



SOCAL ELITE SPORTS INC.

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1.Introduction

1.1 Handbook Disclaimer

The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with the Organization. Employment with SOCAL ELITE SPORTS INC. is "AT-WILL." This means employees of SOCAL ELITE SPORTS INC. may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with SOCAL ELITE SPORTS INC. for any set period of time.

The Organization has the right, with or without notice, in an individual case or generally, to change any of the policies in this handbook, or any of its guidelines, policies, practices, working conditions or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the president and the employee.

1.2 Welcome Message

Dear Valued Employee,

Welcome to SOCAL ELITE SPORTS INC.! We are pleased with your decision to join our team.

SOCAL ELITE SPORTS INC. is committed to providing superior quality and unparalleled customer service in all aspects of our business. We believe each employee contributes to the success and growth of our Organization.

This employee handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the handbook, please discuss them with your supervisor or the President / V. President.

Welcome aboard. We look forward to working with you!

Sincerely,

The President / V. President

1.3 Changes in Policy

Change at SOCAL ELITE SPORTS INC. is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by SOCAL ELITE SPORTS INC., and after those dates all superseded policies will be null and void.

No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or the President / V. President.

2. General Employment

2.1 At-Will Employment

Employment with SOCAL ELITE SPORTS INC. is "at-will." This means employees are free to resign at any time, with or without cause, and SOCAL ELITE SPORTS INC. may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with SOCAL ELITE SPORTS INC. for any set period of time.

The policies set forth in this employee handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by SOCAL ELITE SPORTS INC., except for the policy on at-will employment, which may be modified only by a signed, written agreement between the President and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between SOCAL ELITE SPORTS INC. and any of its employees.

2.2 Immigration Law Compliance

SOCAL ELITE SPORTS INC. is committed to employing only United States citizens and aliens who are authorized to work in the United States.

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

SOCAL ELITE SPORTS INC. may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, SOCAL ELITE SPORTS INC. provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

2.3 Equal Employment Opportunity

SOCAL ELITE SPORTS INC. is an Equal Opportunity Employer. Employment opportunities at SOCAL ELITE SPORTS INC. are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The Organization will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

SOCAL ELITE SPORTS INC. strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. SOCAL ELITE SPORTS INC. will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.4 Equal Employment Opportunity (California Employees)

SOCAL ELITE SPORTS INC. is an Equal Opportunity Employer. Employment opportunities at SOCAL ELITE SPORTS INC. are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, color, sex, national origin, age, military status, veteran status, disability, genetic information, ancestry, medical condition, marital status, gender identity, gender expression, sexual orientation, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment,

including, but not limited to, recruitment, hiring, internships, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

SOCAL ELITE SPORTS INC. strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. Appropriate disciplinary action, up to and including immediate termination, will be taken against any employee who violates this policy.

2.5 Employee Grievances

It is the policy of SOCAL ELITE SPORTS INC. to maintain a harmonious workplace environment. SOCAL ELITE SPORTS INC. encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions.

Employees are encouraged to raise concerns with their supervisors. If not resolved at this level, an employee may submit, in writing, a signed grievance to the President / V. President.

After receiving a written grievance, SOCAL ELITE SPORTS INC. may hold a meeting with the employee, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue.

Complaints involving alleged discriminatory practices shall be processed in accordance with SOCAL ELITE SPORTS INC.'s Sexual and other Unlawful Harassment Policy.

SOCAL ELITE SPORTS INC. assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

2.6 Internal Communication

Effective and ongoing communication within SOCAL ELITE SPORTS INC. is essential. As such, the Organization maintains systems through which important information can be shared among employees and management.

Bulletin boards are posted in designated areas of the workplace to display important information and announcements. In addition, SOCAL ELITE SPORTS INC. uses the Intranet and email to facilitate communication and share access to documents. For information on appropriate email and Internet usage, employees may refer to the Computer, Email, and Internet Usage policy.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult their supervisor with any questions or concerns on information disseminated.

2.7 Outside Employment

Employees may hold outside jobs as long as the employee meets the performance standards of their position with SOCAL ELITE SPORTS INC..

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

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

2.8 Anti-Retaliation and Whistleblower Policy

This policy is designed to protect employees and address SOCAL ELITE SPORTS INC.'s commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, SOCAL ELITE SPORTS INC. will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected Organization or employee violations of the law,

including discriminatory or other unfair employment practices;

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or customer, environment or general public;
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law;
- Provides information to assist in an investigation regarding violations of the law; **or**
- Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and including termination of employment.

Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Employees who wish to report a violation should contact their supervisor or Cary Lambeth directly. Employees should also review their state and local requirements for any additional reporting guidelines.

SOCAL ELITE SPORTS INC. will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related reporting requirements should contact their supervisor, the President / V. President or any state or local agency responsible for investigating alleged violations.

3. Employment Status & Recordkeeping

3.1 Employment Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, SOCAL ELITE SPORTS INC. classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with SOCAL ELITE SPORTS INC. or if your job responsibilities change, you will be informed by the President / V. President of any change in your exempt status.

In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories:

Full-Time:

Full-time employees are regularly scheduled to work greater or equal to 40 hours per week. Generally, regular full-time employees are eligible for SOCAL ELITE SPORTS INC.'s benefits, subject to the terms, conditions, and limitations of each benefit program.

Part-Time:

Part-time employees are regularly scheduled to work less than 40 hours per week. Regular part-time employees may be eligible for some SOCAL ELITE SPORTS INC. benefit programs, subject to the terms, conditions, and limitations of each benefit program.

Temporary:

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they

are notified, by SOCAL ELITE SPORTS INC. Management, of a change.

3.2 Personnel Data Changes

It is the responsibility of each employee to promptly notify their supervisor or the President / V. President of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important company information.

If any of the following have changed or will change in the coming future, contact your supervisor or the President / V. President as soon as possible:

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

3.3 Expense Reimbursement

SOCAL ELITE SPORTS INC. reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Expenses incurred by an employee must be approved in advance by the President / V. President.

Some expenses that may warrant reimbursement include, but are not limited, to the following: mileage costs, air or ground transportation costs, lodging, meals for the purpose of carrying out company business, and any other reimbursable expenses as required by law. Employees are expected to make a reasonable effort to limit business expenses to economical options.

To be reimbursed, employees must submit expense reports to the President / V. President for approval. The report must be accompanied by receipts or other documentation substantiating the expenses. Questions regarding this policy

should be directed to your supervisor.

3.4 Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Common circumstances under which employment is terminated include the following:

- **Resignation** - Voluntary employment termination initiated by an employee.
- **Termination** - Involuntary employment termination initiated by SOCIAL ELITE SPORTS INC.. In most cases, SOCIAL ELITE SPORTS INC. will use progressive disciplinary actions before dismissing an employee. However, certain actions warrant immediate termination.
- **Layoff** - Involuntary employment termination initiated by SOCIAL ELITE SPORTS INC. for non-disciplinary reasons.
- **Retirement** - Voluntary employee termination upon eligibility for retirement.

Employees who intend to terminate employment with SOCIAL ELITE SPORTS INC., shall provide SOCIAL ELITE SPORTS INC. with at least two weeks of written notice. Such notice is intended to allow the Organization time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

Since employment with SOCIAL ELITE SPORTS INC. is based on mutual consent, both the employee and SOCIAL ELITE SPORTS INC. have the right to terminate employment at-will, with or without cause, at any time.

In the case of employee termination, the employee will receive their accrued pay in accordance with all federal, state and local laws.

Any employee who terminates employment with SOCIAL ELITE SPORTS INC. shall return all files, records, keys, and any other materials that are the property of SOCIAL ELITE SPORTS INC..

Employee benefits will be affected by employment termination in the following manner:

- All accrued vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state and local laws.
- Some benefits may be continued at the employee's expense, if the employee

elects to do so, such as healthcare coverage.

- The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

If you have any questions or concerns regarding this policy, direct them to the President / V. President.

4. Working Conditions & Hours

4.1 Company Hours

SOCAL ELITE SPORTS INC. is open for business from Monday - Friday 9:00 AM to 8:30 PM. This excludes holidays recognized by SOCAL ELITE SPORTS INC.. The standard workweek is 40 hours.

Supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

4.2 Emergency Closing

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by SOCAL ELITE SPORTS INC. management.

When a decision is made to close the office, employees will receive official notification from their supervisor.

4.3 Parking

SOCAL ELITE SPORTS INC. does not maintain private parking facilities for employees. Employees must park in municipal or private parking facilities and are responsible for any related costs. SOCAL ELITE SPORTS INC. employees are expected to comply with all local parking regulations and will be responsible for any fines incurred for violations.

4.4 Safety

SOCAL ELITE SPORTS INC. is committed to providing a clean, safe, and healthful
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work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. SOCAL ELITE SPORTS INC. and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor.

Questions regarding this policy should be directed to your supervisor or the President / V. President.

4.5 Security

The purpose of SOCAL ELITE SPORTS INC.'s security policy is to protect Organization assets and to maintain a safe working environment for all employees.

Facility Access:

All regular SOCAL ELITE SPORTS INC. employees will be issued a key to gain access to SOCAL ELITE SPORTS INC. facilities. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor as soon as possible.

Upon separation from SOCAL ELITE SPORTS INC., and at any other time upon SOCAL ELITE SPORTS INC.'s request, all keys must be returned to your supervisor.

Closing Procedures:

The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that: all doors are securely locked; the alarm system is armed; thermostats are set on appropriate evening and/or weekend setting; and all appliances and lights are turned off with the

exception of the lights normally left on for security purposes.

Employees are not permitted on company property after hours without prior written authorization from the President / V. President.

4.6 Meal & Break Periods

In accordance with state and local laws, non-exempt employees will be provided with meal and break periods. Break periods of less than 20 minutes will be paid. Break periods lasting longer than 20 minutes will be unpaid.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid break and meal periods of more than 20 minutes. If for any reason a non-exempt employee does not take the applicable meal and rest period that they are provided, the employee must notify his or her supervisor immediately.

SOCAL ELITE SPORTS INC. will schedule meal and break periods in order to accommodate Organization operating requirements.

4.7 Meal & Break Periods (California Employees)

Employees working 5 or more hours in a workday are entitled to a 30-minute meal period. Employees working 10 or more hours in a workday are entitled to a second 30-minute meal period. For non-exempt employees, the meal period is unpaid. Non-exempt employees must record the beginning and ending of their meal periods using SOCAL ELITE SPORTS INC.'s timekeeping system.

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

In the limited circumstances described below, with the employee's and the Organization's mutual consent, employees may waive their meal periods:

- If an employee's workday ends within six hours;
- If an employee's workday will not exceed twelve hours, then the employee may waive their second meal period but only if the first meal period was not

waived.

If an employee voluntarily waives a meal period, the employee must submit a written request and receive written authorization from their supervisor to do so.

In very limited situations, non-exempt employees may take a paid on-duty meal period. Non-exempt employees may only do so when the nature of their work requires it, and only after the employee and SOCAL ELITE SPORTS INC. agree in writing. Employees may revoke this agreement in writing at any time.

Non-exempt employees are also entitled to paid break periods in accordance with the following schedule:

- One 10 minute break period for shifts from 3.5 to 6 hours in length;
- Two 10 minute break periods for shifts of more than 6 hours and up to 10 hours;
- Three 10 minute break periods for shifts of more than 10 hours and up to 14 hours.

Supervisors will schedule meal and break periods in order to accommodate the Organization's operating requirements. Where possible, breaks will be scheduled in the middle of each work period. Employees must take their meal and break periods, but if for any reason a non-exempt employee does not take the applicable meal or break period, the employee must notify his or her supervisor immediately.

If a non-exempt employee is discouraged, deterred, or otherwise impeded from taking a meal or break period they are entitled to, notify the President / V. President immediately.

For questions regarding this policy, please speak with the President / V. President.

4.8 Break Time for Nursing Mothers

SOCAL ELITE SPORTS INC. accommodates employees who wish to express breast milk during the workday by providing reasonable break times to do so. The Organization will provide a designated room, other than a bathroom, that is shielded from view, free from intrusion from coworkers and the public and is in compliance with all other applicable laws for this purpose.

Employees who use regularly scheduled rest breaks to express breast milk will be

paid for the break time. If the lactation break does not run concurrently with the employee's regularly scheduled compensated break, the lactation break time will be unpaid.

For questions related to this policy, please contact the President / V. President.

5. Employee Benefits

5.1 Health Insurance

SOCAL ELITE SPORTS INC.'s health insurance benefits are intended to protect you and your family from financial loss resulting from hospital, surgical, or other health-related expenses.

Eligible employees may elect to begin health insurance benefits On the first day of the month after completing the introductory period.

This policy provides a summary of the benefits which may be provided at the Organization's discretion. Actual coverage is determined by the express terms of the plan documents. We encourage both you and your family to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Organization reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For details on the specific health insurance plans offered through SOCAL ELITE SPORTS INC., as well as copies of the plan documents, contact the President / V. President.

5.2 Paid Sick Leave (California Employees)

Eligible employees may be entitled to paid sick leave under the Healthy Workplaces, Healthy Families Act. Below is a summary of rights and obligations under the Act.

Eligible Employees:

To be eligible for paid sick leave, employees must work in California for SOCAL ELITE SPORTS INC. for 30 or more days within a year of their hire date. Employees are eligible to begin using accrued paid sick leave after 90 days of service with SOCAL ELITE SPORTS INC..

Basic Leave Entitlement:

Eligible employees may take up to 24 hours or three days of accrued paid sick leave per year for:

- The diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member; or
- To attend legal proceedings, or to obtain care, counseling or other victims' services for domestic violence, sexual assault, or stalking.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a maximum of 48 hours or six days per year. Accrued leave may generally be carried over into the following year; however, employees may not use more than three days of paid sick leave per year. Upon separation from SOCAL ELITE SPORTS INC., employees are not entitled to be compensated for accrued, but unused paid sick days.

Notice:

To the extent possible, employees must provide reasonable advance notice of their need for leave under this policy. If the need for leave is not foreseeable, an employee must provide notice as soon as practicable.

Benefits Continuation:

Leave under this policy will not constitute a break in the employee's continuous service for the purpose of SOCAL ELITE SPORTS INC. benefits and seniority.

Relationship with Other Leave Policies:

If a law, regulation or policy provides for greater accrual or use of sick days, the law, regulation or policy with the greater protection may apply. For questions regarding the interplay between your entitlement to leave under other laws, regulations or Organization policies and your entitlement to leave under the Act, please contact the President / V. President.

Job Restoration:

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

5.3 Military Leave

SOCAL ELITE SPORTS INC. grants employees time off for service, training and other obligations in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable state law.

All employees requesting time off for military service must provide advance notice to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impracticable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for reemployment for up to five years from the date their military leave began. The period an individual has to apply for reemployment or report back to work after military service is based on time spent on military duty and on applicable law. For reinstatement guidelines, contact the President / V. President.

Employees who qualify for reemployment will return to work at a pay level and status equal to that which they would have attained had they not taken military leave. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

SOCAL ELITE SPORTS INC. complies with all rights and protections under all applicable state laws granting time off for service, training and other obligations in the uniformed services. This includes, but is not limited to, benefits entitlement and continuation, notice and recertification requirements, and reemployment application requirements.

Questions regarding this policy should be directed to the President / V. President.

5.4 Jury Duty

SOCAL ELITE SPORTS INC. encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence.

Employees on jury duty must report to work on workdays, or parts of workdays, when they are not required to serve. Either SOCAL ELITE SPORTS INC. or the employee may request an excuse from jury duty if it is determined that the

employee's absence would create serious operational difficulties.

Jury duty will be paid if required by applicable state law. If paid, jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

5.5 Workers' Compensation

Employees who are injured on the job at SOCAL ELITE SPORTS INC. are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Employees who sustain work-related injuries or illnesses must notify their supervisor immediately so that SOCAL ELITE SPORTS INC. can notify the workers' compensation insurance carrier as soon as possible.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by SOCAL ELITE SPORTS INC.. No premium is charged for this coverage and no individual enrollment is required. SOCAL ELITE SPORTS INC. will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to an employee's supervisor immediately upon occurrence. Supervisors will then immediately contact the President / V. President to obtain the required claim forms and instructions.

5.6 Crime Victims Leave (California Employees)

An employee may be entitled to leave if the employee, or his or her immediate family member, is a victim of a serious or violent felony, or a felony related to theft or embezzlement. Such leave may be taken to attend legal and court proceedings related to the crime. For purposes of this policy, immediate family member means spouse, registered domestic partner, child, child of registered domestic partner, stepchild, sibling, stepbrother, stepsister, parent, and stepparent.

The employee must provide SOCAL ELITE SPORTS INC. with a copy of the notice of

each scheduled proceeding that is provided to the victim, unless advance notice is not feasible. When advance notice is not feasible, the employee must be prepared to provide SOCAL ELITE SPORTS INC. with certification of the judicial proceeding from the proper authority within a reasonable time following the leave. The documentation may be from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim.

Crime victims leave is unpaid; however, employees may use accrued paid time off for this purpose.

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

5.7 Domestic Violence Leave (California Employees)

An employee may be entitled to a reasonable amount of leave if the employee is a victim of domestic violence, sexual assault or stalking. This leave may be used:

- To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
- To obtain services from a domestic violence shelter, program, or crisis center as a result of domestic violence, sexual assault or stalking;
- To obtain psychological counseling related to an experience of domestic violence, sexual assault or stalking; or
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking, including temporary or permanent relocation.

Except in cases of imminent danger to the health or safety of the employee, or unless impractical, an employee requesting domestic violence leave must provide his or her supervisor with reasonable notice prior to the need for leave.

Employees must be prepared to provide SOCAL ELITE SPORTS INC. with certification to verify the employee's eligibility for the leave requested, such as a police report, a court order, or documentation from a medical professional, domestic violence advocate, health care provider, or counselor.

Domestic violence leave is unpaid; however, employees may use accrued paid time off for this purpose.

5.8 Voting Leave (California Employees)

SOCAL ELITE SPORTS INC. requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for up to two hours of paid time off to vote on Election Day.

SOCAL ELITE SPORTS INC. may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift, whichever allows the most time for voting and the least time off from a regular working shift, unless otherwise mutually agreed.

To the extent possible, employees must provide at least two working days' notice of their need for leave under this policy.

Employees must be prepared to provide SOCAL ELITE SPORTS INC. with certification, such as a voter's receipt, to prove that he or she voted.

5.9 Pregnancy Disability Leave & Pregnancy Accommodation (California Employees)

Employees who are temporarily disabled because of pregnancy, childbirth, or related medical conditions may take up to 4 months of leave either before or after childbirth.

Intermittent or Reduced Schedule Leave:

Leave may be taken on an intermittent basis or the employee may work a reduced work schedule if advised by their health care provider. SOCAL ELITE SPORTS INC. may require the employee to transfer temporarily to an alternative position with equivalent pay and benefits that would better accommodate recurring periods of leave.

Notice:

To the extent possible, employees must provide 30 days advance notice of their need for leave under this policy. SOCAL ELITE SPORTS INC. will respond to the request made by the employee as soon as practical but no later than 10 days after receiving the request. SOCAL ELITE SPORTS INC. will make every effort to respond to such request prior to the date leave is due to begin.

Medical Certification:

Employees must be prepared to provide SOCAL ELITE SPORTS INC. with medical certification by a health care provider to verify the employee's eligibility for the leave requested.

Benefits Continuation:

Employees taking pregnancy disability leave are entitled to maintain the same level of benefits and seniority with SOCAL ELITE SPORTS INC. for the duration of the leave as if the employee continued employment.

Reasonable Accommodation:

Employees who are limited in their abilities to perform their jobs because of pregnancy, childbirth, and related medical conditions may request a reasonable accommodation as is necessary. Reasonable accommodations include, but are not limited to:

- Modifying work duties, practices or policies
- Modifying work schedules
- More frequent breaks
- Transfer to a less strenuous position
- Providing furniture, or acquiring or modifying equipment or devices
- Providing a reasonable amount of break time to express breast milk
- Time off to recover from pregnancy, childbirth or related medical condition

Compensation:

Leave under this policy is unpaid; however, employees may use accrued paid time off for this purpose.

Return to Work:

Employees returning from leave will be reinstated to the same position or a comparable position to the position held when leave began unless doing so is not possible due to legitimate business reasons unrelated to the employee taking

such leave. Employees may be required to submit a release to return to work by their health care provider.

Relationship with Federal Family and Medical Leave and Other Leave Policies:

To the extent allowed by law, pregnancy disability leave must be taken concurrently with leave taken under the federal Family and Medical Leave Act. Employees are entitled to take pregnancy disability leave in addition to any leave entitlement provided under the California Family Rights Act. To the extent the Organization offers the employee leave through another plan or policy, the plan or policy with the greatest protection will apply.

Questions Regarding this Policy:

SOCAL ELITE SPORTS INC. will not retaliate against an employee for requesting or using leave or a reasonable accommodation under this policy. Employees should speak with the President / V. President to discuss their need for leave or reasonable accommodation, or if they have questions about this policy.

5.10 Paid Family Leave (California Employees)

Employees in California are eligible for up to 6 weeks of wage replacement benefits within a 12-month period from the State of California for absences from work for the following reasons:

- To care for a child, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild or sibling with a serious health condition;
- To bond with a new child; or
- To bond with a new child in connection with the adoption or foster care placement of that child.

Employees must provide a medical certification when filing a Paid Family Leave claim to provide care for a seriously ill family member.

Paid Family Leave is limited to the first year after the birth, adoption or foster care placement of a child.

Employees are subject to a 7 day waiting period before receiving benefits.

Employees may be required to use up to 2 weeks of accrued paid time off prior to receiving Paid Family Leave benefits. The first week of paid time off may be applied

toward the waiting period.

California Paid Family Leave does not provide employees with job protection. Rather, eligible employees are entitled to receive certain paid benefits from the State of California if the employee is absent from work for the reasons stated above.

The State of California will determine whether you are eligible for Paid Family Leave benefits, including the amount of benefits you may receive. Your entitlement to benefits is subject to the terms and conditions established by the State of California.

Generally, employees entitled to leave under the federal Family and Medical Leave Act and the California Family Rights Act must take Paid Family Leave concurrently with leave taken under those acts.

Employees who are interested in any additional information about these benefits should contact the President / V. President.

6. Employee Conduct

6.1 Standards of Conduct

SOCAL ELITE SPORTS INC.'s rules and standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the Organization's rules and standards.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, manufacture or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Making maliciously false statements about co-workers
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism
- Unauthorized use of telephones, computers, or other company-owned equipment on working time. Working time does *not* include break periods, meal times, or other specified periods during the workday when employees are not engaged in performing their work tasks.
- Unauthorized disclosure of any "business secrets" or other confidential or non-public proprietary information relating to the Organization's products, services, customers or processes. *Wages and other conditions of employment are not considered to be confidential information.*

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way

restrict employees' rights under the National Labor Relations Act.

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding SOCAL ELITE SPORTS INC.'s standards of conduct, please direct them to your supervisor or the President / V. President.

6.2 Disciplinary Action

Disciplinary action at SOCAL ELITE SPORTS INC. is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. SOCAL ELITE SPORTS INC. reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

SOCAL ELITE SPORTS INC. recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of company property
- Presence on company property during non-business hours
- Use of company equipment and/or company vehicles without prior authorization
- Indiscretion regarding personal work history, skills, or training
- Divulging SOCAL ELITE SPORTS INC. business practices or any other confidential information
- Any misrepresentation of SOCAL ELITE SPORTS INC. to a customer, a prospective customer, the general public, or an employee

6.3 Confidentiality

SOCAL ELITE SPORTS INC. takes the protection of Confidential Information very seriously. "Confidential Information" includes, but is not limited to, computer processes, computer programs and codes, customer lists, customer preferences, customers' personal information, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes the Organization's intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with SOCAL ELITE SPORTS INC. and as a direct result of your job responsibilities with SOCAL ELITE SPORTS INC.. *Wages and other conditions of employment are not considered to be Confidential Information.*

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

The unauthorized disclosure of Confidential Information belonging to the Organization, and not otherwise available to persons or companies outside of SOCAL ELITE SPORTS INC., may result in disciplinary action, up to and including termination of employment. If you leave the Organization, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Questions regarding this policy should be directed to the President / V. President.

6.4 Personal Appearance

The purpose of SOCIAL ELITE SPORTS INC.'s personal appearance policy is to ensure a safe and sanitary workplace for all employees. SOCIAL ELITE SPORTS INC. strives to maintain a professional working environment that promotes efficiency, positive employee morale and promotes a professional image. During business hours or when representing SOCIAL ELITE SPORTS INC., employees are expected to use common sense and good judgment in order to meet the goals of this policy.

Generally, employees should wear appropriate clothing, observe high standards of personal hygiene, and dress and groom themselves according to the requirements of their positions. While not intended to be an all-inclusive list, the examples below are considered appropriate workplace attire:

Only company approved uniforms

If management designates "casual days," an employee's casual dress must still be clean, neat and project a professional image.

Generally, employees should maintain a clean and neat appearance and should refrain from wearing stained, wrinkled, frayed, or revealing clothing to the workplace. Employees are urged to use their discretion when determining what is appropriate to wear to work. Employees who wear inappropriate attire to work may be sent home to change their clothing.

SOCAL ELITE SPORTS INC. understands that in certain situations, the Organization may need to make exceptions to this policy based on an employee's religion, disability, or other characteristic protected under federal, state or local law. In accordance with all applicable laws, the Organization will make every effort to provide reasonable accommodation as necessary unless doing so would cause an undue hardship on SOCIAL ELITE SPORTS INC..

Questions regarding appropriate workplace attire should be directed to your supervisor or the President / V. President.

6.5 Workplace Violence

SOCAL ELITE SPORTS INC. strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto company property
- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor or security personnel. Employees should warn their supervisors or security personnel of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be kept confidential to the maximum extent possible. SOCAL ELITE SPORTS INC. will not tolerate any form of retaliation against any employee for making a report under this policy.

SOCAL ELITE SPORTS INC. will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

6.6 Drug & Alcohol Use

SOCAL ELITE SPORTS INC. is committed to maintaining a workplace free of substance abuse. No employee is allowed to consume, possess, sell, purchase, or be under the influence of alcohol or illegal drugs, as defined by federal law, on any property owned by or leased on behalf of SOCAL ELITE SPORTS INC., or in any vehicle owned or leased on behalf of SOCAL ELITE SPORTS INC..

The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform his or her job. Employees should inform their supervisor if they believe their medication will impair their job performance, safety or the safety of others, or if they believe they need a reasonable accommodation when using such medication.

SOCAL ELITE SPORTS INC. will not tolerate employees who report for duty while impaired by the use of alcohol or drugs. All employees should report evidence of

alcohol or drug abuse to their supervisor or the President / V. President immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment.

As a part of our effort to maintain a workplace free of substance abuse, SOCAL ELITE SPORTS INC. employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, SOCAL ELITE SPORTS INC. reserves the right to examine and test for drugs and alcohol at our discretion.

As a condition of your employment with SOCAL ELITE SPORTS INC., employees must comply with this Drug & Alcohol Use Policy. Be advised that no part of the Drug & Alcohol Use Policy shall be construed to alter or amend the at-will employment relationship between SOCAL ELITE SPORTS INC. and its employees.

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

6.7 Sexual & Other Unlawful Harassment

SOCAL ELITE SPORTS INC. is committed to a work environment in which all individuals are treated with respect. SOCAL ELITE SPORTS INC. expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for

making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Organization's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Organization

Harassment on the basis of any other protected characteristic is also strictly prohibited.

Complaint Procedure:

SOCAL ELITE SPORTS INC. strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to:

Cary Lambeth

cary@socalelite.org

949-653-5595

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially.

Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited:

SOCAL ELITE SPORTS INC. expressly prohibits retaliation against any individual who reports discrimination or harassment, or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

6.8 Sexual and Other Unlawful Harassment (California Employees)

SOCAL ELITE SPORTS INC. is committed to a work environment in which all individuals are treated with respect. SOCAL ELITE SPORTS INC. expressly prohibits discrimination and all forms of harassment against employees, interns, contractors and volunteers.

The California Fair Employment and Housing Act (FEHA) defines sexual harassment as harassment based on sex or of a sexual nature; gender harassment; and harassment based on pregnancy, childbirth, or related medical conditions. Harassment on the basis of any other protected characteristic, including sex, race, national origin, color, ancestry, age, disability, religion, military status, veteran status, genetic information, medical condition, marital status, gender, gender identity, gender expression, sexual orientation, or any other characteristic protected by law is also strictly prohibited.

The law prohibits sexual harassment by coworkers, supervisors and managers, and non-employees, (such as vendors and customers), whether the person is the same or a different gender as the harasser. The definition of sexual harassment includes many forms of offensive behavior, including harassment of a person of the same gender as the harasser and harassment of a Organization employee by a

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non-employee. These behaviors include, but are not limited to:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Actual or threatened retaliation
- Leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters
- Making or using derogatory comments, epithets, slurs, or jokes, including racial, ethnic or religious jokes, slurs or remarks
- Sexual comments including graphic comments about an individual's body; sexually degrading words used to describe an individual; or suggestive, discriminatory or obscene letters, notes, or invitations, including sending harassing emails or text messages and messages on social media
- Physical harassment including touching or assault, as well as impeding or blocking movements

Complaint Procedure:

SOCAL ELITE SPORTS INC. strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. Promptly report the incident to your supervisor if you believe you have experienced or witnessed harassment or discrimination based on any characteristic protected by law. Supervisors are instructed to promptly report any complaints of misconduct to the President / V. President.

If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor, contact the President / V. President, or report the matter directly to:

Cary Lambeth
949-653-5595
cary@socalelite.org

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially, providing all parties due process.

The Organization will keep the investigation confidential but only to the extent possible to conduct an impartial and thorough investigation. The Organization will document and track the investigation to ensure reasonable progress, and will provide appropriate resolution at the conclusion of the investigation. Any employee found to be engaged in any form of sexual or other unlawful harassment may be

subject to disciplinary action, up to and including termination of employment.

Filing a Complaint with the Department of Fair Employment and Housing (DFEH):

Employees who believe that they have been sexually harassed may also file a complaint of discrimination with DFEH within one year of the harassment. DFEH is part of the State of California and serves as a neutral fact-finder, attempting to help parties resolve such disputes.

If DFEH finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, DFEH may file a formal accusation. This will lead to either a public hearing or a lawsuit filed by DFEH on behalf of the complainant. If DFEH finds that harassment has occurred, it may order certain remedies to the complainant. For more information see DFEH-159 "Guide for Complainants and Respondents".

Contact DFEH toll free at (800) 884-1684, TTY (800) 700-2320 or visit their website at www.dfeh.ca.gov.

Retaliation Prohibited:

SOCAL ELITE SPORTS INC. expressly prohibits retaliation against any individual who reports discrimination or harassment, or participates in an investigation of such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

Any questions or concerns regarding this policy can be directed to the President / V. President.

6.9 Telephone Usage

SOCAL ELITE SPORTS INC. telephones are intended for the sole use of conducting company business. Personal use of the Organization's telephones and individually

owned cell phones during business hours is prohibited except in emergencies. In addition, long distance phone calls which are not strictly business-related are expressly prohibited.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

6.10 Personal Property

Employees should use their discretion when bringing personal property into the workplace. SOCAL ELITE SPORTS INC. assumes no risk for any loss or damage to personal property.

Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on SOCAL ELITE SPORTS INC. premises.

6.11 Use of Company Property

Company property refers to anything owned by the company: physical, electronic, intellectual, or otherwise. The use of company property is for business necessity only.

When materials or equipment are assigned to an employee for business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Organization, and is subject to reassignment and/or use by the Organization without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and employee files.

SOCAL ELITE SPORTS INC. has created specific guidelines regarding the use of company equipment. Below is a list of employee responsibilities and limitations with regards to company property.

Personal use of company property:

Company property is not permitted to be taken from the premises without proper written authority from company management.

Company Tools:

All necessary tools are furnished to employees in order to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee.

Care of Company Property:

Office areas should be kept neat and orderly and all equipment should be well-maintained. The theft, misappropriation, or unauthorized removal, possession, or use of company property or equipment is expressly prohibited.

Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination of employment.

6.12 Smoking

SOCAL ELITE SPORTS INC. provides a smoke-free environment for its employees, customers, and visitors. Smoking is prohibited throughout the workplace. We have adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant working conditions.

6.13 Visitors in the Workplace

To ensure the safety and security of SOCAL ELITE SPORTS INC. and its employees, only authorized visitors are permitted on Organization premises and in Organization facilities.

All visitors must enter through the main reception area and sign in and out at the front desk. All visitors are also required to wear a "visitor" badge while on SOCAL ELITE SPORTS INC. premises. Authorized visitors will be escorted to their destination and must be accompanied by a representative of the Organization at all

times.

6.14 Computer, Email & Internet Usage

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

Standards of Conduct and ECS

SOCAL ELITE SPORTS INC. strives to maintain a workplace free of discrimination and harassment. Therefore, SOCAL ELITE SPORTS INC. prohibits the use of the Organization's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the Organization's policy against discrimination and harassment.

Copyright and other Intellectual Property

Respect all copyright and other intellectual property laws. For the Organization's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Organization's own copyrights, trademarks and brands. Employees are also responsible for ensuring that, when sending any material over the Internet, they have the appropriate distribution rights.

SOCAL ELITE SPORTS INC. purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, SOCAL ELITE SPORTS INC. does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. SOCAL ELITE SPORTS INC. prohibits the illegal duplication of software and its related documentation.

ECS Guidelines

The following behaviors are examples of previously stated or additional actions and activities under this policy that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images about coworkers, supervisors or the Organization that violate the

Organization's policy against discrimination and harassment.

- Stealing, using, or disclosing someone else's code or password without authorization.
- Pirating or downloading Organization-owned software without permission.
- Sending or posting the Organization's confidential material, trade secrets, or non-public proprietary information outside of the Organization. *Wages and other conditions of employment are not considered confidential material.*
- Violating copyright laws and failing to observe licensing agreements.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job performance of fellow employees.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Using the Internet for gambling or any illegal activities.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of SOCIAL ELITE SPORTS INC..

Privacy and Monitoring

Computer hardware, software, email, Internet connections, and all other computer, data storage or ECS provided by SOCIAL ELITE SPORTS INC. are the property of SOCIAL ELITE SPORTS INC.. Employees have no right of personal privacy when using SOCIAL ELITE SPORTS INC.'s ECS. To ensure productivity of employees, compliance with this policy and with all applicable laws, including harassment and anti-discrimination laws, computer, email and Internet usage may be monitored.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Questions or concerns related this policy should be directed to your supervisor or the President / V. President.

6.15 Company Supplies

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

7. Timekeeping & Payroll

7.1 Attendance & Punctuality

Absenteeism and tardiness place an undue burden on other employees and on the Organization. SOCAL ELITE SPORTS INC. expects regular attendance and punctuality from all employees. This means being in the workplace, ready to work, at your scheduled start time each day and completing your entire shift. Employees are also expected to return from scheduled meal and break periods on time.

All time off must be requested in writing, in advance, as outlined in the Organization's Paid Time Off (PTO) policy. If an employee is unexpectedly unable to report for work for any reason, he or she must directly notify their supervisor as early as possible, and preferably prior to their scheduled starting time. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

If an illness or emergency occurs during work hours, employees should notify their supervisor as soon as possible.

Employees, who are going to be absent for more than one day, should contact their supervisor on each day of their absence. SOCAL ELITE SPORTS INC. reserves the right to ask for a physician's statement in the event of a long-term illness (three consecutive days), or multiple illnesses or injuries.

If an employee fails to notify their supervisor after three consecutive days of absence, SOCAL ELITE SPORTS INC. will presume that the employee has voluntarily resigned. SOCAL ELITE SPORTS INC. will review any extenuating circumstances that may have prevented him or her from calling in before the employee is removed from payroll.

Should undue or recurrent absence and tardiness become apparent, the employee will be subject to disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

7.2 Timekeeping

It is the Organization's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked.

In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work related reasons.

SOCAL ELITE SPORTS INC. strictly prohibits non-exempt employees from working off the clock for any reason. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-related purposes.

Vacation days, sick days, holidays, and absences for jury duty, funeral leave or military training must be specifically recorded by all employees.

It is the responsibility of all employees to submit and approve their time records each week.

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

7.3 Paydays

SOCAL ELITE SPORTS INC. employees are paid on a Semi-monthly basis. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account. Employees who elect payment through direct deposit will receive an itemized statement of wages when the Organization makes direct deposits.

In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state and local laws.

7.4 Payroll Deductions

SOCAL ELITE SPORTS INC. makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions.

If you believe that an improper deduction has been made from your pay, raise the issue with the President / V. President immediately. SOCAL ELITE SPORTS INC. will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.

7.5 Overtime (California Employees)

The nature of our business sometimes requires employees to work overtime. Supervisors will notify employees when overtime is required. Employees are not permitted to work overtime without prior authorization from their supervisor.

Non-exempt employees will be paid overtime in accordance with state and federal overtime requirements as follows:

- One and one-half times (1.5) the regular rate of pay for all hours worked in excess of eight (8) hours in any workday;
- One and one-half times (1.5) the regular rate of pay for all hours worked in excess of 40 hours in the same workweek;
- Two times the regular rate of pay (or double time) for all hours worked in excess of twelve (12) in any workday;
- One and one-half times (1.5) the regular rate of pay for the first eight (8) hours on the seventh consecutive day in the same workweek;
- Two times the regular rate of pay (or double time) for all hours worked in excess of eight (8) on the seventh consecutive day in the same workweek.

There may be exceptions to these standards where allowed by law. Employees are encouraged to speak with their supervisor or the President / V. President for more information.

Please be reminded employees are not permitted to work overtime unless it has been authorized in advance by their supervisor.