

# Employee Handbook



THE POLICIES AND PROCEDURES SET FORTH IN THIS EMPLOYEE HANDBOOK ARE NOT A BINDING EMPLOYMENT CONTRACT. THIS HANDBOOK PROVIDES GENERAL GUIDELINES ONLY AND NONE OF ITS PROVISIONS ARE CONTRACTUAL IN NATURE. ALL EMPLOYMENT WITH JOWDY PHOTOGRAPHY IS “AT WILL,” MEANING THAT EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT NOTICE, FOR ANY REASON OR NO REASON, BY EITHER JOWDY PHOTOGRAPHY OR THE EMPLOYEE.

THIS HANDBOOK IS NOT A CONTRACT GUARANTEEING EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME. EITHER JOWDY PHOTOGRAPHY OR THE EMPLOYEE MAY END THIS RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE, NOTICE OR REASON. NO MANAGER, SUPERVISOR OR REPRESENTATIVE OTHER THAN JOWDY PHOTOGRAPHY’S PRESIDENT OR A DIRECTOR HAS THE AUTHORITY TO ENTER INTO ANY AGREEMENT GUARANTEEING EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME OR TO MAKE ANY WRITTEN OR ORAL PROMISES, AGREEMENTS OR COMMITMENTS CONTRARY TO THIS POLICY. FURTHER, ANY EMPLOYMENT AGREEMENT ENTERED INTO BY THE PRESIDENT, DIRECTOR, OR CORPORATE OFFICE MANAGER SHALL NOT BE ENFORCEABLE UNLESS IT IS IN WRITING.

THIS HANDBOOK REPLACES AND SUPERCEDES ALL EARLIER JOWDY PHOTOGRAPHY PERSONNEL PRACTICES, POLICIES AND GUIDELINES.

## Contents

Contents.....	3
Welcome .....	4
Introduction & Description of Company.....	5
Confidentiality Agreement.....	5
Conflict of Interest .....	5
Anti Discrimination & Harassment .....	6
Employment at Will .....	9
Work Schedule & Compensation.....	9
Conduct Standards.....	12
Leave .....	19
General Employment .....	21
Safety & Emergency.....	24
Corporate Communications & Technology.....	25
Employee Benefits .....	26
Vacation & Holidays.....	27
Contact Information:.....	29
Acknowledgement of receipt and understanding .....	30

## Welcome

Welcome to Jowdy Photography!

Dear Employee:

You and Jowdy Photography have made an important decision: The Company has decided you can contribute to our success, and you've decided that Jowdy Photography is the organization where you can pursue your career productively and enjoyably.

We believe we've each made the right decision, one that will result in a profitable relationship. The minute you start working here, you become an integral part of Jowdy Photography and its future. Every job in our Company is important, and you will play a key role in the continued growth of our Company.

As you will quickly discover, our success is based on delivering high quality products and providing unsurpassed customer service. How do we do it? By working very hard, thinking about our customers' needs, and doing whatever it takes. We do it by treating each other and our customers with respect. We do it by acting as a team.

Should you have any questions concerning this handbook, your employment or benefits, please feel free to discuss them with your supervisor or manager.

Again, Welcome!

A handwritten signature in black ink, appearing to read 'Jeff Jowdy', with a stylized, cursive script.

Jeff Jowdy,  
President and CEO

## **Introduction & Description of Company**

What makes a Company great is a desire to be great. At Jowdy Photography we have a passion for the art and to exceed our customer's expectations. For 30 years Jowdy Photography has provided a wide range of photography services to our clients all over the country. We are vigilant about new technologies and ways to use it, old-fashioned about the service we provide our customers and possess a creative hunger to provide the best memory. Our goal is to push the leading edge of photography, taking on huge challenges to do what others cannot do and what others do, do better. We are the market leader for onsite printing, with the latest equipment and specialty software. In our quest to be the best we want to work with the best. Most would consider themselves lucky to possess a portfolio such as ours. However, we believe that luck is when preparation meets opportunity. Jowdy Photography is prepared for this opportunity. Furthermore, we have an untiring commitment to delivering professional quality and old fashioned service to improve the experience for everyone.

## **Confidentiality Agreement**

Information that pertains to Jowdy Photography's business, including all nonpublic information concerning the Company, its vendors and suppliers, is strictly confidential and must not be given to people who are not employed by Jowdy Photography.

Please help protect confidential information - which may include, for example, trade secrets, customer lists and Company financial information - by taking the following precautionary measures:

- 1 Discuss work matters only with other Jowdy Photography employees who have a specific business reason to know or have access to such information.
- 2 Do not discuss work matters in public places.
- 3 Monitor and supervise visitors to Jowdy Photography to insure that they do not have access to Company information.
- 4 Destroy hard copies of documents containing confidential information that is not filed or archived.
- 5 Secure confidential information in desk drawers and cabinets at the end of every business day.

Your cooperation is particularly important because of our obligation to protect the security of our clients' and our own confidential information. Use your own sound judgment and good common sense, but if at any time you are uncertain as to whether you can properly divulge information or answer questions, please consult a Jowdy Photography officer.

## **Conflict of Interest**

Employees must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of Jowdy Photography. You must avoid any situation in which your loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

Examples of potential conflict situations include:

- 1 Having a financial interest in any business transaction with Jowdy Photography
- 2 Owning or having a significant financial interest in, or other relationship with, a Jowdy Photography competitor, customer or supplier,
- 3 Accepting gifts, entertainment or other benefit of more than a nominal value from a Jowdy Photography competitor, customer or supplier or,
- 4 Soliciting personal gain or partaking in personal Company related business while on Company time

Anyone with a conflict of interest must disclose it to management and remove themselves from negotiations, deliberations or votes involving the conflict. You may, however, state your position and answer questions when your knowledge may be of assistance to Jowdy Photography.

## **Anti Discrimination & Harassment**

### **Equal Opportunity Policy**

Jowdy Photography provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. Such equal consideration applies to all personnel actions, including but not limited to recruitment, selection, appointment, job assignment, training, transfer, promotion, merit increases, demotion, termination, pay rates and fringe benefits. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

Jowdy Photography assures that all applicants for employment and all Jowdy Photography employees are given equal consideration based solely on job-related factors, such as qualifications, experience, performance and availability. Such equal consideration applies to all personnel actions, including but not limited to recruitment, selection, appointment, job assignment, training, transfer, promotion, merit increases, demotion, termination, pay rates and benefits. Jowdy Photography reviews, evaluates and monitors all personnel matters to ensure that they are in accordance with this policy.

Jowdy Photography distributes information regarding equal employment opportunity through the employee handbook, new employee orientation materials, training materials, staff meetings, and various publications. EEO-related complaints may be made to Jowdy Photography's President or Corporate Office Manager.

### **Policy Prohibiting Discrimination and Harassment**

Jowdy Photography strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy.

Jowdy Photography takes seriously and will investigate promptly and thoroughly all charges of alleged discrimination in employment, and inform Jowdy Photography employees of their rights in regard to equal employment.

This policy applies to all phases of employment, including but not limited to recruiting, testing,

hiring, promoting, demoting, transferring, laying off, terminating, paying, granting benefits and training.

Jowdy Photography requires its personnel to act in conformity with the principles outlined in this policy through strict adherence to the above statements and recognizes that the effective application of equal opportunity in employment must involve more than a non-discriminatory policy statement. Jowdy Photography recruits, hires, trains and promotes into all job levels the most qualified persons without regard to race, color, religion, sex, national origin, age, or disability status. Jowdy Photography takes positive steps to eliminate any discrimination from its personnel practices, and creates an environment that encourages equal opportunity for all of its employees.

### **Prohibited Behavior**

Jowdy Photography does not and will not tolerate any type of harassment of our employees, applicants for employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, national origin, age, disability, marital status, military status or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- is made an explicit or implicit condition of employment
- is used as the basis for employment decisions
- unreasonably interferes with an individual's work performance, or
- creates an intimidating, hostile or offensive working environment.

The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment.

Specifically, it includes sexual behavior such as:

- repeated sexual flirtations, advances or propositions
- continued and repeated verbal abuse of a sexual nature,
- sexually related comments and joking, graphic or
- degrading comments about an employee's appearance
- or displaying sexually suggestive objects or pictures
- including cartoons and vulgar email messages, and
- any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by nonemployees conducting business with the Company, regardless of gender or sexual orientation.

### **Harassment by Non-Employees**

Jowdy Photography will also endeavor to protect employees, to the extent possible, from reported harassment by nonemployees in the workplace, including customers, clients and suppliers.

### **Complaint Procedure and Investigation**

Any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to their manager or supervisor with copy to Tom Abrahamson. If that person is not available, or you believe it would be inappropriate to contact that person, contact the Director of Operations or the President.

Jowdy Photography will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal. At the same time employees have an obligation to cooperate with Jowdy Photography in enforcing this policy and investigating and remedying complaints.

Any employee who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise Tom Abrahamson or any other appropriate member of management.

Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, which may include termination.

### **Retaliation**

Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint.

In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

### **Training**

Jowdy Photography will establish proper training for all employees concerning their rights to be free from sexual harassment and other discrimination and steps they can take to stop it.



## **Employment at Will**

Unless expressly proscribed by statute or contract, your employment is "at will." All Jowdy Photography employees are at will, which means they may be terminated at any time and for any reason, with or without advance notice. Employees are also free to quit at any time. Any employment relationship other than at will must be set out in writing and approved.

## **Work Schedule & Compensation**

### **Attendance & Punctuality**

Every employee is expected to attend work regularly and report to work on time.

If you are unable to report to work on time for any reason, telephone your supervisor as far in advance as possible. If you do not call in an absence in advance, it will be considered unexcused.

Unsatisfactory attendance, including reporting late or leaving early, may be cause for disciplinary action, up to and including discharge.

Jowdy Photography expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. All employees should regard coming to work on time, working their shift as scheduled and leaving at the scheduled time as essential functions of their jobs, i.e., good attendance habits are an integral part of every employee's job description.

Among other things, "good attendance habits" include the following:

- Appearing for work no earlier than 15 minutes from the scheduled start of the shift
- Being at the work station prepared and ready at the designated start time
- Remaining at the work station unless requested to report elsewhere
- Adhering to all break policies
- Remaining at work during the entire shift, unless excused by a supervisor or manager
- Leaving promptly at the end of the shift unless requested to work extended hours
- Notifying management of tardiness or absenteeism
- Maintaining contact information in the event of unplanned schedule changes

### **Providing Notice of Absence or Tardiness**

Under some circumstances, an employee's absence or tardiness may be excused with proper notice. Jowdy Photography needs advance notice of attendance problems so that other arrangements can be made to cover an employee's absence if necessary. "Proper notice" means that the employee will notify their manager 4 hours prior to the start of the employee's shift for an absence and 15 minutes' prior if tardiness is expected. Verifiable emergencies making it impossible to do so will be evaluated on a case by case basis.

It is not sufficient to call in and leave a message with a co-worker. If you fail to give proper notice of attendance problems in advance as explained in this policy, you may be subject to disciplinary action, up to and possibly including discharge.

If you are absent without notice for two days in a row, you will be considered to have abandoned your job and Jowdy Photography will process your work separation as a voluntary resignation on your part.

### **Time Records**

All non-exempt employees must keep accurate time records by completing timesheets or punching an online time clock when entering or leaving the property, including coming and going during lunch periods. Employees are expected to utilize Company equipment to record time tracking. Personal web enabled cellular devices must be approved in advance and used only in instances that internet may not be available. Tampering with, falsifying or altering time cards or punching another employee's time card will result in disciplinary action, up to and including discharge. Failing to record work time may also result in disciplinary action.

For payroll purposes, time is rounded to the nearest 5 minutes of an hour for time not captured by electronic means.

### **Work Hours**

The normal work week is Monday through Sunday. Scheduled days and times are dependent upon on the needs of the venue as well as ensuring adequate coverage to maintain workflow. Your manager may establish alternative hours.

### **Breaks**

Employee breaks are at the discretion of the manager on duty and are based on staff coverage and the current business needs. Breaks typically are timed for no longer than 5 to 10 minutes and are compensable.

There is no guarantee of receiving breaks during an employee's shift. It is the goal of Jowdy Photography to provide breaks whenever possible.

### **Meal Periods**

Employees are entitled to a 30-minute meal period during each work period lasting 6 hours or longer. Meal periods may be scheduled at staggered times to allow department coverage. There is no guarantee of receiving a meal period during an employee's shift. Meal periods are generally considered as part of the daily schedule and factored into the weekly allotment of employee hours. Meal periods are not compensable.

### **Deductions**

Certain deductions will be made in accordance with federal and state laws. Deductions are determined by use of the W4 form. The W4 is completed during the hiring process but can be

resubmitted if changes to tax withholding are requested.

### **Overtime**

Because of the nature of work, employees may be asked to work overtime on weekends or holidays or additional hours during the regular workday and are expected to comply with such requests.

Overtime compensation is paid to all nonexempt employees at 1½ times their straight time rate for all hours (including partial hours) worked in excess of 40 hours per work week.

Nonexempt employees must receive authorization from their manager before working overtime. If you have worked overtime, you must enter it on a timesheet by the day after it is accrued. When utilizing the standard electronic time tracking process, the program will account for overtime and no further action is required.

Overtime pay is based on actual hours worked. Time taken for lunch or dinner is not included as time worked for purposes of computing overtime. Time off on holidays, sick leave, vacation leave, personal leave, training seminars or any leave of absence will not be factored in as hours worked when calculating overtime.

### **Pay Schedule**

Employees will be paid on the 15<sup>th</sup> and last day of each month. If the regular payday falls on a holiday or weekend, payday will be the last weekday before the holiday or weekend.

A workweek is defined as Monday through Sunday

A few additional facts about pay:

- You will be paid your first period's wages in accordance with the regularly scheduled pay date.
- A beginning date in the middle of a pay period will result in prorated pay on the first check received.
- A beginning date on the start of a pay period will result in full period pay received on the following regularly scheduled pay date.
- Any overtime earnings will be paid on the regularly scheduled pay date
- If a paycheck is lost or stolen, notify the Corporate Office immediately.

Direct deposit of earnings is offered and recommended.

Paychecks will be mailed to the employee's address of record from the corporate office, one business day prior to the scheduled pay date.

*Example: Pay period is Friday August 11<sup>th</sup> through Friday August 25<sup>th</sup>; payday falls on Thursday August 31<sup>st</sup>; paycheck is mailed Wednesday August 30<sup>th</sup>.*

## **Outside Employment**

Because of Jowdy Photography's obligations to its customers, the Company must be aware of any concurrent employment you may have to determine whether or not it presents a potential conflict.

Serving on any public or government board or commission qualifies as employment for purposes of this policy, regardless of whether such service is compensated.

Before beginning or continuing outside employment, employees are required to complete a Dual Employment Form detailing the involvement with the other employer and to obtain the written approval of their managers and/or corporate office. Failing to obtain prior approval as described may be cause for disciplinary action, up to and including termination. Employees who are on leave of absence, including FMLA leave or Workers' Compensation leave are prohibited from having outside employment during their leave.

## **Performance Evaluations**

Supervisors and employees are strongly encouraged to discuss job performance and goals informally at any time.

Additional formal performance reviews will be conducted to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. These formal reviews are typically conducted during the third quarter of the calendar year.

## **Conduct Standards**

### **Company Equipment**

When using Jowdy Photography property, including computer equipment or hardware, exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Notify your supervisor if any equipment or machines appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Should you have questions about the maintenance and care of any workplace equipment, ask your manager or supervisor.

If you use or operate equipment improperly, carelessly, negligently or unsafely, you may be disciplined or even discharged. In addition, you may be held financially responsible for any loss to Jowdy Photography because of such mistreatment.

### **Company Property**

Please keep your work area neat and clean and use normal care in handling Company property. Report any broken or damaged equipment to your manager at once so that proper repairs can be made.

You may not use any Company property for personal purposes or remove any Company property

from the premises without prior written permission from the President or a Director of the Company.

### **Conduct Standards & Discipline**

Jowdy Photography expects every employee to adhere to the highest standards of job performance and of personal conduct, including individual involvement with Company personnel and outside business contacts.

The Company reserves the right to discipline or discharge any employee for violating any Company policy, practice or rule of conduct. The following list is intended to give you notice of our expectations and standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action. Be aware that Jowdy Photography retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case.

Employees may be disciplined or terminated for poor job performance, including, but not limited to the following:

- unsatisfactory quality or quantity of work
- repeated unexcused absences or tardiness
- failing to follow instructions or Company procedures
- failing to follow established safety regulations
- failure to follow customer service standards

Employees may also be disciplined or terminated for misconduct, including, but not limited to the following:

- falsifying an employment application or any other Company records or documents
- failing to record working time accurately or recording a co-worker's timesheet
- insubordination or other refusal to perform
- using vulgar, profane or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination
- disorderly conduct, fighting or other acts of violence
- misusing, destroying or stealing Company property or another person's property
- possessing, entering with or using weapons on Company property
- possessing, selling, using or reporting to work with alcohol, controlled substances or illegal drugs present in the employee's system, on Company property or on Company time
- violating conflict of interest rules
- disclosing or using confidential or proprietary information without authorization
- violating the Company's computer or software use policies, and
- being convicted of a crime that indicates unfitness for a job or presents a threat to the Company or its employees in any way.

### **Dating In the Work Place**

Supervisors and employees under their supervision are strongly discouraged from forming romantic or sexual relationships. Such relationships can create the impression of impropriety in

terms and conditions of employment and can interfere with productivity and the overall work environment.

If you are unsure of the appropriateness of an interaction with another employee of the Company, contact Tom Abrahamson for guidance. If you are encouraged or pressured to become involved with a customer or employee in a way that makes you feel uncomfortable and is unwelcome, you should also notify Tom Abrahamson immediately. No customer or employee of this Company has the right to subject any employee to sexual or other unlawful harassment, including requests for sexual favors, sexual advances, offensive touching, and any other unwanted verbal, graphic, conduct or communications of a sexual nature.

You should also be aware of, and are expected to comply with, Jowdy Photography's policy against sexual and other forms of illegal harassment in the workplace.

Appropriate action, which may include a transfer or reassignment, leave of absence, suspension or termination, will be taken against those who violate this policy.

### **Dress Policy**

Our employees are expected to maintain and project a professional image to the general public and our clients. Attire that is neat, clean, pressed, and coordinated will meet our requirement that our employees "Look Sharp". Employees of Jowdy Photography are expected to use good judgment in their dress and appearance.

Specific standards may be required based on location.

The management staff reserves the right to interpret this policy.

The Dress Code/Personal Appearance Policy may be provided in a separate document and details common expectations as well as location specific requirements that override general corporate standards.

### **Drug and Alcohol Policy**

Jowdy Photography strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers' and customers' confidence in our Company.

### **Alcohol**

Employees are prohibited from using or being under the influence of alcohol while performing Company business for Jowdy Photography, while operating a motor vehicle in the course of business or for any job-related purpose, or while on Company premises or a worksite.

### **Illegal Drugs**

Jowdy Photography employees are prohibited from using or being under the influence of illegal drugs while performing Company business or while on a Company facility or worksite. You may

not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in Jowdy Photography facilities, while operating a motor vehicle for any job-related purpose or while on the job, or while performing Company business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

### **Disciplinary Action**

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

### **Searches**

Jowdy Photography may conduct searches for illegal drugs or alcohol on Company facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any Jowdy Photography property that is provided for employees' personal use, such as desks, lockers, and files.

An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

### **Drug Testing**

Jowdy Photography may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

### **Ethical and Legal Business Practices**

Jowdy Photography expects the highest standard of ethical conduct and fair dealing from each employee, officer, director, volunteer and all others associated with the Company. Our reputation is a valuable asset, and we must continually earn the trust, confidence and respect of our suppliers, our members, our customers and our community.

This policy provides general guidance on the ethical principles that we all must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment, and be sensitive to others' perceptions and interpretations.

If you have any questions about this policy, consult your supervisor or manager. Exceptions to this policy may be made only by Jeff Jowdy, President and CEO.

You are expected to promptly disclose to the management of the Company anything that may

violate this policy. We will not tolerate retaliation or retribution against anyone who brings violations to management's attention.

### **Complying with Laws and Regulations**

All our activities are to be conducted in compliance with the letter and spirit of all laws and regulations. You are charged with the responsibility of understanding the applicable laws, recognizing potential dangers and knowing when to seek legal advice.

### **Giving and Receiving Gifts**

You may not give or receive money or any gift to or from a supplier, government official or other organization. Exceptions may be made for gifts that are customary and lawful, are of nominal value and are authorized in advance.

You may accept meals and refreshments if they are infrequent, are of nominal value and are in connection with business discussions.

If you do receive a gift or other benefit of more than nominal value, report it promptly to a member of management. The determination on how to handle such a gift will be on a case by case basis.

### **Employee Privacy and Other Confidential Information**

Jowdy Photography collects only personal information about employees that relates to their employment. Only people with a business-related need to know are given access to this information, and Jeff Jowdy must authorize any release of the information to others. Personal information, other than that required to verify employment or to satisfy legitimate investigatory or legal requirements, will be released outside the Company only with employee approval.

If you have access to any confidential information, including private employee information, you are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated.

### **Accounting and Financial Reports**

Jowdy Photography's financial statements and all books and records on which they are based must accurately reflect the Company's transactions. All disbursements and receipts must be properly authorized and recorded.

You must record and report financial information accurately. Reimbursable business expenses must be reasonable, accurately reported and supported by receipts.

Those responsible for handling or disbursing funds must assure that all transactions are executed as authorized and recorded to permit financial statements in accord with Generally Accepted Accounting Principles.



### **Account and Customer Information**

Employees are prohibited from distributing account, client, and/or customer information to anyone, in any form, except the named account holder, client or customer.

### **Compliance**

Employees who fail to comply with this policy will be disciplined, which may include a demand for reimbursement of any losses or damages, termination of employment and referral for criminal prosecution. Action appropriate to the circumstances will also be taken against supervisors or others who fail to report a violation or withhold relevant information concerning a violation of this policy.

### **Grievances**

Employees are encouraged to bring concerns, problems and grievances to management's attention. You are also obligated to report any wrongdoing of which you become aware to your manager or, if the situation warrants, to any Jowdy Photography officer.

### **Progressive Discipline**

Jowdy Photography retains the discretion to discipline its employees. Oral and written warnings and progressive discipline up to and including discharge may be administered as appropriate under the circumstances.

Please note that Jowdy Photography reserves the right to terminate any employee whose conduct merits immediate dismissal without resorting to any aspect of the progressive discipline process.

### **Smoking Policy**

Smoking is prohibited inside Jowdy Photography facilities, although the Company may designate a smoking area by posting signs if there is adequate ventilation and physical barriers to ensure that nonsmokers are not subject to smoke byproducts.

All employees, clients and other visitors are expected to comply with this policy, and employees who violate it may be disciplined.

Should you have a question, complaint or dispute about smoking in the workplace, contact your Manager or Supervisor.

Employees at locations in which Jowdy Photography is a third party are expected to follow guidelines set forth by the entity to which we report.

### **Cell Phone / Mobile Device Usage**

The usage of personal mobile devices (includes cell phones, iPods, tablets, MP3 players) is prohibited during working hours, unless authorized by a supervisor or manager or in case of emergency. This includes calls and texting.

## **Internet Usage**

The usage of the internet other than for direct Company business is prohibited during working hours. This is intended to encompass social media and entertainment sites. Email via the web and support sites are allowable assuming there is a direct relation to work activities.

## **Workplace Solicitation**

To promote a professional and collegial workplace, prevent disruptions in business or interference with work, and avoid personal inconvenience, Jowdy Photography has adopted rules about soliciting for any cause and distributing literature of any kind in the workplace.

Employees may not solicit on Jowdy Photography property or use Company facilities, such as e-mail, voicemail or bulletin boards during working time for solicitation. This policy applies to collecting funds, requesting contributions, selling merchandise, gathering employee signatures and promoting membership in clubs or organizations.

Working time means time during which employees are expected to be actively engaged in their assigned work; it does not include scheduled meal or break periods.

Jowdy Photography may grant limited exemptions from these rules for charitable purposes at its discretion.

## **Zero Tolerance for Workplace Violence**

Jowdy Photography has a zero-tolerance policy concerning threats, intimidation and violence of any kind in the workplace either committed by or directed to our employees. Employees who engage in such conduct will be disciplined, up to and including immediate termination of employment.

Employees are not permitted to bring weapons of any kind onto Company premises or to Company functions. Any employee who is suspected of possessing a weapon will be subject to a search at the Company's discretion. Such searches may include, but not be limited to, the employee's personal effects, desk and workspace.

If an employee feels he or she has been subjected to threats or threatening conduct by a coworker, vendor or customer, the employee should notify his or her supervisor or another member of management immediately. Employees will not be penalized for reporting concerns.

## **Leave**

### **Family Medical Leave (FMLA)**

You are eligible for family and medical leave if you have worked for Jowdy Photography for at least 12 months and have put in at least 1,250 hours during the 12-month period before the leave is to begin.

### **Reasons for the Leave**

You are entitled to take up to 12 work weeks of unpaid leave:

- to attend to the birth, adoption or foster care placement of your child
- to attend to the serious health condition of your child, spouse or parent, or
- to receive care for your own serious health condition.

A serious health condition means an illness, injury, impairment, or physical or mental condition during which you are incapable of working that involves either:

- treatment requiring inpatient care in a hospital, hospice or residential care facility, or
- continuing treatment by a health care provider for a condition that lasts more than three consecutive days, or for pregnancy or prenatal care or for a chronic health condition which continues over an extended period of time, requires periodic visits to a health care provider and may involve occasional episodes of incapacity, such as serious asthma or diabetes.

It also includes a permanent or long-term condition such as Alzheimer's, a severe stroke and terminal cancer. In addition, leave may be used to cover absences due to multiple treatments for restorative surgery or for a condition which would likely make you incapable of working for more than three days if not treated, such as chemotherapy or radiation treatments for cancer.

### **Substituting Paid Leave**

You must substitute accrued vacation or personal leave time for family and medical leave. And if the request for leave is due to your own serious health condition, you must first exhaust all accrued sick leave time. Any accrued vacation or personal leave time will then be used. Your total FMLA leave time, which may include paid vacation and sick time, may not exceed 12 weeks. The Company has the right to designate such leaves as running concurrently with FMLA leave.

### **Types of Leave**

Leave due to the birth or placement of a child in your home for adoption or foster care must be taken in one continuous 12-week segment and must be taken within 12 months of the birth or placement of the child. You may take leave due to your own or a family member's serious health condition in:

- one continuous 12-week segment
- an intermittent schedule, such as one day off each week, or
- a reduced schedule, such as beginning two hours late, twice a week.

### **Notice of Leave**

If your need for leave is foreseeable, you must give 30 days' prior notice if possible. If you do not give such notice, the leave may be delayed for up to 30 days.

If your need for leave is due to a planned medical treatment, make every attempt to schedule the treatment so as not to unduly disrupt the work of your department. If your need for leave is not foreseeable, you must request it as soon as practicable, no later than two business days after the need for leave arises.

### **Medical Certification**

If leave is requested due to your own or a family member's serious health condition, you must provide medical certification from an appropriate health care provider. The medical certification must include the date on which the condition began and its probable duration. You may be denied leave if you do not provide satisfactory certification. Jowdy Photography may also require a second opinion or third opinion regarding certification of a serious health condition, at our expense.

### **Outside Employment**

You may not work for outside employers while on family and medical leave with Jowdy Photography.

### **Returning to Work**

If your leave is due to your own medical condition, you are required to provide medical certification that you are able to resume work before returning. Both you and your health care provider must complete a Return to Work Medical Certification.

Upon returning to work, you will ordinarily be entitled to be restored to your former position or to an equivalent position with the same employment benefits and pay if possible. If you do not return to work at the end of the leave and do not notify Jowdy Photography of your status, you may be terminated.

### **Benefits During Leave**

Taking family and medical leave will not cause you to lose any employment benefits accrued prior to the first day of leave. The leave period will be treated as continued service for purposes of determining vesting and eligibility to participate in any retirement plan in effect. However, employees on FMLA leave normally will not accrue any other additional benefits during the leave period, unless it is paid leave under which benefits would otherwise accrue.

### **Misrepresenting Reasons for Leave**

If you intentionally misrepresent the reasons for requesting family and medical leave, you may be discharged.

### **Bereavement Leave**

Full-time employees who have worked at Jowdy Photography for at least 90 days are permitted

up to 3 consecutive days without pay to attend the funeral of an immediate family member, which includes a spouse, child, brother, sister, parent or grandparent.

Eligible employees may be permitted 1 day without pay for the death of a relative who is not an immediate member, which includes an aunt, uncle, nephew, niece, brother-in-law, sister-in-law or parent-in-law.

Your supervisor must approve all bereavement time, and the Company may request verification of the facts surrounding the leave and grant or deny the leave as deemed appropriate. Bereavement leave will not be paid if it occurs when the employee is on vacation or leave of absence, absent due to illness or injury, or not working due to a paid holiday.

### **Military Leave**

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), Jowdy Photography prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air Force National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

### **Jury Duty**

Jowdy Photography supports employees in fulfilling their civic responsibilities by serving jury duty when required and fully compensates them for up to 1 day of time they are required to serve. Jury duty hours are not considered in regards to overtime.

However, you must inform your supervisor as soon as possible after receiving a jury summons so that arrangements can be made to accommodate your absence. And you will be expected to report for work during your jury service whenever the court schedule permits.

## **General Employment**

### **Employee Classifications**

Non-Exempt employees at Jowdy Photography are either full-time or part-time. The Company may on occasion hire temporary or seasonal employees, who will not generally be eligible for benefits.

Jowdy Photography follows a work schedule of approximately 37.5 hours per week for full-time employees. Part-time employees are not to consistently exceed 32 hours per work week (more than 3 weeks in a row).

Part-time employees consistently (no more than 3 weeks in a row of greater than 32 hours) work fewer than 32 hours per week. Unless specifically stated, part-time employees are not afforded any benefits other than wages; for example, they do not accrue benefits such as sick days, vacation days, and health insurance. All other employees are full-time.

Your supervisor will verify whether you are a full-time or part-time employee, and also whether

you are exempt or non-exempt. Exempt employees are not entitled to overtime under the Fair Labor Standards Act, while non-exempt employees can qualify for this pay.

### **Employee Records**

An employee's personnel file consists of the employee's employment application, withholding forms, reference checks, emergency information and any performance appraisals, benefits data or other appropriate employment-related documents.

It is the employee's responsibility to notify the Payroll Department or Human Resources of any changes in name, address, telephone number, marital status, number of dependents, military service status, beneficiaries or person to notify in case of an accident.

Misrepresentation of any fact, which you have provided information for on your application, in your personnel file, or any other document is sufficient reason for dismissal. Personnel records are considered Company property and are not available for review by employees.

### **Employment of Relatives**

Jowdy Photography may hire relatives of employees where there are no potential problems of supervision, safety, security, morale or potential conflict of interest. Relatives include an employee's parent, child, spouse, domestic partner, sibling, cousin, in-laws and step relationships.

Employees who marry or become related will be permitted to continue to work as long as there are no substantial conflicts. Reasonable accommodations will be made when possible in the event a conflict arises.

### **Introductory (Probationary) Period**

The first 90 days of employment are an Introductory Period for both the employee and the Company. However, during and after this period, the work relationship will remain at will.

This time period allows you to determine if you have made the right career decision and for Jowdy Photography to determine whether your initial work performance meets our needs. Your manager will monitor your work performance, attitude and attendance during this time, and be available to answer any questions or concerns you may have about your new job.

Benefits such as time off for vacation, personal days, sick days or bereavement leave do not accrue during this period.

The Introductory Period may be extended at management's discretion.

### **Job Postings & Promotion**

Jowdy Photography has a job posting program to inform employees of available staff positions. Jowdy Photography will fill job vacancies whenever possible by promoting qualified employees from within the Company.

To apply for a posted position, an employee must:

- have completed any mandatory Introductory Period at a satisfactory performance level
- meet the minimum requirements for the position, and
- not have received written correction counseling within the past 90 days; employees who have received a verbal warning may also be prohibited from applying.

Employees interested in applying for a posted position should submit a memorandum with an updated resume to Tom Abrahamson indicating interest in the position. Qualified employees must inform their managers that they have applied for the job. Candidates will be judged on individual performance, conduct, experience, and potential. Length of service, although considered, shall not be the sole determining factor in selecting candidates for promotion.

Jowdy Photography has the discretion to fill job vacancies from outside if we consider that circumstances call for outside recruitment.

### **Reference/Background Checks**

Jowdy Photography conducts reference and background checks on all new employees. Employees who have falsified information on their employment applications will be disciplined, which could include termination. Applicants who have provided false information may be eliminated from further consideration for employment.

### **Termination, Resignation and Discharge**

Unless expressly proscribed by statute or contract, employment with Jowdy Photography is on an "at will" basis and may be terminated with or without cause or notice. Similarly, employees are free to resign their employment at any time. If at any time it is necessary for an employee to resign his or her employment with the Company, Jowdy Photography requests at least 2 weeks' notice. Failure to provide notice may lead to forfeiture of accrued vacation or other benefits at the discretion of Jowdy Photography.

Employees voluntarily leaving the Company will receive their final wages on the normal pay schedule.

Any employee who is discharged by Jowdy Photography shall be paid only wages accrued to the effective date of the separation. Final pay for discharged employees is due by the sixth calendar day from the date of separation.

Release of final pay at separation is contingent on Jowdy Photography and their partners recovering any due property, credentials, keys/fobs, or advanced funds. Failure to surrender such items may result in the value of the items being deducted from the final paycheck or held as a property return security deposit.

### **Transfers & Relocation**

To meet business needs, Jowdy Photography may occasionally need to transfer employees to a different department, shift or location. Employee requests for transfers will be accommodated where possible.

Contact the Director of Operations for help or information about transfers.

## **Safety & Emergency**

### **Fire Safety**

Every employee is responsible for recognizing potential fire dangers and taking an active role in preventing fires.

Employees are required to observe all OSHA safety requirements and regulations. Flammable materials are to be stored in covered metal containers. Employees should not block any fire doors, fire exits, fire extinguishers, windows or doorways. Review the fire escape routes posted in each work area.

### **Safety**

Jowdy Photography is committed to maintaining a safe and healthy environment for all employees. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to your manager.

If you or another employee is injured, contact your supervisor or manager immediately. Seek help from outside emergency response agencies, if needed.

You must complete an Employee's Claim for Worker's Compensation Benefits Form (DWC Form-041) if you have an injury that requires medical attention. If your inquiry does not require medical attention, you must still complete a Supervisor and Employee Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from Tom Abrahamson.

A federal law, the Occupational Safety and Health Act, requires that we keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards which might be present on the job.

In addition, the state Workers' Compensation Act also requires that you report any illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

You can get the required reporting paperwork from Tom Abrahamson.

### **Security**

Jowdy Photography is committed to ensuring employees' security. Managers will determine what systems are in place and how our team interacts with the systems. If you have a specific security concern, contact the Director of Operations.

Employees in some locations are given identification cards when they join the Company. Wear your ID at all times while on Company business. Upon separation with Jowdy Photography, you must surrender your ID and any Company keys you have been issued.

### **Emergency Measures (Inclement Weather)**

We realize that bad weather or hazardous commuting conditions may occasionally make it



impossible for employees to report to work on time.

However, you are expected to make a diligent effort to report to work when conditions have improved. If you determine that you are unable to report to work because of the conditions, inform your supervisor as soon as possible.

If it becomes necessary to shut down the office due to weather or other emergency, every effort will be made to notify employees. If there is a question as to whether the office will be open, call your place of work. If there is no answer within one hour after the normal start time, assume the office is closed.

## **Corporate Communications & Technology**

### **Bulletin Boards**

Check all bulletin boards regularly to obtain important information about Company events and policies. Only Jowdy Photography employees should use Company bulletin boards. Management must approve all postings. See your manager to obtain approval for a bulletin board posting.

### **Communication with Press or Media**

Media inquiries in relation to Jowdy Photography must be handled in accordance with the following guidelines:

Inquiries regarding a specific transaction should be referred to the individual or individuals in charge of the matter; if they are not available, then to the Director of Operations.

All other inquiries should be referred to Jeff Jowdy, who will respond directly or designate another spokesperson and who will also help draft or direct an appropriate response if necessary.

This policy covers all forms of responses to the media, including off-the-record and anonymous statements.

### **Software Policy**

Jowdy Photography regulates employees' use of its computer software.

You may not duplicate any licensed software or related documentation for use, either on Company premises or elsewhere, unless expressly authorized to do so by written agreement with the licensor. And you may not provide licensed software to anyone outside the Company. Employees should be aware that the illegal duplication of software may result in the filing of criminal copyright charges by the owners of the copyrights and can subject both the employee and the Company to liability.

All software that Jowdy Photography acquires must be approved by the Director of IT. Upon delivery, all software must be registered properly and installed by means approved by the Director of IT. You may not load personal software on Jowdy Photography computers.

## **Use of Company Communication Systems**

Because Jowdy Photography reserves the right to access any personal communication without prior notice, employees should not use Company systems to transmit any messages or to access any information that they would not want a third party to hear or see. Although incidental and occasional personal use of the Company's systems is permitted, any such personal use will be treated the same as all other communications under this policy. However, employees are at all times prohibited from accessing or downloading information from the Internet for personal use.

## **Telephone Usage**

The telephone system (including voicemail) at Jowdy Photography is the property of the Company and is provided for business purposes. Jowdy Photography may periodically monitor the usage of the telephone systems to ensure compliance with this policy. Therefore, employees should not consider their conversations on the Company's telephone system to be private.

## **Personal Mail**

All mail delivered to the Company is presumed to be related to Company business. Mail sent to you at the Company will be opened by the office and routed to your department. If you do not wish to have your correspondence handled in this manner, please have it delivered to your home.

## **Employee Benefits**

### **Employee Benefits**

Jowdy Photography employees are entitled to certain benefits currently and as they become available. A number of the benefit programs -- such as Social Security, workers' compensation, state disability and unemployment insurance -- cover all employees as required by law.

Eligibility for most other benefits depends upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. You can find the details of many of these programs in separate written summaries. For more information, contact Tom Abrahamson.

Some benefit programs require contributions from employees, while others are fully paid by Jowdy Photography. We reserve the right to add, amend, modify or terminate any employee benefit plans or programs.

### **401K / Simple IRA**

Jowdy Photography currently offers this benefit for all full-time employees who have been with the Company a minimum of 6 months. The Company offers up to a 3% company match. Please contact Tom Abrahamson to get details.

### **Life Insurance**

Jowdy Photography is reviewing this benefit and will notify all employees when it becomes available.

### **Medical Insurance**

Jowdy Photography is reviewing this benefit and will notify all employees when it becomes available.

### **Reimbursement for Parking and Taxis**

Jowdy Photography will reimburse employees for parking and taxi fare spent while working away from the normal area in which they report. It is assumed the travel would be to an area typically requiring air travel.

### **Travel & Expenses**

Employees will be reimbursed for all reasonable and necessary expenses they incur while traveling on Jowdy Photography business. Expenses not pre-approved by a Director or Accounting will be reviewed for approval on a case by case basis.

When it is necessary to travel for Jowdy Photography business, please contact the Corporate Office. The Corporate Office will be responsible for making all travel arrangements.

You must record all travel and business activities and receive final approval from the Corporate Office. If business travel requires you to be out of the office for an extended period, your report must cover no more than one week of expenses.

All expenses should be submitted to Accounting, no later than two business days after the last day of the travel or expense. Submissions received near a pay period end may result in the payout on the following pay period.

### **Worker's Compensation**

Jowdy Photography provides insurance to compensate for any illness or injury an employee might suffer while working on Company premises, traveling on official Company business, or attending an activity officially sponsored by the Company. If you become ill or injured, please get medical attention at once.

You must also report the details to your manager or supervisor immediately and complete a report for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled.

## **Vacation & Holidays**

### **Holidays**

Jowdy Photography observes the following holidays:

- New Years Day
- 4th of July
- Thanksgiving Day
- Christmas Day

Holidays that fall on a weekend will be observed either on a Friday or Monday for exempt

employees. To avoid confusion, all holidays will be announced in advance.

Due to business needs, some employees may be required to work on Company holidays. Your supervisor or manager will notify you if this may apply to you. Employees working on a holiday would receive compensation at a rate of time and a half pay.

### **Sick Days**

Exempt employees who have completed any mandatory Introductory Period are eligible to earn sick day credits not to exceed 3 paid sick days for the employment year.

You must use sick days by December 31, as they may not be carried over to the next calendar year-and you may not take the time as vacation.

To be eligible for a sick day, you must call in each day to your supervisor no later than 60 minutes prior to your usual start time for work. If you do not call in, the absence will be considered unexcused and you will not be paid for it.

All non-exempt employees are allowed 5 unpaid sick days per calendar year. Patterns of continued time off requests may impact hours scheduled or continuation of employment.

Jowdy Photography reserves the right to request a doctor's certificate for any sick days requested. If such a certificate is requested and you cannot produce it, the absence may be considered unexcused.

### **Vacation**

Only active, exempt employees are eligible for paid vacation. Should a Company holiday occur during your vacation, you may add an additional day, either at the beginning or end of the vacation period, with your supervisor's approval.

Jowdy Photography reserves the right not to approve a vacation request if it will interfere with Company operations or adversely affect coverage of job and staff requirements. Whenever possible, exempt employees' requests for vacation will be accommodated, but where scheduling conflicts arise, seniority will prevail.

Paid vacation time is computed by the following schedule:

- 1 week upon completion of a year's service
- 2 weeks upon completion of 2 year's service
- 3 weeks upon completion of 5 year's service

## **Contact Information:**

### **Corporate Office**

#### **Jowdy Photography Inc.**

1945 Lockhill Selma

Suite 202

San Antonio, TX 78213

(800) 349-9002 toll free

(877) 894-4213 toll free fax

(210) 349-9000 direct

### **President / CEO**

Jeff Jowdy

(800) 349-9002 ext. 101

### **Director of Operations**

Jeff Jowdy

(800) 349-9002 ext. 101

### **Director of IT**

Shane Graef

(800) 349-9002 ext. 106

### **Accounting / HR**

Tom Abrahamson

(800) 349-9002 ext. 1



### **Acknowledgement of receipt and understanding**

I acknowledge that I have received the Jowdy Photography Employee Handbook and that I have read and understand the policies.

I understand that this Handbook represents only current policies and benefits, and that it does not create a contract of employment. Jowdy Photography retains the right to change these policies and benefits, as it deems advisable.

Unless expressly proscribed by statute or contract, my employment is "at will." I understand that I have the right to terminate my employment at any time, with or without cause or notice, and that the Company has the same right. I further understand that my status as an "at will" employee may not be changed except in writing and signed by the President of the Company.

I understand that the information I come into contact with during my employment is proprietary to the Company and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the Company. I understand that I must comply with all of the provisions of the Handbook to have access to and use Company resources. I also understand that if I do not comply with all provisions of the Handbook, my access to Company resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

I further understand that I am obligated to familiarize myself with the Company's safety, health, and emergency procedures as outlined in this Handbook or in other documents.

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Please Print Your Name \_\_\_\_\_