

420 Century Pkwy
Allen, TX 75013
www.billingsproductions.com

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Employee

Handbook

"WHERE THE PREHISTORIC PAST COMES ALIVE..."

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Section 01

Introduction

A. WELCOME

Introductory Statement

Employment with Billings Productions, Inc. (hereinafter “BPI” or “the Company”) is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, BPI may terminate the employment relationship at will, at any time, with or without cause, as long as there is no violation of applicable federal or state law. The information contained herein is a summary of BPI’s policies and procedures.

BPI reserves the right to change, modify, amend, suspend, interpret, or cancel, in whole or any part, any of the published or unpublished personnel positions or policies, without advance notice, in its sole discretion (unless otherwise required by law), without having to give cause or justification or compensation to any employee.

You must sign and return the Confirmation of Receipt within 30 days of beginning your employment at BPI or of being provided with a copy of this handbook. Your signature indicates that you have read, understand, and agree to follow the guidelines established herein.

B. COMPANY HISTORY

BPI is a world leader in the design and development of animatronic exhibits for zoos, museums, aquariums and theme parks. The Company was founded by Larry and Sandra Billings in September 2003 at a warehouse in Larry's hometown of McKinney, Texas. With Larry's passing in 2007, Sandra now runs the Company from a 50,000 square foot building in the city of Allen. This building was constructed in 2020 specifically for Billings Productions and houses a design and fabrication workshop where all animatronic magic happens. Visitors to the facility are able to take guided tours, participate in events, and even hold their birthday parties among the dinosaurs.

C. COMPANY CULTURE

Our Mission Statement

"We bring the prehistoric past to life to nurture curiosity and inspire compassion for creatures that are roaming the Earth today."

Our Values

BPI believes in continuous improvement, practical perks, successful collaboration, a fun environment, flexibility, integrity, and trust. These values serve as the foundation of our decisions, actions, and interactions within and outside the Company.

Inclusivity & Diversity

BPI is committed to creating an inclusive and diverse workplace where every individual is valued and respected. We believe that a variety of perspectives enhances our creativity, innovation, and overall success.

Office Location

420 Century Pkwy

Allen, Texas 75013

Phone: (469) 273-1388

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Our Senior Leadership

Sandra Billings

President

Lauren Billings

Vice President of Operations

Ramiro Hernandez

Director of Productions

Section 02

Recruitment & Employment

A. EQUAL EMPLOYMENT OPPORTUNITY

BPI has established an Anti-Discrimination and Equal Employment Opportunity Policy. (“EEO”). This EEO policy applies to all aspects of the relationship between BPI and its employees, including but not limited to employment, recruitment, advertisements for employment, hiring and firing, compensation, classification, promotions, working conditions, benefits, and policies. All decisions at BPI are based on merit, qualifications, and abilities. BPI does not discriminate in employment opportunities or practices on the basis of race, hair texture, color, religion, creed, age, sex, marital status, sexual orientation, pregnancy, disability, national origin, veteran status, ancestry, or any other characteristic protected by law.

An employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these to the attention of his or her immediate supervisor, Human Resources, or senior management.

Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

B. EMPLOYMENT CLASSIFICATION

All job positions at BPI are classified as being exempt or non-exempt per the Fair Labor Standards Act (“FLSA”).

EXEMPT VS. NON- EXEMPT EMPLOYMENT

Exempt employees are not eligible for overtime pay, as they are exempt from the overtime provisions of state and federal wage and hour laws. A position may be exempt from overtime pay if it qualifies under the legal definition of an exempt employee. Any position, which does not meet the criteria for exemption, as defined by federal and state wage and hour laws, will be considered non-exempt. All employees will be required to clock in and out.

C. EMPLOYEE RELATIONS

BPI provides competitive wages and benefits within a clean, safe and healthy work environment. We have been able to successfully resolve problems without the intervention of unions, other intermediaries or collective bargaining procedures.

We recognize your rights under federal law. If you have any issues or concerns about your employment, please speak up for yourself – directly with someone from Human Resources or the senior leadership team – anytime, on any matter or issue that you want to discuss.

D. FAIR LABOR STANDARDS ACT

The FLSA of 1938 regulates minimum wages, overtime, and equal pay for men and women performing the same job, and child labor. BPI complies with this legislation. Interested employees may contact the Human Resources department for a full copy of this legislation.

E. IMMIGRATION LAW COMPLIANCE

BPI is committed to employing only individuals legally permitted to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with BPI within the past three years, or if their previous I-9 is no longer valid or retained.

BPI uses and complies with E-Verify. E-Verify is an internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from the U.S. Department of Homeland Security ("DHS") and Social Security Administration ("SSA") records to confirm employment of their newly hired employees. The employer receives an "Employment Authorized" response for the employee in E-Verify. If the information does not match, the employer and the employee are given an opportunity to resolve the problem. If E-Verify cannot initially match the information, the employer will be prompted to review and correct the information necessary.

F. EMPLOYMENT OF RELATIVES

BPI is a family-owned business; therefore, family members of current employees may be employed by BPI as long as both members are not in the same department, and neither member is responsible for the supervision, direction, evaluations nor increase recommendation of the other. The definition of family may be extended depending on the nature of the relationship and the positions involved. If conflict issues arise, both members are subject to termination. Family members include the following: spouse, partner, child, sibling, parent, grandparent, child-in-law, parent-in-law, sibling in-law, step-child, and step-parent.

G. OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with BPI and there is no conflict of interest with our non-compete policy or confidentiality concern. All employees will be judged by the same performance standards and will be subject to BPI's scheduling demands, regardless of any outside work requirements.

If BPI determines that an employee's outside work interferes with performance or the ability to meet the requirements of BPI as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with BPI.

Outside employment that constitutes a conflict of interest (as outlined in this handbook in *Section 03C*) is prohibited. Employees may not receive any income or material gain from individuals outside BPI for materials produced or services rendered while on BPI company time.

H. PERFORMANCE REVIEWS & SALARY MEASUREMENT

BPI's performance review process provides a means for discussing, planning, and reviewing the performance of each employee. Performance reviews do not result in automatic salary increases. Salary increases, though not mandatory, could be granted in accordance with annual performance reviews. Increases will be based upon the employee's performance during the review period and BPI's compensation structure.

I. PERFORMANCE REVIEW SCHEDULE

90 Day Reviews

- A 90-day review is provided by an employee's direct supervisor after an employee completes their introductory/probationary period. The objective is to discuss the continuance of their employment, as well as the employee's future goals within the Company.
- Due to the nature of the Company, position changes/promotions may occur faster than normal on account of our constant development as a business.
- If an employee's position changes during their introductory period, their performance review will be conducted 90 days from their promotion date, as opposed to 90 days from their start date. This is to ensure management is able to accurately review an employee's performance in their new role within an appropriate time frame.

Annual Reviews

- Annual reviews are provided by an employee's direct supervisor. The objective is to discuss appraisals relating to their work performance.
- Employees do not receive annual performance reviews on their anniversary dates. Instead, BPI conducts reviews annually for all employees during one review period. Based on employee performance, employees may receive one salary increase per year during the review period. The review period is determined by the President.
- Out-of-cycle salary increases must be approved by the President and while not forbidden, salaries are encouraged not to be discussed with fellow colleagues. Such conversations can evoke negative feelings among co-workers who most likely are unaware of the reasons for salary differences including but not limited to: education, experience and training. Suspicion and distrust can negatively affect company morale.

J. JOB VACANCIES

BPI encourages you to explore positions of increased challenge and responsibility based on your attainment of the required qualifications for such opportunities. All current job postings will be posted online. We encourage employees to move across teams and departments within our Company if the move fits with their career plans and they're qualified to perform the job. Employees who meet the qualifications will be considered along with any external candidates and must undergo the applying and interviewing process.

K. REFERRING CANDIDATES

We support the recommendation of employee's friends and acquaintances for open positions at BPI. Referrals do not constitute automatic hires and still must undergo the applying and interviewing process.

L. FULL-TIME/PART-TIME STATUS

To be considered full-time and receive company benefits, employees must work at least 37 hours per week. Part-time employees cannot work more than 32 hours a week and are not eligible for any company benefits including but not limited to: paid holidays, paid-time-off ("PTO"), nor insurance benefits.

M. TERMINATION OF AT-WILL EMPLOYMENT

As stated in *Section 01*, employment with BPI is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, BPI may terminate the employment relationship at will at any time, with or without cause, as long as there is no violation of applicable federal or state law.

Termination of employment may occur because of resignation, retirement, discharge, reduction in force, or any other reason prohibited by law. While BPI

generally believes that progressive discipline often is the preferred method for correcting behavior, BPI retains the right to take corrective action and terminate employment without progressive action. This is not a policy of progressive discipline. In all circumstances, BPI retains the right to terminate the employment of any employee at any time, with or without cause or advance notice.

More information regarding voluntary and involuntary terminations can be found in *Section 12* of this handbook.

N. COMPANY PROPERTY

Each employee will sign a Company Property Form and a Wage Deduction Authorization Agreement at the time of hire. Human Resources is responsible for keeping track of all equipment issued to employees. All equipment must be returned at the end of employment, or at any time by the request of upper management or HR. Any items not returned, or any items damaged will be deducted from the employee's paycheck in accordance with federal and state wage and hour laws.

O. INTERNSHIPS

BPI offers a paid internship program. Interns must comply with the same ethics and rules as employees, and are required to apply, interview, and work a minimum of 20 hours per week. Interns are invited into our warehouse as a place of education and to gain experience in each department. This fully comprehensive program gives interns insight into a business and production setting. Internships are available during the spring, summer, or fall semesters.

P. EMPLOYEE INFORMATION UPDATE FORM

It is an employee's responsibility to keep BPI informed of any changes to pertinent information, such as: address, telephone number, and emergency contact information. If an employee experiences a change in this type of information, they must complete an Employee Information Update Form and turn it into Human Resources as soon as possible.

Section 03

Business Ethics & Personal Conduct

A. OVERVIEW

The successful business operation and reputation of BPI is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as scrupulous regard for the highest standards of conduct and personal integrity.

Our continued success is dependent upon our guests' trust and we are dedicated to preserving that trust. All employees should conduct themselves in a way that will merit the continued trust and confidence our customers have in us.

In general, the use of good judgment will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed with your direct supervisor immediately.

Mutual responsibility is key to the success and trust in our work environment. We expect you to uphold the rules and guidelines we have set forth throughout this handbook, and in return we will welcome your ideas, suggestions and input as to how we can be of help to you and to the company as a whole.

B. CONFIDENTIALITY

Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of BPI. Such confidential information includes, but is not limited to the following examples:

- Dinosaur design
- Dinosaur construction methods
- Computer processes
- Computer programs and codes
- Client and guest account information
- Client preferences
- Financial information
- Marketing strategies
- Pending projects and proposals
- Proprietary production processes
- Research and development strategies
- Technological data
- Technological prototypes

All employees are required to sign a Non-Disclosure Agreement (“NDA”) as a condition of employment. You should read the agreement carefully before signing it. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including but not limited to termination of employment, even if they do not actually benefit from the disclosed information.

C. CONFLICT OF INTEREST

Employees are required to conduct themselves at all times in accordance with good professional judgment for the sole benefit of BPI and in such a manner as to not create a conflict of interest or the appearance of such conflict. It is critical that all of us abide by standard rules of conduct and respect for the varying business situations we are representing on behalf of BPI. All employees are expected to avoid conflicts of interest, whether direct or

indirect, in any transaction with BPI. Any interests related to an employee in a transaction with BPI must be disclosed for evaluation.

Guidelines to Avoid Conflicts of Interest

Gift Disclosures

- Employees are required to disclose gifts from associations with BPI exceeding \$250.00 USD.
- Gifts from associations with BPI exceeding \$250.00 USD must be declined from the employee.

Contributions

- Employees may not make contributions on behalf of BPI.

Prohibited Use of Company Resources

- The use of company funds, facilities or assets for any unlawful purpose is strictly prohibited.

Personal Gain & Influence

- Utilizing BPI and its assets for personal gain or influence is prohibited.

Investigation and Disciplinary Action

Suspected violations of this policy will be thoroughly investigated. If an employee or agent is found to have acted improperly, disciplinary action, including but not limited to termination of employment or contractual relationship, may be taken. More on disciplinary action is outlined below.

D. DISCIPLINARY ACTION

We acknowledge that the majority of employees fulfill their job duties appropriately and exhibit acceptable behavior. However, in cases where performance issues arise, disciplinary action may become necessary.

Disciplinary action aims to foster positive changes in work-related and workplace behavior. It is intended to guide employees toward improvement. In situations requiring disciplinary action, the type and severity of discipline will be determined based on the specific circumstances. Possible disciplinary measures include:

- a. Verbal Warnings
- b. Written Warnings
- c. Suspension
- d. Discharge

Depending on the nature and severity of the performance issue, any or all steps in the disciplinary process may be implemented. In certain cases, immediate termination may be warranted.

The disciplinary process will be fair, transparent, and considerate of individual circumstances. Employees will be given the opportunity to address concerns and contribute to the resolution.

E. EFFECTIVE COMMUNICATION & CONDUCT

We expect employees to uphold exceptionally high standards when communicating in the course of their job duties, whether it be online, by telephone, in person, or through any other means. Employees must refrain from the following activities:

- Transferring, posting, or communicating explicit information or images, including but not limited to graphic, sexual, harmful, or demoralizing content.
- Disparaging remarks about management, co-workers, clients, guests, partners, or BPI in general.
- Disclosing company secrets.

- Sharing materials protected under copyright and intellectual property laws.
- Engaging in personal emails during business hours.

Employees are encouraged to use their judgment in situations not explicitly outlined above. When wearing company attire or other branded materials during personal time, employees are reminded to be mindful of their actions. Negative representation of the company during personal time may lead to consequences, including but not limited to termination of employment.

F. DRESS CODE

Business Casual Standards & Guidelines

Appropriate attire for employees is business casual. While maintaining a professional appearance, employees are permitted to wear jeans and comfortable shoes. Attire should not be overly revealing, offensive, or distracting. Open-toed shoes are not allowed on the warehouse floor for safety reasons. Dangling items, such as necklaces, should be tucked in to prevent safety hazards. Employees are required to refrain from wearing clothing with discernible rips, holes, tears, or strains.

Clothing Condition & Hygiene

Maintaining an acceptable level of hygiene is crucial for pleasant interactions with clients, guests, and fellow staff members. This includes regular bathing and the use of deodorant to ensure cleanliness and prevent unpleasant odors. Wearing fragrances is permitted, but should be applied in moderation.

Branding & Company T-Shirts

While clothing with branding is acceptable, it should be appropriate for office or guest interactions. Two company t-shirts will be provided to each employee on their start date. Employees are asked to wear company t-shirts during media days. Additional shirts can be provided for Field Technicians to

wear out in the field, and for Tour Guides to wear during tours. Additional shirts for all other employees are available for purchase.

Prohibited Attire

Employees are prohibited from wearing clothing associated with rival dinosaur companies, specifically Jurassic Park/World merchandise. This is to avoid confusion among guests and clients, despite our shared enthusiasm for the JP franchise.

Tattoo and Piercing Guidelines

Exposure of tattoos and piercings is permitted, provided they are not offensive, overly distracting, or pose a safety hazard/impediment.

Example 1: A production worker gets a tattoo during the summer and is now unable to complete their job duties due to placement and exposure.

Example 2: Piercing prevents being able to perform job duties, i.e. tongue piercing as a Tour Guide could interfere with public speaking to a group touring our facility.

G. DRUG-FREE WORKPLACE

BPI intends to help provide a safe and drug-free work environment for our guests, clients, and employees. With this goal in mind and because of the serious drug use problem in today's workplace, we are establishing the following policy for existing and future employees of BPI. BPI explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on BPI or customer premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal substances away from BPI or customer premises, if such impairment or influence

adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk BPI's reputation.

- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from BPI or customer premises, if such activity or involvement adversely affects the employee's work performance, ability to attend work, the safety of the employee or of others, or puts at risk the company's reputation.

Post-accident drug testing may only be conducted following an injury that occurs during the operation of company vehicles, including but not limited to company trucks, forklifts, scissor lifts, etc.

H. WORKPLACE MONITORING

BPI is committed to maintaining a transparent and fair workplace. Through this Workplace Monitoring Policy, BPI will communicate the Company's intent to monitor its employees and clarify workplace privacy expectations when using company IT assets.

Video Surveillance

BPI reserves the right to install security cameras in any portion of its premises at any time for specific business reasons such as security, misconduct, theft protection or protection of proprietary information. BPI's priority is to promote the safety of employees and company visitors.

BPI may find it necessary to monitor work areas with security cameras when there is a specific job- or business-related reason to do so. BPI will do so only after first ensuring that such action is in compliance with state and federal laws.

Computer Monitoring

Monitoring employee computer usage is an essential part of enforcing company policies, maintaining a respectful work environment, and ensuring that IT assets that are owned by BPI are used safely and appropriately. For that reason, employees must not expect privacy when using BPI's systems, as all activities that take place via company IT assets should be considered monitored.

BPI recognizes that employees may occasionally desire to use company systems for personal tasks during their normal course of business. This may include non-work web browsing or sending emails from personal accounts. To the fullest extent of the law, BPI reserves the right to monitor personal use of company assets to the same extent that it monitors business use. Employees must operate under the assumption that all traffic over company networks are monitored and conduct themselves accordingly.

Searches

All desks, storage areas, lockers, and all vehicles owned, financed, or leased by BPI are subject to search, exclusively if they are owned by BPI. All goods, and/or products are subject to search at any time without the employee's knowledge, presence, or permission. Employees are prohibited from locking or otherwise securing any such desk, storage area, locker, or vehicle with any lock or locking device not supplied or approved by BPI. If an employee chooses to use their own lock on any such item, they must agree to give their direct supervisor a copy of the key or combination to the lock so that the Company may open the lock at any time that it may deem such action necessary.

GPS Tracking

If employees choose to use an app to clock in/out, they should be aware that when clocking in/out, the app uses GPS tracking to track the device on which the app is installed. Therefore, BPI will have knowledge of the physical location of the device during those times to ensure employees are where they should be at the time of clocking in/out. If an employee does not feel comfortable with this, there are alternative ways for recording their hours worked, such as clocking in/out with a key fob on the time clock in the warehouse.

Corrective actions with regards to violations of the policy are subject to BPI's disciplinary actions that were outlined in *Section 03D*. Depending on the severity of the violation, corrective actions may include written warnings, legal action, or termination of employment. All employees will be asked to sign a Workplace Monitoring Policy at the time of hire to indicate that they have read and been informed about the content, requirements, and expectations of the policy.

I. HARASSMENT, DISCRIMINATION & RETALIATION

BPI is committed to providing a workplace free from any form of harassment, discrimination, intimidation and/or workplace bullying. This policy sets expectations of behaviors aligned with BPI's values and support of positive working relationships and a professional work environment. This policy also defines various forms of harassment and unacceptable behavior and outlines the parties responsible for reporting, investigating, and responding to any reports of harassment or discrimination. Respecting your co-workers' individuality and opinions are vital to ensuring a safe, respectful work environment.

This policy applies to all BPI employees and anyone conducting business with BPI. This includes applicants, customers, contingent workers, suppliers, and vendors.

BPI strictly prohibits and does not tolerate any act or conduct that creates the potential for unlawful harassment or discrimination of any kind.

It is BPI's policy that everyone should work in an environment free from unlawful harassment and discrimination. Approval of, participation in, or acceptance of conduct that creates even the potential for unlawful harassment or discrimination will be considered a violation of this policy. This policy prohibits conduct that violates the letter or spirit of anti-harassment and anti-discrimination laws or conduct not aligned to BPI's values, policies, or behavioral expectations. This includes conduct in any work-related setting, whether on BPI premises, during working time, or while participating in activities outside the workplace such as business-related social events and travel.

Conduct prohibited by this policy includes, but is not limited to, unwelcome conduct, whether verbal, physical, or visual, that is based upon race, hair texture, religion, national origin, age, sex, sexual orientation, disability or any other personal characteristic prohibited by federal, state or local law will not be tolerated within the BPI community.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and conduct of a sexual nature when:

- a. Submission to, or tolerance of, such behavior is made a condition of employment; or

- b. Submission to, tolerance of, or rejection of such behavior is used as the basis for a decision; or
- c. Such behavior interferes with an employee's ability to perform his or her work, or creates an intimidating and hostile work environment.

Sexual harassment may be a single incident or a series of harassing acts. Inappropriate conduct that is sexually harassing in nature can involve individuals of the same or opposite sex, a supervisor (or manager) and subordinate, co-workers, an employee, or a non-employee (third party) such as a customer, contractor, vendor, or supplier.

Sexual harassment may result from a range of subtle to not-so-subtle conduct, depending on the circumstances. It can result from verbal, visual, or physical conduct. Examples of sexual harassment and similar inappropriate conduct prohibited by this policy include, but are not limited to:

- a. Unwelcome sexual advances, demands, pressures, or requests for sexual acts or favors.
- b. Making or threatening reprisals, whether explicitly or implicitly, after a negative response to sexual advances.
- c. Repeated, unwanted sexual flirtations, advances, or propositions.
- d. Unwelcome physical contact such as but not limited to: patting, grabbing, pinching, or brushing against another's body.
- e. Offensive visual conduct including but not limited to: leering, making sexual gestures, or the display of sexually suggestive objects, pictures, cartoons, or posters.
- f. Offensively suggestive or sexually explicit communications in any form, including but not limited to letters, notes, invitations, email, text messages, blogs, instant messaging, or voicemail.
- g. Sexually-oriented verbal teasing or jokes, inquiries into one's sexual experiences, or discussions of one's sexual activities.

- h. Graphic or degrading comments about an individual's appearance or sexual activity.
- i. Sexually explicit or offensive images in emails or other forms of electronic messaging.

Other Forms of Harassment

The following is a non-exhaustive list of additional behaviors based on a person upon race, hair texture, religion, national origin, age, sex, sexual orientation, disability or any other personal characteristic prohibited by federal, state or local law that will be considered harassment and are prohibited by this policy:

- a. Derogatory comments, epithets, slurs, or jokes.
- b. Posting or sharing derogatory materials such as posters, cartoons, drawings, or gestures.
- c. Aggressive or unwelcome physical conduct such as assault, blocking normal movement, restraint, touching, or other physical interference.
- d. Bullying behavior, including but not limited to threats, intimidation, coercion, ridicule, insults, or belittling.
- e. Spreading false, vicious, or malicious rumors.
- f. Other behavior that creates a workplace where an employee reasonably feels threatened, humiliated, intimidated or bullied in the workplace.
- g. The gratuitous sabotage or undermining of a person's work performance.

Communicating with Minor Colleagues

Under the Fair Labor Standards Act ("FLSA"), a child of 14 or 15 years of age may not work during school hours, may not work more than three hours on a school day, or 18 hours during a school week and may not work more than eight hours on a school day, or 40 hours on a non-school week. Child Labor Laws apply to all employees who are under 18 years of age. While we cannot

have minors working in the warehouse, operating vehicles, maintaining or repairing mechanical equipment, working on ladders, loading and unloading goods to and from trucks, we can hire minors to work in the Museum Department as a Tour Guide, conducting tours to the public. The safety and well-being of minors in the workplace is of utmost importance. This policy is established to prevent potential harassment and ensure a safe environment for minors.

Employees are prohibited from engaging in one-on-one communication with minors without the presence of a third party colleague to serve as a witness. This applies to all communication channels, including but not limited to: phone calls, in-person conversations, text messages, or any other means of communication.

A witness must be present during any communication with a minor to provide an additional layer of protection for both the minor and the other employee. The witness ensures transparency and accountability in all interactions. Any concerns, incidents, or violations of this policy should be immediately reported to the appropriate supervisor, or Human Resources. Employees found to be in violation of this policy may face disciplinary action leading up to termination of employment. All employees will receive training on this policy to raise awareness about the importance of creating a safe work-environment for minors.

Reporting & Investigation Procedures

You must report any violations of this policy that you experience or witness. If you believe in good faith that you have been subjected to, witnessed, or otherwise learned of discrimination or harassment (or any other conduct prohibited by this policy) by anyone, including supervisors, co-workers, suppliers, vendors, customers or other third parties, you must immediately report the incident. Verbal or written reports may be made to HR or the President of BPI.

When BPI receives a complaint of harassment or discrimination (or other conduct prohibited by this policy), BPI will endeavor to conduct a fair, timely, and thorough investigation of the allegation. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. BPI will reasonably document and track the progress of its investigation and when it is completed, it will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. If it is determined that inappropriate conduct has occurred, appropriate remedial measures will be taken by BPI.

Non-Retaliation

BPI strictly prohibits retaliation in any way against anyone who has lodged a harassment or discrimination complaint, has expressed a concern about harassment or discrimination, including sexual harassment, or has participated in a harassment or discrimination investigation. Therefore, the initiation of a complaint, in good faith, shall not under any circumstances be grounds for discipline. It is a violation of BPI policy for an individual to be disciplined or otherwise disadvantaged because of good faith resort to the procedures in this policy for reporting sexual or other unlawful harassment or discrimination. Persons engaging in any form of retaliation will be subject to disciplinary action, up to and including termination.

J. SOLICITATIONS FROM EXTERNAL ORGANIZATIONS

Requests for donations or contributions from external companies, whether presented in person or via mail, are discouraged. Exceptions include familiar activities such as Girl Scout cookie sales, fundraising drives organized by children's schools (e.g., wrapping paper drives), and invitations to personal events like holiday parties. However, it is essential to ensure that such

activities do not disrupt the normal workflow or the overall workplace environment.

K. SMOKING

Tobacco users must use the designated smoking areas provided. Smoking near vents and warehouse bay doors is strictly prohibited, as it may carry the smell and smoke into the building. Please ensure you maintain a distance of at least 20 feet from any building opening when smoking. This policy applies to all employees, guests, clients, and visitors. Smoking in proximity to chemicals or hazardous materials is strictly forbidden. Proper disposal of all tobacco-related waste is essential. This policy also applies to e-cigarettes and vaping as well.

L. CELL PHONE USAGE

Excessive use of cell phones is not allowed in the workplace. *Section 04C* of this handbook outlines designated break times for such purposes. Personal calls and texts should be made during these breaks, as they serve as an appropriate time for such activities.

M. SOLVING PROBLEMS

We are dedicated to fostering a positive and productive work environment, and part of this commitment involves promoting an open and transparent atmosphere for addressing problems or concerns. If you find yourself in disagreement with established policies or procedures, we encourage you to utilize our supportive problem resolution process to express your concerns.

No employee will face any form of penalty, whether formal or informal, for voicing concerns with BPI in a reasonable and business-like manner or for engaging in the problem resolution process.

Here's how we handle problems

Discussion with Involved Parties

If possible, professionally discuss the issue with the individuals involved. Listen to their perspective, aiming to understand even if you don't necessarily agree.

Escalation to Management

If the issue persists, bring it to the attention of the next level of management. We recommend starting with your immediate supervisor whenever possible.

Human Resources Involvement

If the matter remains unresolved, consult with Human Resources for guidance on the best course of action.

Private Discussion with Senior Management or the President

At any point in this process, you have the option to request a private discussion with senior management or the President. All discussions in this context will be treated confidentially, and you will not face any repercussions for participating in the problem resolution process in good faith.

N. DANGER IN THE WORKPLACE

We are aware that violence in the workplace is a growing concern across the country. We are committed to providing a safe, violence-free place to work. To accomplish this, BPI prohibits anyone – while on BPI premises or while taking part in a BPI related activity – from behaving in a violent or threatening manner.

In an effort to prevent workplace violence before it starts, we reserve the right to deal with behavior that suggests a tendency toward violence even before anything violent actually happens. We believe the first steps in prevention are being aware and recognizing the potential early warning signs. And we

assure you that all reports will be thoroughly investigated and dealt with seriously.

Employees are not permitted to carry (either openly or in a concealed manner) any firearms while on BPI's premises, while at client work locations on company business, while in company vehicles, or while acting as a company representative at any work-related activities, meetings, or functions. This prohibition against the possession or carrying of firearms applies even if the employee is licensed to carry a concealed handgun or to openly carry a handgun by the state of Texas. Employees are permitted to transport and store in a safe and discreet manner a legal firearm and ammunition in a personal vehicle while the vehicle is in the employee parking area. This policy is intended to comply with all applicable state laws concerning employee rights to possess and carry firearms and shall be interpreted and enforced accordingly.

Section 04

Payroll & Hours of Work

A. WORK HOURS

Warehouse hours of operation are 8:00 AM–4:30 PM Monday through Friday. Work hours may vary per department and job position. BPI is a small, but fast-growing Company, therefore changes occur frequently. To ensure good communication and optimum productivity, all employees (unless instructed otherwise) are required to be clocked in by 8:00 AM and ready to perform their job responsibilities. It is expected that all full-time employees work a minimum of 37 hours per week. Should an employee exceed 40 hours in a week, they must notify and receive approval from their direct supervisor to work over-time. Part-time employees should not exceed 32 hours per week.

Again, hours may vary based on department, however some of these variations are as follows:

Variation 1

Monday - Friday

8:00 AM - 12:00 PM

12:00 PM - 12:30 PM Lunch

12:30 PM - 4:30 PM

(8 hours)

Variation 2

Monday - Friday

8:00 AM - 12:00 PM

12:00 PM - 1:00 PM Lunch

1:00 PM - 5:00 PM

(8 hours)

Variation 3

Monday - Friday

8:00 AM - 12:00 PM

12:00 PM - 1:00 PM Lunch

1:00 PM - 4:30 PM

(7.5 hours)

Variation 4

Monday - Friday

9:00 AM - 12:00 PM

12:00 PM - 1:00 PM Lunch

1:00 PM - 6:00 PM

(8 hours)

Employee's direct supervisors will confidentially discuss alternative work schedules if needed. All alternative work schedules must be pre-approved and documented by an employee's direct supervisor and Human Resources.

Work hours and schedules will vary for Field Technicians (*Section 09*), Sales Team Members attending Trade Shows (*Section 10*) and Tour Guides (*Section 11*).

B. UNPAID LUNCH BREAKS

All hourly non-exempt employees must take at least one 30-minute unpaid lunch break per day. They must clock out, as it is mandatory. Employees have the option to choose between a 30-minute or 60-minute unpaid lunch break. Failure to do so will result in a written warning unless otherwise authorized. Salary-exempt employees have the option to skip their lunch break.

C. PAID 15-MINUTE BREAKS

Every employee is allotted one paid 15-minute break per 4 hours worked. The breaks are designated as follows:

10:30 AM - 10:45 AM (1st paid 15 minute break)

2:30 PM - 2:45 (2nd paid 15 minute break)

Any breaks taken outside of this schedule is not authorized, unless you have pre-approval from your direct supervisor. We understand that some tasks are demanding and the necessity to step back, stretch, get fresh air, etc. is understandable. However, please be mindful not to abuse this. Employee cooperation is the key to the success of our production schedules.

D. PAY DAYS

Employees are paid bi-weekly on Fridays, one week in arrears.

E. TIME CARDS & KEY FOBS

Employees will be issued a key fob and/or login information for clocking in and out on an app at the time of hire. All employees are required to clock in and out as follows:

1. Clock in upon arrival;
2. Clock out for lunch;
3. Clock in after lunch;

4. Clock out at the end of the day.

All employees, regardless of exempt or non-exempt status, must accurately clock in and out. This practice aids management and Human Resources in monitoring work hours for compliance with FLSA laws. It is the employee's responsibility to ensure accurate timekeeping. If an employee forgets to clock in and/or out, immediate notification to HR is required for time card correction. Employees must comply with the time correcting system that HR has in place. Lost or malfunctioning key fobs should be reported to HR for replacement. Excessive replacements may result in a deduction from the employee's next paycheck to cover replacement costs. Costs are subject to change based on the vendor in use.

F. AFTER-HOURS POLICY

The purpose of this policy is to define compensable time, professional conduct, and social vs. work-related conversations.

Compensable Time

According to the Department of Labor (“DOL”), all time that an hourly non-exempt employee spends working outside of their normal working hours must be tracked, paid, and included in overtime calculations. Employees must have pre-approval from their direct supervisor before working outside of their normal working hours.

Time spent discussing work-related issues *is* considered compensable time. The downtime during these conversations are compensable as well, which is classified as “engaged to wait” by the DOL. It does not matter what device or channel. (i.e., Text Message, Slack, WhatsApp, Google Chat, etc.)

All hourly non-exempt employees must refrain from holding work-related discussions outside of their normal working hours. According to the DOL,

non-exempt employees are not required to respond to work-related messages outside of their normal working hours. Employees are encouraged to use their best judgment when it comes to discerning which work-related messages need a prompt response.

In the case of responding, employees must clock in and notify Human Resources that they had to clock in outside of their normal working hours. Otherwise, HR has the right to question the hours recorded on an employee’s time card.

Professional Conduct

Work chat *is* a workplace. All employees participating in work-related conversations should be expected to follow the same guidelines as they would in their normal work setting, as previously outlined in *Section 03E* of this handbook. Type accordingly and treat each other with respect. Bullying and harassment will not be tolerated. Keep it professional. Sometimes employees may forget the expectations for decorum when chatting online. This can lead to inappropriate language or content being shared that may make some employees feel uncomfortable.

Social vs. Work-Related Conversations

SOCIAL (UNPAID)	WORK-RELATED (PAID)
“Omg look at what I did this weekend.”	“Do you have a moment to send me a copy of that contract?”
“Are you feeling better today?”	“Tomorrow’s event was just postponed to later this month. We need all hands on deck to get everything canceled ASAP.”
“Look at this funny meme I saw.”	“Help! I forgot about this invoice that needs to be paid before tomorrow. Can you help me?”

Paid vs. Unpaid Work-Related Conversations

PAID	UNPAID
Texting/conversing as a non-exempt employee	Texting/conversing as an exempt employee
Asking someone to complete a task (i.e., sending an email, watching a video, reading a document that relates to their job, etc.)	Asking someone about their availability (i.e., "Can you work this Friday?")
Engaging in conversation regarding assigning duties, navigating problems, planning for things to come, etc.	Announcements (i.e., "We will be closed this Friday, we will be having pizza tomorrow, wear your dinosaur shirts tomorrow, etc.).

Work-related conversations held after normal working hours should always be short, simple, and compliant. Employees must ensure they are doing their part by following the above guidelines.

Section 05

Time-Off

A. BEREAVEMENT

Bereavement leave is offered to allow employees time-off following the loss of a loved one. One day of bereavement pay is provided for non-immediate family members at the employee's "regular" rate of pay. Three days of bereavement pay is offered for immediate family members at the employee's regular rate of pay. Additional time may be taken off, but anything exceeding the provided bereavement pay will be unpaid, or employees have the option to use their accrued paid-time-off. (*Section 05G*)

B. FAMILY & MEDICAL LEAVE

BPI is not currently required to comply with the Family and Medical Leave Act of 1993, in which qualified employees may take up to 12 weeks per year in unpaid time off to care for qualified family members. BPI may become required if there is an employed staff of at least 50 individuals, or more workweeks in the current or preceding calendar year. If an employee is requesting leave, they may request the use of FMLA time from the Human Resources department. HR will inform the employee if their FMLA request follows the criteria.

In the event BPI becomes required to comply with FMLA, employees may request leave for:

- Employee's own serious health condition (one that requires either inpatient care in a medical facility or continuing treatment or supervision by a healthcare provider)

- Care of an immediate family member with a serious health condition (parent, guardian, child/stepchild, spouse, domestic partner, sibling, grandparent, grandchild, or parent-in-law)
- Parenting, for both mothers and fathers, after the birth, adoption, or foster care placement of a child (within 12 months of the child's birth, adoption, or placement)
- A qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty

A healthcare provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to BPI. Employees returning from leave must submit a healthcare provider's verification of their fitness to return to work.

Employees requesting family leave related to the serious health condition of an immediate family member may be required to submit a healthcare provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Employees seeking leave for a qualifying exigency may be required to provide an appropriate certification.

Employees may request up to a maximum of 12 weeks of leave within any 12-month period. For medical leave, employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12-month period. Any combination of family leave and medical leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid family leave. Married employee couples (or domestic partners) are restricted to a combined total of 12 weeks leave within any 12-month period for childbirth, adoption, or placement of a

foster child, or to care for an immediate family member with a serious health condition.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all laws covering occupational disabilities.

Subject to terms, conditions, and limitations of the applicable plans, BPI will continue to provide health insurance benefits for the full period of the approved family or medical leave. All accrual of paid-time-off benefits will be suspended during the leave and will resume upon return to active employment.

An employee is asked to provide BPI with a minimum of 2-weeks notice of the intended return to work date. When a family or medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. If an employee fails to return to work on the agreed upon return date, BPI will assume that the employee has voluntarily resigned.

C. HOLIDAYS

BPI is a private employer. Private employers are not required by federal law to give employees any of the federal holidays off. However, BPI has granted paid holiday time-off to full-time employees that work a minimum of 37 hours per week. Holidays are calculated and compensated at 8 hours a day multiplied by the employee's "regular" rate of pay. Holiday pay is not considered hours "worked" and does not contribute towards an employee accruing overtime pay. Holiday pay is subject to income tax withholding. Part-time employees are not eligible for paid holidays.

Specific holiday dates may vary from year to year. Additional paid holidays may be granted by the President. Listed below are the generally recognized holidays for BPI:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

If one of the above holidays falls on a weekend, holiday pay will not be granted, as BPI's warehouse operations are already closed on the weekends. If a recognized holiday falls during an employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid-time-off benefit that would otherwise have applied. Employees who are required to work on a recognized holiday will receive double wages. Non-exempt employees will receive 2x their hourly rate.

D. JURY DUTY

Employees may be required to take time-off to fulfill their civic duty of jury service. For duty lasting five business days or less, BPI will grant employee's time-off at their "regular" pay for up to five days. If employees are called to court to participate in a hearing or trial on behalf of BPI, they will receive full pay for all the hours involved. If employees are called to court to participate in a hearing or trial for their own personal affairs, they will be eligible to use their accrued paid-time-off or take an unpaid absence.

E. MILITARY LEAVE

BPI recognizes and supports employees serving in the U.S. uniformed services in accordance with the Uniformed Services Unemployment and Reemployment Rights Act.

Protection from Discrimination

Current employees and job applicants with military or veteran status are protected under state law, prohibiting discrimination or harassment based on military or veteran status. Regardless of the stage of their employment tenure, if an employee is discharged, their position at BPI remains secure.

Regulations for Routine Military Leave

Reservists/members of the National Guard cannot be terminated or discriminated against due to military obligations.

- Non-military leave of absence policies do not apply to military leaves.
- Salary payments during military leave are not mandatory, except for exempt executive, administrator, or professional employees paid on a salary basis. Such employees must receive full salary during any week they perform work for the employer, with the pay offset by military pay.
- Accrued PTO/vacation time cannot be compelled for military leave; the National Guard member must request and be granted leave by the employer.
- Employers cannot dictate when military leave should be taken.

Salary Continuation during Military Leave

To prevent hardships for employees on military leave, BPI will pay their full salary until their return to work. Upon returning, the employee must provide the HR Department with their military pay voucher, and subsequent checks will be adjusted accordingly.

Please note that in the event of a military crisis leading to reservists' active duty, separate federal regulations apply. The Human Resources team will have current information in such situations.

F. INCLEMENT WEATHER

BPI, located in Allen, Texas, adheres to Allen Independent School District "(ISD)" in terms of business closure due to adverse weather conditions. HR will notify managers by 6:00 AM, and it is their responsibility to convey any adjustments in work schedules to their respective employees. If reliance on Allen ISD is not feasible, the decision regarding closure or delayed arrival will be made by the President.

There are numerous ways for BPI to handle inclement weather days. Listed below are the various options we may implement:

Option 1

...to close for the entire day

Inclement weather days for full-time employees may be compensated similarly to holiday pay, with payment at their "regular" rate. Part-time employees are not eligible for inclement weather pay.

If compensation is not possible, a make-up day will be scheduled, and the decision and schedule will be communicated to the staff by HR.

Option 2

...to have a late start

By 6:00 AM, employees will be informed via email, text, or phone call. It will be the President's decision if employees will be compensated at their "regular" rate of pay for the missed hours, or if the hours will be made up on a later date.

If BPI still decides to open at normal business hours, and an employee cannot make it to work, they are to inform the Human Resources department. It is not uncommon for employees to live in diverse parts of the DFW area. Snowfall and other hazardous weather may affect other areas differently. Employees are encouraged to evaluate their own unique situations and make a judgmental decision. However, if an employee decides to not come into work while BPI is open, BPI cannot compensate the employee for missed time. An employee may use their accrued paid-time-off or go unpaid for their absence.

G. PAID-TIME OFF POLICY

Overview

- Paid-Time-Off (“PTO”) is a benefit for full-time employees that work a minimum of 37 hours per week. PTO is not available for part-time or contract employees.
- PTO is not considered hours “worked” and does not contribute towards an employee accruing overtime pay.
- PTO is subject to income tax-withholding.

Hourly Non-Exempt Employees

Full-time hourly non-exempt employees earn one hour of PTO every 26 hours worked. Employees begin accruing PTO at the time of hire, however will not be eligible to use PTO until completing six months of continuous full-time employment. PTO is a single bank of time-off which can be thought of as combining vacation and sick time. Employees can use their bank of PTO time for illness, travel, personal projects, care for family members, and more. The max accrual employees can receive per year is 10 days (80 hours). Once 80 hours have been earned, accrual will stop.

Salary Exempt Employees

Full-time salary exempt employees are allocated 10 days of vacation time (80 hours) and eight days of sick time (64 hours) at the commencement of each year, or upon hire. Vacation time utilization is subject to a waiting period, and employees cannot begin using it until completing six months of continuous full-time employment. In contrast, sick time does not have a waiting period and may be used right away.

Roll-Over Policy

For hourly non-exempt employees, PTO balances are reset each year on January 1st. Any PTO not used by December 31st will be cleared and set to zero. This accurately tracks Company costs, keeping BPI's PTO budget consistent and predictable.

For salary exempt employees, their vacation balance will reset to 80, and their sick balance will reset to 64 each year on January 1st. It is important to note that these balances cannot exceed 80 or 64 hours.

Roll-overs can be considered for unique circumstances and must be addressed to Human Resources and approved by the President.

Cashing out PTO/Vacation

Employees who have been employed for at least one year may "cash-out" their unused PTO/vacation with President approval. A "PTO Cash-Out Request Form" must be submitted to Human Resources for processing. A maximum of 40 hours can be paid out at one time. Unlike vacation time, sick time cannot be "cashed-out."

PTO during Termination

In the event of termination of employment, employees will be paid out for all accrued but unused vacation time for voluntary terminations only. PTO is not paid out for involuntary terminations. For more information about PTO during the time of termination, please refer to *Section 12*.

Time-off Requests

BPI values the well-being of its employees and recognizes the importance of allowing employees to take a break and recharge from the daily pressures of a dynamic work environment.

For vacation requests, employees are required to provide their manager and HR with a 2-week notice, using the designated channel determined by HR. Approval of requests will be contingent upon business needs and staffing requirements.

In the case of sick time, employees may need to take leave with short notice. If unable to report to work, employees must promptly inform their supervisor and adhere to HR's established call-out system. Should an employee miss work for three or more days, whether consecutive or not, HR may request a doctor's note releasing them to return to work, with or without restrictions.

Continuous Sick Leave

If a full-time or part-time employee is absent from work for a continuous 2-week period or more due to illness or injury, the employee will be subject to our Short-Term disability ("STD") policy. At the end of 2-weeks, STD will begin, unpaid time. In order to return to work from a medical leave, the employee must present a doctor's note releasing them to return to work with or without restrictions.

Section 06

Benefits

A. ABOUT OUR BENEFITS

BPI has a history of commitment to our employees. This commitment includes offering the best designed plans for the most reasonable cost. Although we are not immune to the factors affecting every other business in this country, we continue to use innovation and creativity in designing our benefit offerings.

Our benefit plans are uniformly designed and executed for all employees of BPI. All employees are provided benefit packets during the time of hire, and during our annual open enrollment period. All employees are encouraged to study the provided plan information.

Quoted rates and terms of each plan are subject to change with each new plan year. Periodic updates will be issued as these changes occur.

Eligibility

Full-time employees are eligible to participate on the first of the month, following 60 days of full-time continuous employment. If an employee has not enrolled by that date, they must wait until the annual open enrollment period. Employees must work a minimum of 37 hours a week to be considered full-time to be eligible for benefits. Eligible dependents include the spouse, and any children under the age of 26.

Enrollment

Employees are to complete and return the appropriate enrollment forms located in their benefit packets to Human Resources. All forms must be

submitted before their eligibility date. If coverage is not elected at the time of eligibility, they must wait until the next open enrollment period, or have a Qualifying Life Event (QLE) that allows them to enroll. BPI's Annual Open Enrollment occurs each year from November 1–November 30, with the new coverage year beginning on December 1.

Qualifying Life Events

A Qualifying Life event is an event that triggers a special enrollment period for an individual or family member outside of BPI's annual open enrollment period. It can also mean an employee is currently enrolled but needs to drop coverage. Some of these examples may include:

- Birth or adoption of a child
- Marriage or divorce
- Loss of other coverage
- Loss of Medicare or Medicaid
- Turning 26 and losing coverage from your parent's insurance plan

If an employee experiences a QLE, they have 60 days to notify Human Resources. The change will be effective the first of the following month after the date of their selected change. In the event of loss coverage, continuation coverage may be offered through COBRA.

Documentation is required during a QLE, such as: birth certificates, adoption records, marriage licenses, divorce papers, death certificates, etc. Human Resources will ask you for supporting documentation to provide to our Benefits Plan Administrator.

WARNING: Federal restrictions exist on the ability of participants to add, drop, or change benefit coverage during a coverage year, and employees must have a qualifying life event to do so.

B. MEDICAL PLANS

BPI's Medical plans are offered by Blue Cross Blue Shield of Texas (BCBSTX).

Cost

BPI pays 70% of employee premiums. Employees are only responsible for paying 30% of their own premiums costs. BPI does not contribute to dependent premiums, leaving employees 100% responsible for dependent costs. Premiums are subject to change each plan year. Employee and dependent premiums can be withheld pre or post-tax from the employee's bi-weekly paychecks in accordance with IRS Code Section 125: The Cafeteria Plan.

What is the Health Insurance Marketplace?

The Marketplace is designed to help employees find health insurance that meets their needs and fits their budget. The Marketplace offers "one-stop" shopping to find and compare private health insurance options. Employees may also be eligible for a new kind of tax credit that lowers their monthly premiums.

Can I save money on my health insurance premiums in the Marketplace?

Employees may qualify to save money and lower their monthly premium, but only if their employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on employee premiums depends on individual household income.

Does Employer health coverage affect eligible premium savings through the Marketplace?

Yes. If an employee has an offer of health coverage from their employer that meets standards, they will not be eligible for a tax credit through the Marketplace. If this is the case, they may enroll in one of their employer's offered plans. However, they may be eligible for a tax credit that lowers their monthly premium, or a reduction in certain cost-sharing if their employer does not offer coverage to you at all or does not offer coverage that meets standards.

Section 07

Safety & Health

A. OVERVIEW

BPI is committed to providing a safe and healthy work environment for all employees, guests/visitors, clients, and contractors. Our dedication to maintaining high standards of health and safety is integral to our operations. This policy outlines an overview of our commitment to preventing workplace injuries, illnesses, and promoting the well-being of everyone associated with BPI. Comprehensive procedure and protocol details can be found in BPI's Safety Manual, separate from this handbook. Employees may request a copy of the Safety Manual from HR at any time.

Management's Commitment

Management is committed to providing the necessary resources, training, and support to ensure a safe working environment. Continuous improvement in health and safety measures is a regular occurrence.

Employee Responsibilities

Employees are expected to actively participate in maintaining a safe workplace by adhering to safety protocols, reporting hazards and injuries promptly, and engaging in relevant training programs organized by BPI.

B. SAFETY & SECURITY

Personal Belongings

We all want a safe environment, therefore we all need to make every effort to ensure our individual safety and to protect company and personal property during working hours, after working hours, on weekends and on holidays.

Please do not leave personal items unattended. Extremely valuable or sentimental items are to be left at home. BPI is not responsible for any lost or stolen personal items and such items will not be replaced by BPI.

Family & Friends Visiting BPI

Creating large animatronic dinosaurs is very cool. While we understand the desire to share our work with friends and family, our commitment to employee, as well as guest safety is paramount.

Visits from guests are permitted during non-working hours, such as lunch breaks or after regular work hours. Guests are required to check in at the front desk upon arrival and check out when leaving. For safety reasons, guests must be accompanied at all times and should not be left unattended to explore the warehouse independently.

If a guest has safety concerns, they should immediately address them with an employee of BPI, and the employee must notify their direct supervisor or the risk manager on duty. Guests are also expected to adhere to the confidentiality rules outlined in this handbook, mirroring the expectations set for employees.

General Safety Guidelines

Workplace Hazards

Employees should promptly report any hazards, unsafe conditions, or equipment malfunctions to their direct supervisor or the designated risk manager.

Emergency Procedures

Familiarize yourself with emergency evacuation procedures, first aid locations, and emergency contact information.

Personal Protective Equipment (PPE)

Use appropriate PPE as specified for your role. BPI will provide necessary PPE, and employees are responsible for proper use and maintenance.

Emergencies & Evacuations

In case of a safety emergency including but not limited to: a fire, natural disaster or hazardous material spill all employees must evacuate BPI's premises. All employees must familiarize themselves with primary and secondary routes from their workspace for evacuation. In the case of an evacuation emergency, it is important to remain calm and proceed quickly.

Department leads, supervisors, risk management, HR, and/or VP of operations personnel are responsible for ensuring safe evacuation for all employees, taking attendance, and reporting any missing individuals. Teamwork ensures the safety of all.

More information regarding evacuation plans are outlined in our Safety Manual, as well as our Tour Guide Section of this handbook. Emergency evacuations are not only important for our employees, but for guests visiting our facility as well. (*Section 10F*).

For emergencies, dial 911. (fire, police, ambulance)

Allen Fire Department Chief: 214-509-4402 (Daniel Williams)

Allen Police Department Chief: 214-509-4201 (Brian Harvey)

Non-Emergency Dispatch: 214-509-4321

Crime Tip: 214-509-4278

Reporting Incidents in the Workplace

Injury or Illness

Report any workplace injury or illness immediately to your direct supervisor or

risk manager, no matter how minor. A thorough investigation will be conducted to determine preventive measures.

Near Misses

Report near misses to prevent potential incidents. Near miss reporting is an essential part of our continuous improvement in health and safety.

C. WORKER'S COMPENSATION

BPI offers a workers' compensation insurance program without any cost to the employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately. As previously stated, employees who sustain work-related injuries or illnesses must inform their supervisor or risk manager immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported and documented quickly.

Neither BPI nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in an off-job recreational, social, or athletic event sponsored by BPI.

D. HEALTH

The health and well-being of our employees is our priority. We encourage all employees to adopt a healthy lifestyle. This includes regular exercise, balanced nutrition, sufficient rest, and regular health check-ups with their physicians. If employees are unwell or experiencing health issues, they are encouraged to communicate with their direct supervisor and/or HR and take necessary sick leave.

Mental Health

Mental health is just as important as physical health. BPI is committed to creating an environment where employees feel comfortable discussing mental health concerns with their direct supervisor and/or HR.

COVID-19

As part of our efforts to address the challenges posed by the COVID-19 pandemic, we have established the following policy to guide our approach to vaccination and other preventive measures.

While BPI encourages employees to consider vaccination as a precautionary measure against COVID-19, we respect individual choices regarding vaccination. It is important to note that, in accordance with Texas state regulations, we do not mandate or require employees to receive the COVID-19 vaccine.

To ensure the safety of our employees and visitors, BPI will continue to implement and enforce the following preventive measures:

- **Mask-Wearing:** All employees are encouraged to wear masks in common areas if they are experiencing COVID-19 symptoms, however this is not a requirement.
- Employees experiencing symptoms of illness, including but not limited to: fever, cough, and shortness of breath, are encouraged to stay home.
- **Handwashing:** Employees are encouraged to wash hands frequently, especially after using shared equipment or touching common surfaces.
- **Respiratory Etiquette:** Cover your mouth and nose with a tissue or your elbow when coughing or sneezing. Dispose of tissues in provided trash receptacles.

BPI is dedicated to fostering a supportive and safe working environment. This policy reflects our commitment to respecting individual choices while prioritizing the health and well-being of our employees. This policy is subject to change based on updates from health authorities and state regulations.

E. COMPLIANCE

BPI will adhere to all relevant Texas and federal health and safety regulations. Regular audits will be conducted to ensure compliance and identify areas for improvement.

This health and safety policy will be regularly reviewed and updated as needed. Employees will be informed of any changes, and training will be provided accordingly.

Section 08

Training & Personal Growth

A. JOB DESCRIPTIONS

Employees are provided with a job description at the time of hire, however the description can be reviewed and modified at any given time, when necessary, deemed appropriate by either the President, VP of Operations, the employee's Supervisor, or Human Resources. The Company's intent for maintaining job descriptions is to have a floating guideline for each class of employee and for particular skilled positions. In some cases, we will ask for help from employees in defining their actual position duties, as BPI is a small, but fast-growing company. Employees may wear multiple hats and are required to help their co-workers, if possible, to the extent they will not be jeopardizing their own safety or responsibilities. We have a strong "Lend-a-Helping-Hand" policy, due to the nature of the Company. Employees are encouraged to periodically review their Job Description for accuracy. If cooperation problems arise, Human Resources can evaluate the situation. Job duties can be adjusted due to performance and changing needs of the department.

B. EMPLOYEE DEVELOPMENT

We encourage you to think about what opportunities for advancement there will be for you within BPI. As the company grows, we want our employees to grow with us and that means taking personal initiative to explore and develop the skill sets you will need to advance within the Company.

C. JOB & LEADERSHIP TRAINING

For most job positions at our company, training is available to support your needs and encourage your continuous learning. At the time of hire, your supervisor will assess what your skill sets are and how they apply to the job

position available. If they feel it is appropriate or necessary for you to have additional training, they will do so at the expense of BPI. Talk to your supervisor about classes or seminars that you would like to take that you feel would help you in your daily job. If appropriate, reimbursement for those costs may be considered.

D. JOINING THE FIELD SERVICE TEAM

Field service is one aspect of BPI which makes us so unique. Our company maintains its business partnerships and quality of our products by sending trained individuals to the exhibit sites for maintenance. Field service is available for employees who show an interest and dedication to their job. Field service is hard labor with many responsibilities but can be very rewarding. Technicians are a major part of what keeps BPI the optimal partner for our clients' animatronic needs.

If an employee desires to be a part of the field service team, expressing their interest in Human Resources would be the first step. From there, Human Resources will evaluate if the employee is fit for the responsibility of field service. If so, then the employee will have a plan of action customized for them so they can be integrated into the field service schedule. More information about field service can be found in the next section. (*Section 09*).

Section 09

Field Service

A. FIELD SERVICE INTRODUCTION

As previously highlighted, Field Service holds a distinct and vital role, warranting this dedicated section. The success of BPI in the edutainment industry heavily relies on the contributions of our Field Service team. Field Service Technicians serve as direct representatives of the company, undertaking responsibilities that involve in-house repairs and preparations of animatronics for delivery to exhibits.

In the role of a company representative, your tasks include repairing and preparing animatronics in our warehouse. When you are not in-house, you will be traveling to exhibits where you'll install, service, and take down animatronics. The role of a Field Service Technician is an augmentation to your existing job responsibilities.

Field Service involves extensive travel, outdoor labor, and the necessity to work beyond regular business hours. A typical Field Service may comprise a team of 1 to 3 technicians stationed at a location for approximately a week. Variables such as service type (domestic or international) and the nature of the exhibit contribute to the variations in the field service tasks. Regardless, all locations involve setup, maintenance visits, and takedown procedures when the exhibit concludes.

A noteworthy aspect of our Field Service operations is our commitment to dispatch additional individuals or teams to service an exhibit outside of routine maintenance visits. If a client is in need of our services, we will be there. Despite the availability of remote troubleshooting for our clients, there are instances where an in-person visit becomes imperative for the immediate service and repair of our animatronics. Our business revolves

around delivering quality products and fostering strong partnerships from beginning to end.

B. TRAVEL ARRANGEMENTS

All travel arrangements, including flight, transportation, and lodging will be coordinated through the designated company administrator. All itinerary is provided before departure. Technicians will stay in approved lodging facilities, selected for convenience and safety.

C. PER DIEM & BUSINESS EXPENSES

A per diem allowance will be provided to cover meals and incidental expenses during travel. A per diem amount of \$40.00 USD is given per day, per Technician. With President pre-approval, the per diem amount may be adjusted depending on living costs in certain areas. If the Technician is traveling to a foreign country, per diem will be given in a mixture of local currency and USD.

While accommodations are paid by the Company before departure, unanticipated charges may occur while on a field service. We do everything we can to prepare and avoid unanticipated expenses, however sometimes unforeseen situations may arise. If this does occur, Technicians are asked to use their company credit card, save the receipts, and turn them into the Accounting Department. If a Technician does not have a company credit card, they may use their personal credit card, save the receipts, and turn them into Human Resources for reimbursement on their next paycheck.

D. FIELD SERVICE TIME & COMPENSATION

Technicians are guaranteed to receive 40 hours a week while on a Field Service trip, regardless if 40 hours were worked.

Lunch

Technicians are obligated to comply with the legal mandate of taking a 30-minute lunch break each day when working a minimum eight hour shift. It is essential to emphasize that technicians are required to take this break, and they must accurately record their lunch break by punching out.

Punching In & Out

Technicians must punch in and out while traveling, just as they normally would at our warehouse facility in Texas. Punches should be made appropriately and accurately. An example is displayed below:

- Punch in when you leave your house to transport to the airport for departure.
- Remain punched in while you are waiting for your flight, for the duration of your flight, and for transportation to the hotel.
- Punch out once you arrive at the hotel destination.
- Punch in once you leave the hotel to transport to the exhibit location.
- Punch out for lunch. (30–60-minute lunch break is allotted. 30-minute lunch break is required).
- Punch in after lunch.
- Punch out when you arrive at your hotel after leaving the exhibit location.
- Punch in while you are transporting to the airport for departure back to Dallas, TX.
- Punch out when you land and arrive at your home in Dallas, TX.

Compensation Method

Compensable time for Field Service travel will be compensated at the regular hourly rate for hourly non-exempt employees, unless overtime applies.

Overtime, if applicable, will be calculated based on the Company's overtime policy.

Salary-Exempt Technicians

Because overtime is a regular occurrence when traveling, technicians classified as salary-exempt in-house, will receive their hourly-rate **exclusively** while traveling for Field Service. This approach is implemented to guarantee appropriate compensation for overtime hours. It is important to note that there will be no compensatory time-off when transitioning from a salary to hourly arrangement while traveling.

Holidays While Traveling

It is unlikely that a technician will be required to attend a business trip during a holiday, however this instance may occur. If a holiday takes place while on a Field Service visit, time-and-a-half-pay will be compensated if the technician was working specifically on the holiday. If a technician was out of town on a business trip, but not actually working on the holiday, they will not receive time and a half-pay. As a reminder, technicians are still guaranteed a 40-hour work week while traveling for Field Service.

President & Client Dinners

On occasion, when the President of the Company travels with the Technicians, they may be invited to join her for dinner. Technicians have the option to politely decline, even though the President covers the dinner expenses. Technicians may **not** remain punched in during optional dinners, as work duties are relieved during that time. In the event of work-related discussions or duties during dinner, employees must follow the guidelines outlined in the "After Hours" policy detailed in *Section 04F* of this handbook. Employees should use their best judgment and accurately clock in/out as needed in such situations.

Technicians may also be invited to have dinner with clients. The same policies apply. Technicians should obtain proper etiquette, even if it is for dinner. They are still representing the company and are expected to uphold professional standards.

E. EMPLOYEE RELATIONS WHILE TRAVELING

While traveling, there is minimal supervision. Technicians are entrusted and anticipated to exhibit the same conduct as they would at our warehouse facility in Texas, regardless of the presence of on-site management. We respect Technicians' rights as per federal law, and in case of any employment-related concerns, Technicians are encouraged to voice them. Should an incident occur during a Field Service visit, technicians are required to promptly engage with Human Resources or a member of the leadership team. Delaying the resolution of issues until the return from the trip is discouraged. Timely notification to Human Resources is crucial for an accurate investigation and the identification of suitable solutions.

F. DRESS CODE FOR TECHNICIANS

During Field Service visits, Technicians are obligated to wear company shirts as a representation of our company. These shirts are provided by Human Resources at the time of hire. Additional shirts are available for purchase. Attire should adhere to guidelines that prohibit it from being overly revealing, offensive, or causing unnecessary distraction. Open-toed shoes are not permitted while in the field for safety reasons. To mitigate safety hazards, necklaces and other dangling accessories should be securely tucked in.

It is essential to refrain from wearing clothing that exhibits discernible rips, holes, tears, or strains, as client disapproval may arise. Technicians must uphold an acceptable level of hygiene to ensure positive interactions with clients. Clothing associated with rival dinosaur companies or Jurassic Park/World merchandise should be avoided, as it may lead to client confusion despite our admiration for the JP franchise. While tattoo and piercing exposure is allowed, it should be done in a manner that is neither offensive nor overly distracting to others and should not inhibit successful performance of job duties.

Section 10

Trade Shows & Conferences

A. TRADE SHOW INTRODUCTION

Similarly to Field Service, we have dedicated a specific section for Sales and Marketing team members attending trade shows and/or conferences. This section outlines the guidelines and expectations for these employees. Trade shows are to serve as an event for business development, client acquisition and showcasing the company's animatronic dinosaurs. Conferences are for attending education and informational sessions/workshops. By attending such events, we are able to gain insight on industry trends, competitor activities, and emerging technologies.

B. TRAVEL ARRANGEMENTS

All travel arrangements, including flight, transportation, and lodging will be coordinated through the designated company administrator. All itinerary is provided before departure. Sales team members will stay in approved lodging facilities, selected for convenience and safety.

C. PER DIEM & BUSINESS EXPENSES

A per diem allowance will be provided to cover meals and incidental expenses during travel. A per diem amount of \$40.00 USD is given per day, per Sales team member. With President pre-approval, the per diem amount may be adjusted depending on living costs in certain areas. If the Sales team member is traveling to a foreign country, per diem will be given in a mixture of local currency and USD.

While accommodations are paid by the Company before departure, unanticipated charges may occur while at a trade show. We do everything

we can to prepare and avoid unanticipated expenses, however sometimes unforeseen situations may arise. If this does occur, Sales team members are asked to use their company credit card, save the receipts, and turn them into the Accounting Department. If an employee does not have a company credit card, they may use their personal credit card, save the receipts, and turn them into Human Resources for reimbursement on their next paycheck.

D. TRADE SHOW TIME & COMPENSATION

All time spent traveling to and from trade shows is considered compensable. Sales team members are required to accurately clock in and out at the designated times specified for each day of the trade show. This includes clocking in during transportation to the airport, the flight, booth setup, booth duration, work-related client engagement activities, booth takedown, transportation back to the airport, the flight home, and transportation from the airport to their home or BPI's office.

Downtime during travel that is not work-related may not be compensable. Personal time or non-work activities during trade show travel, such as time spent in the hotel room, are not compensable.

Compensation Method

Compensable time for trade show travel will be compensated at the regular hourly rate for hourly non-exempt employees, unless overtime applies. Overtime, if applicable, will be calculated based on the Company's overtime policy. If a Sales team member is classified as salary-exempt, they are not eligible for overtime pay.

Compensatory Time-Off

Compensatory time-off is given to salary-exempt employees only, who are traveling for trade show purposes. Salary-exempt employees will receive 1 paid comp day, per extra day worked outside of their regular work schedule.

- Comp days must be used within 7 days (1 week) of their return from the trade show.
- Hourly-exempt employees do not receive comp days, as they are entitled to overtime compensation during their business trip.
- Employees must submit an Absence Request Form to notify their manager and Human Resources of their chosen comp day(s).

E. TRADE SHOW EXPECTATIONS

Sales team members must maintain a high level of professionalism in all interactions with colleagues, clients, prospects, and fellow exhibitors. They are expected to uphold professional behavior and adhere to the company's code of conduct.

Trade show attendees must ensure that the trade show booth is well-organized and representative of the Company's mission. They are to proactively engage with clients and prospects, providing information and addressing inquiries effectively. They shall actively participate in networking opportunities and expand industry connections, all while representing the Company positively and appropriately.

F. TRADE SHOW DRESS CODE

Employees attending trade shows are expected to look professional and polished while representing our company at trade shows and conferences. Adherence to this dress code is essential for creating an impactful impression on existing and potential clients.

The attire should be professional business attire that reflects the corporate image and aligns with the nature of trade shows. This includes but is not limited to: button ups, blouses, collared shirts, dress slacks, skirts, and appropriate footwear. Wearing company-branded attire is also encouraged

to enhance visibility and unity among team members. Employees should refrain from wearing athletic wear, clothing that is excessively revealing, inappropriate, offensive, distracting accessories, or logos and branding with competitor companies. Maintaining a high level of personal grooming and hygiene is crucial.

Section 11

Museum

A. MUSEUM INTRODUCTION

Much like our Field Service and Sales Team, the Museum Department holds its own distinctive place within our organization and requires its own section. While our Field Technicians and Sales Team Members engage directly with clients at off-site exhibitions, our Tour Guides play a vital role in providing an immersive experience for in-house guests visiting our manufacturing facility. As a world leader in animatronic dinosaurs and other creatures, our presence inevitably draws the attention of the general public.

At BPI, we welcome the general public to explore our facility and gain insight into our operations. It is our mission to provide a captivating and educational experience for visitors of all ages. Our dedicated Museum Department is committed to delivering engaging tours, creating memorable interactions with animatronic dinosaurs, offering quality merchandise, and fostering a love for learning through story times, birthday parties, field trips, and other special events. Our event space is designed to accommodate all event requirements, ensuring a memorable experience for every visitor.

B. TRAINING & RESPONSIBILITIES

All Tour Guides will undergo comprehensive training on dinosaur facts, animatronic facts, sales, company facts, guest interactions, communication, conflict resolution, and safety procedures.

All Tour Guides are responsible for conducting tours, being informative and providing insights into animatronic dinosaurs, and hosting and facilitating birthday parties, field trips, and other events. Preparing and arranging the

event space for parties and events to ensure a visually appealing and organized environment is a must. Tour Guides are also responsible for effectively communicating and promoting Company merchandise to guests and handling transactions at the cash register.

C. GUEST INTERACTION

Tour Guides are expected to maintain an acceptable, professional, and positive demeanor at all times when interacting with guests, irrespective of age. Tour Guides are to ensure a safe, enjoyable, and educational experience for everyone. Respectful language and behavior should be prioritized, promoting a welcoming environment.

Child-Focused Interaction

When engaging with children, Tour Guides should communicate at an age-appropriate level, ensuring clarity and understanding. Physical contact with children is prohibited and only necessary for safety reasons such as guiding a child away from an extreme, potential hazard.

Inclusive Communication

Tour Guides must be inclusive in their communication, considering the diverse age groups within the tour group. Tour Guides should avoid any discrimination or bias to create a positive environment.

Sensitive Topics

Tour Guides should exercise discretion when potentially asked about Company trade secrets by guests. Tour Guides are to provide opportunities for questions and clarification, as long as it does not disclose any information regarding confidential business information that was previously outlined in this handbook in *Section 03B*. If a Tour Guide is having difficulty redirecting a conversation, they must notify their direct supervisor immediately.

In the event of a conflict or misunderstanding, Tour Guides should remain calm and professional, and seek assistance from their direct supervisor immediately by using their transceivers. The following codes have been put in place for such measures:

- “Dilo” = someone threw up/biohazard/clean-up needed
- “Velociraptor” = sexual harassment/any sort of harassment/I need help/needs ejection
- “Raccoon” = not as serious as velociraptor, just need extra hands

When in doubt, call out the code “Velociraptor.” Time is key, and safety is our utmost priority.

Front Desk Etiquette

Tour Guides are the face of the Company and the public’s first impression of our business. It is of utmost importance that our Tour Guides maintain a professional demeanor while exuding friendliness and educational engagement with the public. There should be no more than 3 Tour Guides standing behind the front desk. Activities such as sitting on the lobby floor, crowding behind the front desk, consuming meals and snacks in front of guests, and using cell phones in their presence are strictly prohibited to uphold our standard of professionalism and guest experience.

D. COMPANY PROPERTY FOR TOUR GUIDES

At the time of hire, Tour Guides will be provided (2) dinosaur company t-shirts which are required to be worn during every shift. Supplementary shirts are available for purchase. Additionally, each Tour Guide will be issued a name tag. In the event of a lost name tag, a replacement can be obtained at the cost of \$20.00 to the employee. Tour Guide leads will be entrusted with a building key for access to the main front entrance. Tour Guides are to also use

transceivers during their shift (walkie talkies). It is imperative to note that all company property policies outlined in *Section 02N* of this handbook remain applicable.

E. TIME & COMPENSATION

Hours

The Museum Department operates on distinct working hours, deviating from the standard Company schedule. Tour Guides are generally scheduled to work from 9:00 AM to 5:00 PM. Unlike our warehouse staff who engage in behind the scenes job duties such as repairing our animatronics, Tour Guides are the forefront staff, addressing the needs of our guests. To ensure a seamless experience for our guests, we operate every day of the week, including weekends, for tours. Please note that Tour Guide schedules and hours can vary to accommodate the diverse needs of our guests and upcoming events.

Tips

Tour Guides are eligible to receive tips from tours. Tips are paid out bi-weekly in accordance to the pay periods. Gratuity is a regular occurrence for Tour Guides after hosting events such as birthday parties.

F. SAFETY GUIDELINES

It is important that we outline procedures to be followed in the event of a safety emergency occurring within the warehouse while a tour is being conducted.

Evacuation plans

In case of a safety emergency, including but not limited to: a fire or hazardous

material spill, we have established the following evacuation procedures for our guests and employees.

1. Tour Guide Responsibilities:

- **Immediate Awareness:** In the event of an emergency, Tour Guides must be immediately aware of the situation and assess its severity.
- **Tour Termination:** If it is safe to do so, Guides should calmly and clearly inform the tour group about the emergency and guide them to the nearest exit.
- **Stay Calm and Assure Safety:** Maintain a calm demeanor and assure tour participants that their safety is the top priority.

2. Communication:

- **Emergency Notification:** Use available communication systems (e.g., radios) to notify other staff members, including those at the main entrance and control center, about the emergency.
- **Contact Emergency Services:** If necessary, dial emergency services and provide them with relevant information about the situation.

3. Assistance for Participants:

- **Assist Vulnerable Individuals:** Tour guides must provide assistance to vulnerable individuals, such as children, elderly, or those with mobility challenges, ensuring their safe evacuation.
- **First Aid Kits:** First aid kits are available in our office break room, the front desk, and in the warehouse break room. All first aid kits are equipped with essential supplies including bandages, antiseptic wipes, pain relievers, and any necessary items for addressing common medical issues. All Tour Guides are to assess the situation to determine the severity of the issue. Notifying and getting assistance from their direct supervisor is highly recommended.

4. Assembly Points:

- **Head Count:** Conduct head counts to ensure everyone is present and accounted for.

Reporting accidents

In the event of an accident during a tour, Tour Guides are responsible for immediately reporting the incident to their direct supervisor. Both the supervisor and Tour Guide are responsible for reporting the accident to HR. The report should include details such as the nature of the incident, location, individuals involved, and any injuries sustained.

Compliance with these Museum policies is crucial in contributing to the creation of a positive experience for our guests and catering to our mission statement.

Section 12

End of Employment

A. INTRODUCTION

This information is provided to guide employees in making informed decisions and fulfilling obligations related to their departure from BPI. For any inquiries about exit procedures, please contact the Human Resources department.

B. NOTICE OF RESIGNATION

If you choose to voluntarily resign from the company, it is advised to provide notice to your supervisor at least two (2) weeks before your last day.

C. RESIGNATION LETTER

A formal written resignation serves as notice to your department and the company about your decision to end employment. Specify your last day of work in the letter, which your supervisor will forward to the Human Resources office for documentation in your personnel file.

D. RETURN OF COMPANY PROPERTY

Coordinate with your supervisor to return all company property, including keys, key fobs, credit cards, cell phones, etc. This should be completed by your last day of employment. Unreturned items may be deducted from your final paycheck per the Wage Deduction Authorization Agreement.

E. PAID-TIME-OFF/VACATION:

For voluntary terminations, any remaining PTO balance will be paid out your final paycheck.

F. SICK LEAVE

Unused sick leave balances will not result in a lump-sum payment for separating employees.

G. HEALTH INSURANCE

If covered under our group health plan, the company will notify the plan of your last day. Expect information regarding COBRA mailed to your home address post-notification. Please provide an accurate forwarding address.

H. COBRA INSURANCE

COBRA offers the option to continue group health benefits for a limited period post-employment under certain circumstances. Qualified individuals may need to pay the entire premium. COBRA applies to employers with 20 or more employees in the prior year.

I. SUPERVISOR RESPONSIBILITY

Upon receipt of a resignation notice, supervisors must promptly forward a copy to Human Resources.

J. W-2 ADDRESS VERIFICATION

Ensure the company has your current address for W-2 form mailing by completing the W-2 Address Verification/Change Form.

K. FINAL PAYCHECK

For voluntary resignations, the final paycheck is issued on the next regularly scheduled pay date following termination. It will be distributed through your preferred method (direct deposit or physical check via Certified Mail Return Receipt Requested). In cases of involuntary termination, the final paycheck will be issued within six days and mailed to the home address on file via Certified Mail Return Receipt Requested.

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Employee Handbook Acknowledgement

This employee handbook has been prepared for your information and understanding of the policies, philosophies and practices and benefits of BPI. Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to your supervisor by the due date. A copy of this acknowledgment appears at the back of the handbook for your records.

I, _____, have received and read a copy of the BPI Handbook which outlines the goals; policies, benefits and expectations of BPI, as well as my responsibilities as an employee.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Employee Handbook provided to me by BPI.

I understand this handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of BPI. I understand that the BPI Employee Handbook is not a contract of employment and should not be deemed as such. I also acknowledge that I am an employee-at-will and that either I or BPI may end the employment relationship at any time, with or without notice or cause.

Employee Signature

Date

PLEASE RETURN BY: March 18, 2024