interferes with work discredits Off The Grid or is offensive to customers or coworkers will not be tolerated. Such conduct will be dealt with in a fair manner and punishment will range according to offense. The following code of conduct is intended to provide guidelines for responsible behavior we expect of our employees:

- Treating all customers, visitors, and coworkers in a courteous manner.
- Reporting to management suspicious, unethical, or illegal conduct by co-workers, customers or vendors and cooperating with Off The Grid investigations
- Reporting any stealing, destroying, defacing or misusing Off The Grid property or another employee's or customer's property
- Following management's instructions concerning job-related matter and avoiding being insubordinate
- Avoiding the use of profanity or abusive language
- Serving our principles loyally and faithfully, dealing fairly and honestly with customers and others with whom we do business.

2.3 Employee discipline

At Off The Grid all employees are expected to follow all company policies. Failure in doing so will result in disciplinary actions that may vary depending on severity of offense. For first minor offense, a verbal and written warning may be given. We expect the perpetrator to admit to the crime and understand why his/her actions are punishable. Multiple time minor offenders are susceptible to punishment according to their offense. Major offenses will be directly dealt with by rather Human Resources or higher level supervisors and can include but is not limited to reduction of pay and hours, suspension, and termination.

2.4 Employee termination

Employment at the company is based on performance and behavior. All acts susceptible for termination will be investigated thoroughly. For security purposes all logins and confidential papers will be confiscated before leave. Final paycheck and transportation, if needed, will be provided during leave. Status may be terminated at any time voluntarily or involuntarily.



2.5 Company Properties

All employees are responsible when using company properties. Any stolen, damage, or missing property must be reported to Human Resources immediately. An investigation will be held to determine if disciplinary action will be necessary, including but not limited to cut in pay to pay off property damage, suspension, and termination

2.6 Dress Code Policy

It is expected that every employee at Off The Grid maintains and appropriate appearance for work. Day to day dress code is business casual. No low cut blouses, top, sweaters, etc. with plunging necklines. Offensive clothing and accessories that depict drugs, alcohol, tobacco, profanity, sexual innuendo, violence, or disrespect for the opposite sex of other cultures is not allowed. Bare midriffs are not to show, and all shirt hems must sit below waistband of bottoms. Shorts, skirts, and dresses should meet tips of fingers with the arm is extended at the sides. Shoes must be worn at all times.

During trade-shows, important meetings, and other important events for the company, employees will be required to dress in business formal attire. Males must wear button up shirts with either a tie or bowtie. Females will be expected to wear skirts, dresses, or pant suits.

Any employee who does not meet the standards of this policy will be required to take corrective action. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Any work time missed due to failure to comply with this policy will not be compensated. Multiple violations of this policy will result in disciplinary action.

3 Performance Review

3.1 Promotions

At Off The Grid we encourage all employees to seek qualifying positions. Promotions go to those whose work and qualifications exceed their current positions. Employees seeking changes in positions should discuss it with their manager or Human Resources for consideration.

3.2 Demotions

Here at Off The Grid demotions can be put into place for employees who are not yet qualified for their current positions or when employees are seeking less demanding jobs.

3.3 Salary reviews

Salary reviews will be performed every 90 days. The review will be graded by an impartial committee and will be based on the employee's performance, attendance, punctuality, initiative, interpersonal skills and the quality and quantity of work. Employees will be allowed to defend negative reviews or allegations if they are unsatisfied with results to the CEO and Company Supervisor.

4 Employment

4.1 Hiring and Outside Employments

Potential employees must partake in an interview and have proof of US Citizenship and/or right to work¹ before hiring. Off The Grid does not discriminate in respect to hiring and firing based on citizenship and immigration status². Relatives of employees must be interviewed and hired by employers outside of family.

¹ Employment Eligibility Verification (I-9) Form



If employees are involved in outside employment, it must not interfere with your job obligation to Off the Grid. All employees must sign a Non-Compete Agreement, which restricts employment with Off the Grid competitors.

After hiring, employees will partake in an Introductory Period for the first week, in which they will complete any necessary training, sign mandatory contracts, and meet co-workers and employers.

4.2 Job Descriptions

CEO: Ultimately, the CEO is the voice and face of the company, and the COO is the person the CEO turns to and says, "Make sure we do this," or "Do we do this?" or "How do we do this?" or "Can we do this?" The COO then turns to the rest of the employees and organizes and drives their performance. Implements all rules and handles all schedules and main communication from Class Advisor

COO: Manages the Accounting Department; Delegates responsibilities to members of the Accounting Department; Formulates and directs the company's overall financial plans and policies; Creates, interprets, and reports on weekly, monthly, and yearly financial reports; Determines company's operating expenses; Reconciles Bank Accounts; Manages employees in Accounts Receivable, Accounts Payable, Payroll and Bank Branch Manager.

Director of Sales, Marketing, and Advertising: Oversees the following in the Vice Presidents of Each Department: Responsible of assisting in the management, creation, and implementation of the marketing strategy for the company through a business, technical and sales perspective; Researches, creates and presents the Phantom Contract; Initiates and manages discussions and sales with other companies; Negotiates agreements concerning large company sales contracts' Oversees the company's Sales department; Analyzes sales trends and recommends aggressive sales strategies in order to maximize company profit. Develops the company's marketing objectives, (including Target market and Marketing mix, etc.); Effectively implements the company's strategic marketing plan; Researches and determines the company product and service line, Conducts weekly department meetings to distribute tasks and adjust the company's product line to maintain our competitive edge; Recognizes and reacts to industry trends to maximize profits; Creates and maintains and submits to our IT department our company's product line.

Vice President of Marketing & Advertising: Develops the company's marketing objectives, (including Target market and Marketing mix, etc.); Effectively implements the company's strategic marketing plan; Researches and determines the company product and service line, Conducts weekly department meetings to distribute tasks and adjust the company's product line to maintain our competitive edge; Recognizes and reacts to industry trends to maximize profits; Creates and maintains and submits to our IT department our company's product line. Directs the development and implementation of the company's advertising strategy through the promotion of the company's products and services via creative, attractive, and effective advertising campaign; Assists in the design of the Business Plans and Annual Report, (both written and electronic); Oversees the creation and preparation of the company sales catalogue, bi-weekly advertisements; special advertisements, trade fair ads and all sales materials; Oversees the creation of each employee's business card and name badge; oversees the creation of posters for the office and trade fair booths. Company catalog, commercial, & invoices.

Director of Human Resources: Manages the Human Resources Department: Creates, manages, and controls all personnel files; Addresses and participates in all aspects concerning personnel hiring, reprimands, and termination'; Maintains employee attendance and leave records; Establishes and monitors individual employee improvement plans; Determines payroll and withholdings; Manages the employee health insurance program; Creates and updates the Employee Manual; Monitors employee compliance of company policy; Oversees and assists in maintaining the company newsletter and company photo album.

² Immigration Reform and Control Act of 12986 (IRCA)



Director of Information Technology (CTO): Oversees the creation and maintenance of the company's web site; Supervises and gives direction to the web development team; Coordinates with Marketing Department to include all product; weekly updates to include special offers; Posts HR interest stories on web site; Creates links for our Business Partners; Configures the online shopping cart; Assists staff with computer related issues; Troubleshoots technical issues.

Administrative Assistant: Creates company reports; Oversees administrative procedures; Compiles and submits Quarterly Task reports to the Virtual Enterprise Coordinator; Schedules meetings and prepares agendas; Edits company reports; Manages the company's email; Assists in the management of the company's web orders; Maintains the company's Work Samples binder; Maintains company's communication with Business Partners and Virtual Enterprise Central. They will also assist the administrative team and advisor in all necessary tasks.

Fundraising & Event Planner: Coordinates all special company events, such as Trade Fairs, Grand Openings, Open Houses, etc.; oversees the design of our company booth along with Sales and coordinating all needs for each trade fair. They will be expected to coordinates all events, invitations, RSVP's, refreshments for each special event, all Fundraisers with ASB & outside sources. Ensures all employees participate in company events

Sales Associate: Sells company products and services via email/online and in person to potential customers; Researches and reports on new and inventive products/ services that could prove profitable for the company; assists in sales training of additional staff when necessary for Trade Fairs, Grand Opening and other events. They will be expected to stay up to date in all sales techniques and procedures and complete sales transactions online and with invoices.

Marketing & Advertising Associate: Researches and assists in the determination of the company product and service line; Assists in maintaining the company's product/service line on our web site; Conducts weekly research to locate new and innovative products/services; Makes recommendations to management to add new offering to the company's line. Ensures that word is out about our company. They are expected to decide on promotions. Assists in the implementation of the company's advertising strategy through the promotion of the company products and services via creative, attractive, and effective ad campaigns; Assists in the creation and preparation of the company sales catalogue, weekly advertisements, trade fair advertisement ads and all sales materials including order forms.

Accounts Payable/ Payroll/ Accounts Receivable/Branch Banker: Processes payment for all company expenses including payroll; Completes the monthly Accounts Payable report; Creates and processes purchase orders to restock inventory; Assists the Branch Banker in the creation of employee personal checks. Creates, manages, and processes payroll through our accounting program; Maintains hard copy files of accounting records. Accounts Receivable: Process all company invoices through our accounting program; Makes receipt of customer payments; Follows up on outstanding invoices; Creates and reports at the end of each month, the status of accounts receivable; Resolves any incorrect customer payments. Establishes and manages the company bank accounts through CA US Network Bank; In-services all employees on the use of the US Network Bank and maintenance of their personal checking and savings accounts; Creates and manages the Visitor account through US Network Bank; Electronically transfers company expenses; Processes all company and employee checks to verify clearance through US Network Bank; Communicates with the Accounting Department concerning US Network Bank processing discrepancies; Completes a weekly report, which summarizes company and employee US Network Bank discrepancies.

Human Resources Associate: Assists in the creation and maintenance of all personnel files and benefits; Assists in maintaining employee attendance and leave records, creates documents and certificates for recognition of employee performance; Assists in the creation of our Employee Manual; Assists with the creation of the monthly company newsletter.



Web Designers/Technical Assistance: Creates and maintains the company's web site; Updates web site bi-weekly to include special offers; Posts Human Resources interest stories to web site; Configures and modifies the online shopping cart to reflect current specials; Assists the Advertising Department with ads for the company web site. They will assist with editing and creating posters and images as needed from other departments and will work with the 3D and Poster Printers.

Social Media/Company Historian: Along with the advisor and administrative team, sets up and handles all social media for company representation. They are expected to take photos, videos, and notes on company news and events, keep all images organized and up to date on Google Drive, compiles video scrapbook, and assists with photographing for employee of the month and the catalog.

Booth Designer: They will work with admin and sales and marketing on developing and building physical products and displays for the company. Assist with the build of the booth and any needed items in the office. Ensures all lighting, and booth equipment is clean and in working order. Fixes and maintains company equipment. Has access to materials and tools to build.

4.3 Employment Categories

To determine eligibility for various benefits at Off the Grid, an employee is classified as regular full-time, regular part-time, temporary or staffing agency worker.

4.3.1 Regular Full-Time Employees

Regular full-time employees are those hired on a full-time basis for an indefinite or unspecified duration. Working hours at least 40 hours per week. Regular full-time employees are eligible for all Off the Grid sponsored employee benefits.

4.3.2 Regular Part-Time Employees

Regular part-time employees are those hired on a part-time basis for an indefinite or unspecified duration, regularly schedules to work less than 40 hours per week. Regular part-time employees who work at least thirty hours per week are eligible for all benefits according to regular full-time employees. Regular part-time employees who work fewer than thirty hours per week are not eligible for any Company -sponsored benefits except to the extent mandated by local, state, and/or federal law

4.3.3 Temporary Employees

Temporary employees are those employed for short-term assignments, special projects, one time needed basis, seasonal work, or any other kind of work with the understanding that such work will be completed after that short-term period of time (usually does not exceed three months). If the short-term projects were to be extended, employee's status will still remain. Changes to employee's status will only change if the employee is advised of such a change, in writing, by Human Resources.

4.3.4 Staffing Agency Workers

Staffing agency workers are those who are employed by a staffing agency but perform work for Off the Grid. They are not eligible for any Off the Grid employee benefits.

4.3.5 Independent Contractors

Independent contractors are not employees of the company.

5 Benefits

5.1 Insurance

Due to Off The Grid being a startup company, we cannot offer any insurance at this time. Off The Grid plans to look into future insurance benefits as the company grows and our headcount grows. At that time, Off The Grid



will negotiate an insurance contract that will offer affordable benefits to our employees. Once benefits are available, all eligible employees will be notified immediately and assisted in making any necessary arrangements for enrollment.

5.2 Workers Compensation Benefits³

Off The Grid provides its employees with full benefits as required under state and federal workers' compensation statutes through our workers' compensation insurer. We provide limited absolute liability for work-related injuries and illnesses for employees' common law right to sue employees for damages. If employee is injured on the job, workers' compensation insurance will provide benefits such as temporary disability, medical expenses and permanent disability award, if appropriate, based on the long-term effects of the injury.

- When sustain a work-related injury, you must immediately notify your department manager and the human resources department.
- If your injury require the attention of a doctor, you can go see your physician or the human resources department will assist you in finding a physician.
- In case of an emergency, you may go directly to the nearest hospital emergency room for treatment. \
- You must report a death or serious injury requiring more than 24 hours of hospitalization or loss or serious disfigurement of a body part to Cal/OSHA within eight hours.
- You must provide workers' compensation claim forms within one working day of receiving notice of the injury to the employee.

5.3 Disability

Off The Grid is committed to complying with all applicable provisions of the Americans with Disabilities Act⁴, the California Fair Employment, and Housing Act or other applicable state disability laws. Off The Grid does not discriminate against any employee or applicant because of such individual's disability as long as one can perform the essential functions of the job with or without accommodations.

Off The Grid will provide reasonable accommodations to a qualified individual with a disability, whom Off The Grid is aware of his or her disability and need for accommodation.

1. Accommodation will only be valid if it does not constitute an undue hardship on Off The Grid.
2. All employees with a disability who believe they need a reasonable accommodation to perform their job should contact the Human Resources department.

5.4 Vacations

The company provides paid vacations for its eligible employees during the holiday seasons according to the HBUHSD calendar⁵. Forward requests for time off in advance to Human Resources, who may approve or deny the request based on company resources. Off The Grid is flexible in approving time off when doing so would not interfere with company operations. Vacation days are granted only on a full day basis.

5.5 Parking

All Off The Grid employees must park at their designated parking space based on position title. Any employee who abuse this power will have serious consequences that will lose their parking privilege. All cars must have the mandatory Off The Grid parking sticker.

³ DWC Worker's compensation in California

⁴ Section 504

⁵ Huntington Beach Union High School Calendar School 2016 – 2017

<https://d3j3c3ahdjad7x7.cloudfront.net/TnLnzZVPZnZhLtMafDdACBjh4XmSg5v4hH5vBWya6Y97LHWc.pdf>



6 Anti-harassment/Discrimination

Off The Grid is committed to providing a workplace free of sexual or any form of unlawful harassment or discrimination in accordance to the California Fair Employment and Housing Act⁶. Off The Grid strongly disapproves of and will not tolerate harassment of employees by managers, co-workers or third parties. Similarly, Off The Grid will not tolerate harassment by its employees of non-employees with whom Off The Grid employees have a business, service or professional relationship. Off The Grid also will attempt to protect employees from harassment by non-employees in the workplace. Harassment or unlawful discrimination against individuals on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran or any other classification protected by local, state or federal laws is illegal and prohibited by Company policy. Sexual harassment includes any unwanted sexual advances, requests for sexual favors, or verbal, physical or visual conduct of a sexual nature if:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or engagement
- submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's employment or engagement
- It creates an intimidating, hostile, or offensive work environment or unreasonably interferes with an employee's or consultant's work performance

Sexual harassment can include, but is not limited to, unwelcome flirtation, verbal abuse of a sexual nature, leering, making sexual gestures, whistling, the display of derogatory or sexually suggestive posters, cartoons, drawings or objects, physical conduct such as touching or impeding movements or other physical or verbal conduct of a sexual nature.⁷

Other forms of unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, poster, or cartoons based on race, national origin, age, disability, marital status or other legally protected categories. Sexually or other harassing conduct can be by a person of either the same or opposite sex.

If you become aware of an incident of sexual or other harassment or unlawful discrimination, involving you or someone else, report any such incident promptly to the appropriate person in our Human Resources Department. Complaints of harassment will be handled and investigated under Off The Grid's complaint procedure, unless special procedures are considered appropriate. Employees are required to cooperate in any investigation. Any employee or contract worker who is found to have violated the harassment policy will be subject to appropriate disciplinary action, up to and including termination. Off The Grid prohibits any form of retaliation against employees for bringing complaints in good faith, providing information about harassment or participating in any investigation.

6.1 Complaint Procedures

Off The Grid requires the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who have experienced or observed conduct that they believe is contrary to Off The Grid's policy or who have concerns about such matters should file their complaints with their manager, the Human Resources department, or any manager of Off The Grid immediately.

All allegations of misconduct will remain confidential to the extent possible and employees shall not be exposed to retaliation as a result of lodging a complaint or participating in any workplace investigation. Individuals are not required to confront the offenders; individuals can simply report the offending conduct pursuant to this complaint procedure if preferred. Off The Grid strongly urges the prompt reporting of complaints or concerns so that immediate constructive action can be taken.

⁶ Government Code sections 12940, 12945, 12945.2

⁷ Title VII of the Civil Right Act of 1964



6.2 The Investigation

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly, thoroughly and impartially. The scope of the investigation will be determined based on the circumstances and may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Wherever possible, all investigations will be conducted to consider the privacy of and minimize suspicion toward all parties concerned. Confidentiality will be maintained throughout the process to the extent of dealing with an appropriate investigation and corrective action. Individuals who have questions or concerns about these policies should talk with the Human Resource Department.

6.3 Conflict of Interest

Employment by Off The Grid carries with it a responsibility to be constantly aware of the importance of ethical conduct. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) that may conflict with the best interests of Off The Grid.

Senior management reserves the right, however, to determine when an employee's activities represent a conflict with Off The Grid's interests and to take whatever action is necessary to resolve the situation, including terminating the employee. The list below suggests some of the types of activity that would reflect in a negative way on the employee's personal integrity or that would limit his or her ability to discharge job duties and responsibilities in an ethical manner:

- Employees may not engage in, directly or indirectly either on or off the job, any conduct which is disloyal, disruptive, competitive, or damaging to Off The Grid.
- Misusing privileged information or revealing confidential information to outsiders.
- No employee should use his or her position with Off The Grid or information acquired during employment in a manner that may create a conflict, between the employee's personal interests and those of Off The Grid.
- Off The Grid employees may not receive, administer or grant gifts to other employees unless given explicit approval from a Human Resource manager

Off The Grid recognizes and respects the individual employee's right to engage in activities outside of his or her employment that are private in nature and do not in any way conflict with or reflect poorly on Off The Grid. However, the employee must disclose any possible conflicts, such as romantic relations or household members, so that Off The Grid may assess and prevent potential conflicts of interest from arising.

7 Attendance and Vacation

All attendance will be marked and counted for each employee and be used as evidence of salary reviews.

7.1 Sick days

Situation may arise where an employee needs to take time off to address medical or other health concerns. Off The Grid requires that employees provide notification to Human Resources as soon as practicable when taking time off. Sick days are granted on unpaid basis to regular employees. Sick days may not be carried over into the next year. Abuse of this policy may result in disciplinary action.

7.2 Overtime⁸

Non-exempt employees will be paid in accordance with applicable state and federal laws for any overtime hours.

⁸ California Overtime Pay requirements



Overtime work must be approved by an employee's manager or Human Resources. Employees who work unauthorized overtime are subject to discipline, up to and including termination. When it is expected to work overtime, employees are expected to cooperate.

7.3 Meals and Breaks⁹

Employees are entitled and encouraged to take meal breaks as in accordance to state and federal laws. Off The Grid authorizes and permits employees working at least four hours in a day to take a fifteen-minute, off-duty paid rest period for lunch. Employees who work at least 5 hours get thirty minutes rest period for lunch. All resting periods are required to remain on Off The Grid premises. Any employee who believes that he or she was not provided the opportunity to take all meal rest periods authorized and permitted under this policy should inform Human Resources or another member of management immediately.

All lunch breaks will be held at the designated area inside/outside the office. All employees are expected to clean after themselves and is encouraged to recycle. Administrative Assistant is expected to be in charge of the eating areas. Snacks are permitted in the office, as long as employees are responsible for their own mess. Privileges may be terminated at any time if deemed appropriate.

7.4 Tardiness

Employees are expected to arrive on time and ready for work. An employee who arrives more than 15 minutes after their scheduled arrival time is considered tardy. The company understands that situations arise which hinder punctuality; regardless, excessive tardiness is not tolerated, and may be subject to disciplinary action.

5 Leave Policy

5.1 Family and Medical Leave

An employee may be eligible for an unpaid family and medical leave of absence under certain circumstances. Under the federal FMLA¹⁰ and CFRA¹¹, a person who has worked as an employee for Off The Grid for at least 1,250 hours for twelve months is eligible for medical leave. Up to twelve weeks of unpaid leave per year is available for the following reasons:

- Caring for their newborn child.
- Giving up a child into adoptive or foster care.
- Caring for a spouse, son, daughter, or parent who has a serious health condition.
- Caring for the employee's own serious health condition

5.2 Jury Duty

Time off will be granted to any employee who has been summoned to serve on a jury or subpoenaed to appear at trial as a witness as long as reasonable advance notice is provided to Human Resources. Off The Grid will pay up to 3 days of jury duty or witness leave after successful completion of your introductory period. An employee on jury duty is expected to report to work any day he or she is excused from jury duty.

Upon receipt of the notice to serve jury duty or appear as a witness, the employee must immediately notify his/her supervisor, as well as Human Resources. Additionally, a copy of the notice to serve jury duty or subpoena must be attached to the employee's time sheet for attendance purposes.

⁹ California Meals and Breaks in accordance to Supreme Court in *Brinker*

¹⁰ Family and Medical Leave Act

¹¹ California Family Right Acts



5.3 Bereavement

In the unfortunate event of a death in the immediate family, Off The Grid will pay up to 3 days without utilizing any accrued PTO. This policy is granted to all full-time employees upon start. For this purpose, immediate family is defined as spouse, domestic partner, child or stepchild (including child or a domestic partner), parents (including in laws and parents of a domestic partner), step-parents, siblings, step-siblings, grandparents or grandchildren. The 3 days are taken off within a reasonable time of the day of the death or day of the funeral.

An employee who requires time off due to the death of an immediate family member must notify their manager immediately. Upon returning to work, the employee must record their absence as a Bereavement Leave on his/her timesheet.

6 Electronics and Social Media

6.1 Camera and Videotaping Use

While Off The Grid does not wish to reasonably constrain the use of such devices, Off The Grid has more fundamental responsibility to ensure that they are used in a reasonable manner and to ensure the integrity of proprietary information.

The use of such devices in Off The Grid may be an invasion of employees' personal privacy, and could potentially breach confidentiality of Off The Grid's protected information. Therefore, the use of cameras within Off The Grid facilities is prohibited without prior permission of management. Under no circumstances are camera-equipped devices allowed to be taken into any company restrooms.

Designated times and place for phone use

Any personal phone calls during the work hours, regardless of the phones use, is distracting to employees and their productivity. Off The Grid asks that employees refrain from making personal calls during work hours, and only make them during breaks and meal periods. Please ensure that family and friends are aware of this policy. Cell phones are to be turned off or set on silent or vibrate mode during meetings, conferences, and in other locations where incoming calls may disrupt normal workflow.

6.2 Social Media Usage/Professional Behavior

Off The Grid employees are expected to represent Off The Grid in a professional manner and not damage our reputation if they use social media or participate in a blog, even if participation occurs on the employee's own time at home. Defaming off the Grid through social media is subject to disciplinary action up to and including termination.

Always be professional with what you say and be courteous to Off The Grid and its employees. Be honest and accurate when posting information or new, and if there is a mistake, quickly correct it. Only express your personal opinions, and make it clear that you are not a spokesperson of Off The Grid and are not speaking on behalf of Off The Grid. Private or confidential information is not to be talked about on social media. Discriminatory or harassing remarks and threats of violence are not tolerated. Refrain from using social media during work hours or on equipment that Off The Grid provides, unless authorized by your manager. Do not use Off The Grid email addresses to register on social media or any other tools utilized for personal use.

6.3 Email Use

All email communications and data that is stored on company equipment belongs to Off The Grid. Authorized staff have the right to access any material in employee email or computer at any given time.



Employees in certain job positions or with a demonstrated business need may connect Off The Grid email to personal smartphones or tablet computers. Exempt employees with a business need will be granted access by IT. Any non-exempt position will require approval by their Department Head prior to being allowed access. All personal devices MUST be protected with a password to prevent unauthorized access to Off The Grid email. Off The Grid reserves the right to disable that access at any time. Employees should be aware that deletion of any email messages or files will not truly eliminate those messages from the system. Back-up copies of all incoming and outgoing email transmissions are maintained for a period of no less than 3 years in a secure archive on our network.

Employees are prohibited from using personal email accounts for conducting Off The Grid business. Off The Grid email is not to be used for the creation or distribution of any offensive or disruptive messages. Employees who receive any emails with this content are to report the matter to their supervisor immediately.

7 Employee Safety

7.1 Drug and alcohol free environment¹²

It is Off The Grid's policy to maintain a workplace that is free from the effects of drugs and alcohol abuse. Manufacturing, distribution, dispensation, possession (without a valid prescription), or use of any illegal drug, alcohol, or controlled substance while on Off The Grid premises is prohibited. Such activities violate Off The Grid rules, jeopardize Off The Grid, and can create unsafe situations or interfere with job performance. Violation of this policy will lead to disciplinary action, up to and including termination.

Employees who are experiencing problems that are work-related or personal due to drug, narcotic, or alcohol abuse or dependency may request, or be required to seek, counseling help. Employees may be granted leave of absence to undertake rehabilitation treatment in that case of abusing drugs and/or alcohol.

7.2 Reasonable suspicion testing

Supervisors can mandate reasonable suspicion testing if they observe behavior or appearance of employees who seem to be under the influence or impaired by drugs and/or alcohol. Supervisors who make these observations may not conduct alcohol or drug tests. Tests must be conducted immediately after the determination to test is made. If the alcohol test is not conducted within 2 hours, there must be a valid reason; if it's not conducted within 8 hours, the test is discontinued. Written documentation of observations is required within 24 hours.

7.3 Safe and Clean Workplace

It is the policy of Off The Grid to comply with all federal, state, and local health and safety regulations and to provide a work environment as free as practicable from recognized hazards. All employees at Off The Grid are expected to comply with all safety and health requirements whether established by Off The Grid or by federal, state, or local law. Managers are responsible for making sure that employees under their supervision understand and comply with all Off The Grid safety rules, regulations, and procedures.

Work areas must be kept clean and orderly at all times. Employees are responsible for maintaining their work areas. The use of space heaters, air conditioners, and/or small, personal appliances are prohibited within your individual workspace. Off The Grid will attempt to maintain the temperature, lighting, and noise level of all its facilities at a level that is comfortable for employees. All employees are expected to keep the area clean of food and pests before closing.

7.4 Weapon free

To ensure that Off The Grid maintains a workplace that is safe and free of violence for all employees, the possession or use of dangerous weapons on company property (company-owned or leased buildings and

¹² Federal and California Drug-Free Workplace Act



surrounding areas) is strictly prohibited. This policy applies to every single Off The Grid employee. A license to carry the weapon on company property does not rule over company policy. Violation of this policy will be subject to disciplinary action, up to and including termination. "Dangerous weapons" include firearms, explosives, knives, and any other weapons that can cause harm or may be considered dangerous.

Off The Grid reserves that right at any time and at its discretion to search vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering its property. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline, up to and including termination.

7.5 Emergency Procedures (Evacuation Maps and Policies)

This policy is to provide general guidance during an accident/injury of personnel, or other building emergencies. In the event of an emergency, call 911 immediately.

7.5.1 Earthquakes

Drop, take cover, and hold on until the shaking stops and it's safe to move. Do not run outside or towards a doorway. If you're in a hallway, drop near an interior wall away from windows and cover the back of your head with your arms. Once the shaking stops, do not use elevators and it is advised that you do not use telephones. Evacuate the building, leaving no one behind and closing all doors.

7.5.2 Fire

Employees are required to leave the building immediately via the exit nearest to their work area. Upon the discovery of a fire or smoke, sound the nearest fire alarm. If the fire is in its early stages, use the nearest extinguisher. Only attempt to extinguish a fire if it presents no risk to your health or safety. There will be annual fire drills to ensure that all staff is trained on how to follow evacuation procedures.

7.5.3 Terrorist Attacks

Remain calm and look out for each other. Follow the advice of local emergency officials, and listen to the radio for news and instructions. Check for injuries and give first aid to those who are seriously injured. Check for damage using a flashlight. Check for fires and hazards. Sniff for gas leaks and if a leak is suspected, open windows and evacuate quickly.

7.5.4 Workplace Violence

Employees are to immediately report the facts and circumstances of said incident to their supervisor upon becoming aware of any workplace violence. If an injury occurs, it should be immediately reported to police and medical assistance in addition to notifying the supervisor. The supervisor is to immediately conduct a preliminary inquiry into facts and circumstances of the incident and make a prompt report to the department head.



Employee Acknowledgment

I acknowledge that I have received a copy of Off The Grid's Employee Handbook, and I understand that it contains important information on Off The Grid's general personnel policies and on my privileges and obligations as an employee. I will read the Handbook, and I understand that I am governed by its contents. I understand that Off The Grid may change, rescind, or add to any policies, benefits or practices described in the Handbook from time to time in its sole discretion, with or without notice. I understand that the statements in the Handbook are guidelines only and not intended to create any contractual or other legal obligations, express or implied.

I agree and understand that Off The Grid and I have the right to terminate my employment at any time, with or without advance notice and for any reason or no reason. This at-will employment relationship can be modified only in writing signed by the CEO of Company. I acknowledge that no statements or representations regarding my employment can alter this policy. Finally, I understand and agree that this Acknowledgment contains a full and complete statement of the agreements and understandings that it recites, that no one has made any promises or commitments to me contrary to the foregoing, and that this Acknowledgment supersedes all previous agreements, whether written or oral, express or implied, relating to the subjects covered in this Acknowledgment.

ACCEPTED AND AGREED:

Dated

Employee Signature

Employee Name (Printed)