

PLANNING & ZONING COMMISSION

TOWN OF OXFORD
486 Oxford Road
Oxford, CT 06478
(203) 888-2543

Zf: _____
Date Rec'd: _____
Date on Agenda: _____
65-Day Expiration: _____

ZONING PERMIT APPLICATION

(This permit is hereby applied for in accordance with the requirements of the Oxford Zoning Regulations)

Property Identification

Street Address: 278 Oxford Rd
Subdivision Name: _____ Date Approved: _____
Map: _____ Block: _____ Lot: _____ Zoning district: _____

Owner/Applicant

Owner Name: T + J Realty
Owner Address: 3333 Main Street, Storford, CT
Owner Telephone: _____

Applicant Name: The Book's Nest/Ox Axe Co, LLC
Applicant Address: 299 Oxford Rd, Oxford, CT
Applicant Telephone: 203 894-3136

Miscellaneous Information

Special Exception: 7.3.16 Sale of Alcohol Article _____ Section _____ Yes No
Site Plan Approval: Article _____ Section _____ Yes No
Estimated Cost of Construction: _____
Variance Granted: _____ Date Granted: _____

Signatures/Authorization

Application for Zoning Permit approval as described herein is hereby made. The Oxford Planning & Zoning Commission and its technical staff are authorized to enter the property for the purpose of evaluating this application.

Permit Void If: a) Work or activity not commenced within 1 year of the date of issuance or b) Authorized construction not completed within 2 years of the date of issuance.

This permit, if issued, is based upon the plot plan submitted. Falsification, by misrepresentation or omission, or failure to comply with the conditions of approval of this permit constitute a violation of the Oxford Zoning Regulations.

- Purpose
- New Home
 - Addition
 - Garage
 - Cottage Business
 - Swimming Pool IG AG
 - Sign
 - Shed
 - Barn
 - Change of Use 7.3.16
 - Excavating/Filling
 - Trailer
 - Other _____

- Use
- Single-Family Residence
 - Multi-Family Residence
 - Commercial
 - Industrial
 - Residential/POD
 - Other _____

- Required Approvals and Dates
- Inland Wetlands _____
 - P.D.D.H. _____
 - Fire Marshal _____
 - Z.B.A. _____
 - W.P.C.A. _____
 - Floodplain _____
 - Copy of Deed _____
 - Driveway _____
 - Erosion Control Plan _____
 - Plot Plan *
 - Other _____

_____ Town Fee
_____ State Fee
_____ Total Fee

Property Owner or Agent

Date

*Draw plot plan of proposed construction and attach. Plan must show property boundaries and dimensions; location of proposed buildings on property with respect to boundaries; location of existing buildings on property; outside dimensions of all buildings proposed or now existing; location of water supply; location of sewage system. All copies must have a complete sketch. Construction and use must be exactly as described in this application. If later changes from this plan are desired prior approval of an amended application is necessary.

Denied Approved By: _____ Date: _____
Title: _____
Reason for Denial _____

ZPA-1
(Adopted 5/15/97)

STATEMENT OF USE

The property will be utilized as a member's only bar. There is an interior bar space and an exterior fenced in area. Each of the designated areas are drawn and identified on the attached sketch of the space. Fencing similar to that in the attached picture will be utilized to enclose the outdoor seating area. Only members of the Oxford Axe Throwing will be allowed entry into the bar and outdoor area. This is not a public bar. The outdoor fenced in area will be astro turf, include tables/chairs and will have corn hole games. The bar/outdoor area will be a place for members to continue their evening after a night of axe throwing.

The Boar's Nest will provide waiter/waitress served alcohol to the members who are participating in axe throwing at Oxford Axe Throwing. Oxford Axe Throwing will no longer allow alcohol or drinks of any kind to be brought into the facility. Servers will only be authorized to serve beer and/or wine in Oxford Axe Throwing. Members of Oxford Axe Throwing will not be allowed to bring drinks from The Boar's Nest into Oxford Axe Throwing in order to provide for monitoring and consumption of the beer and wine. There will be a closed door between the two facilities which will be monitored to ensure compliance this term. This change will allow for Oxford Axe Throwing to better monitor the consumption of alcohol.

Hours of Operation:

Monday - Closed

Tuesday-Thursday 5pm-12am

Friday 5pm-2am

Saturday 12pm-2am

Sunday 12pm-10pm

Parking:

Regulation 3.24.1 provides the requirements of parking which is 1 parking spot for every 100 square feet of gross leasable area or 1 per 3 seats, whichever is greater (pursuant to 3.24). Based upon the square footage of the unit this business will require 33 parking spots. The business location is a previously approved site plan which site plan was dated 9/24/1987. Pursuant to the site plan there are sufficient parking spaces at the location to meet the needs for the proposed business.

Signage:

The applicant will submit prior to the public hearing a detailed rendering of the proposed sign, including dimensions, for the business in accordance with Regulation 16.6.3.

TERENCE G. BLAKE
3333 Main Street Suite 200
Stratford CT 06614

March 12, 2020

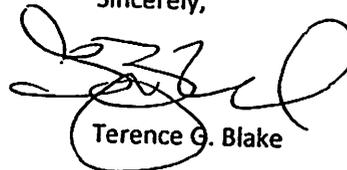
Planning and Zoning
Oxford Town Hall
468 Oxford Road
Oxford CT 06478

Re: 248 Oxford Road Oxford CT

To Whom It May Concern:

I am the owner of 248 Oxford Road, Oxford, Connecticut. By signing below, I authorize Boar's Nest to file a Zoning Permit Application - Use Permit with the Town of Oxford for the property located at 248 Oxford Road, Oxford, Connecticut.

Sincerely,



Terence G. Blake

To: Oxford Planning and Zoning Department

From: Boar's Nest
278 Oxford Road, Oxford, CT 06478

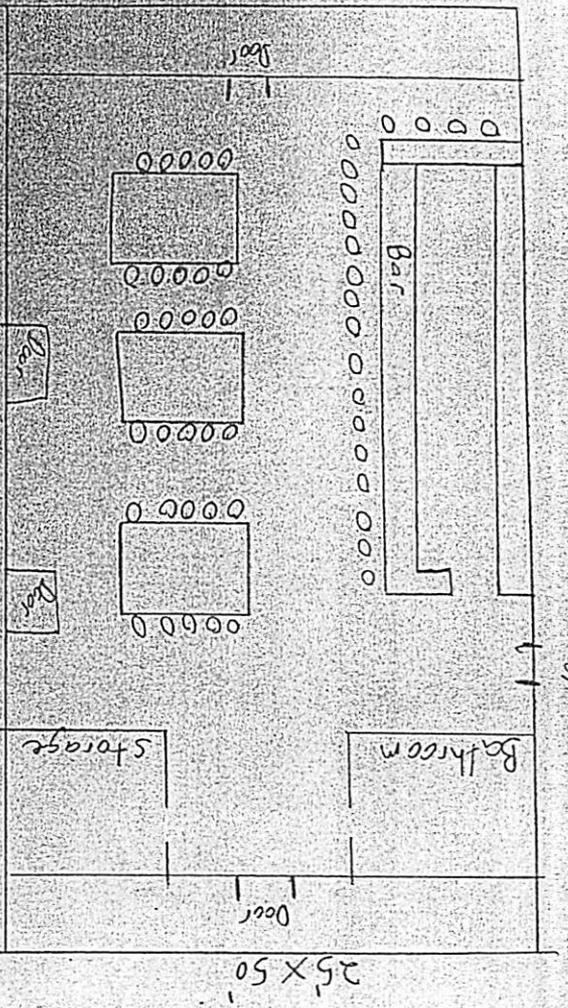
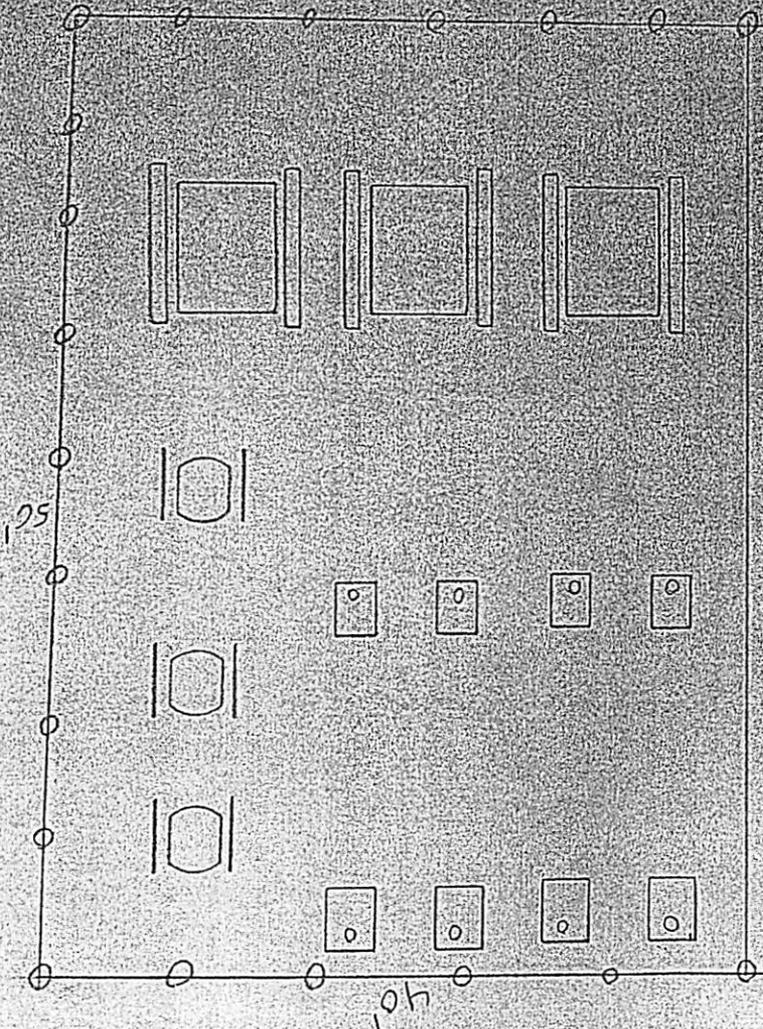
Re: Use Permit Application

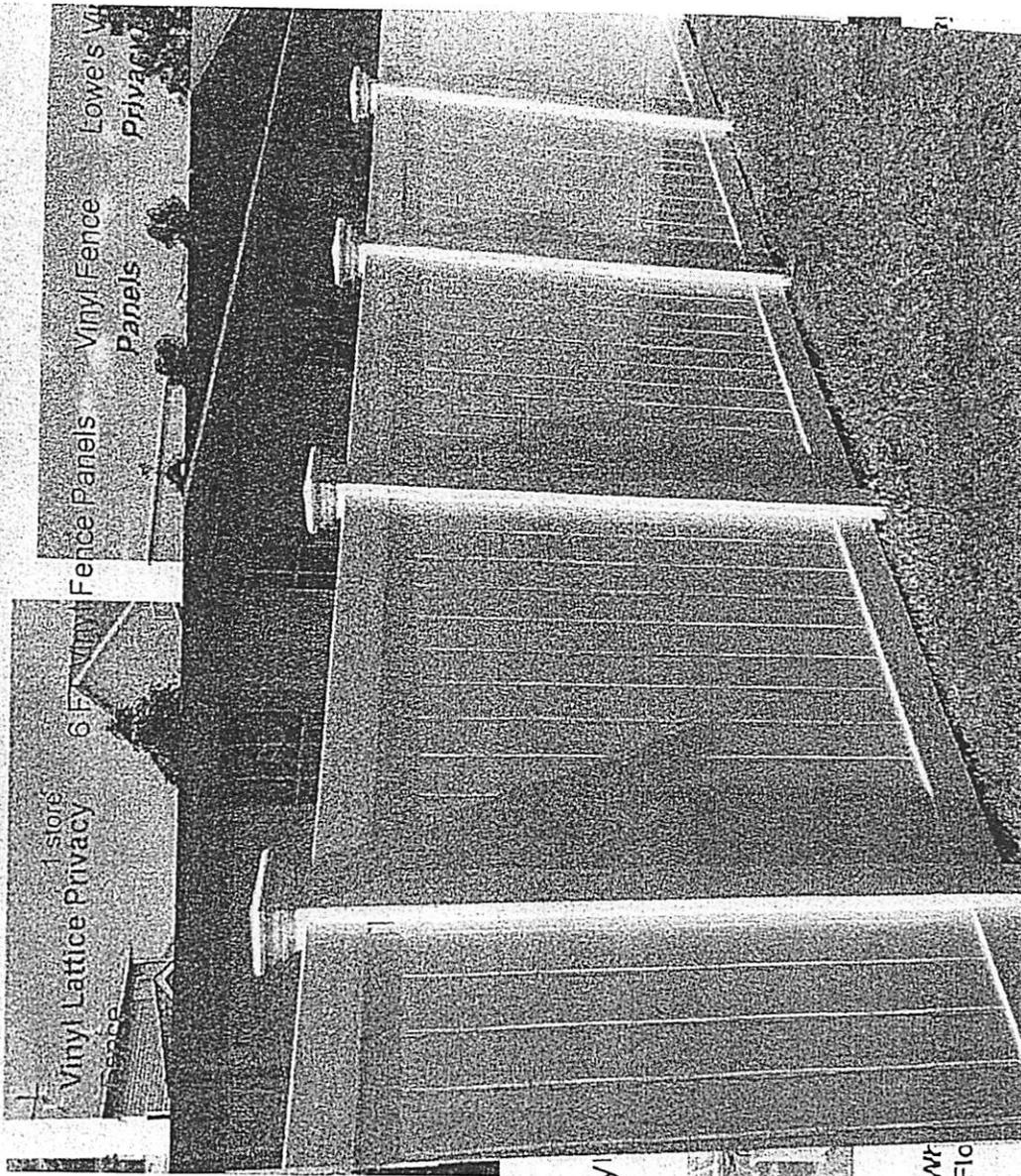
Date: March 12, 2020

Please be advised that Attorney Karen A. Fisher of Fisher Law Firm, LLC, 7 Wakeley Street, Seymour, CT 06483 is hereby authorized to represent the Boar's Nest with regard to the Use Permit Application for the property located at 278 Oxford Road, Oxford, CT. This authorization shall include authority to sign the Zoning Permit Application on our behalf and appearance before the Commission.



Boar's Nest
By: Justin Harding
Duly Authorized





Classic white vinyl privacy fence | Mossy Oak Fence ...

 Pinterest

1600 x 1200 jpeg | Image may be subject to copyright.

Visual Search

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EMPLOYEE HANDBOOK

OX AXE CO, LLC

248 Oxford Road
Oxford, Connecticut 06478

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ARTICLE ONE INTRODUCTION AND OVERVIEW

Section 1.01 Letter from Justin Harding

Welcome to Ox Axe Co, LLC!

At Ox Axe Co, LLC, we work together to provide the highest possible quality of products and services to our customers. We are proud of our tradition of excellence, and we are confident that you will also embrace this high standard of service.

While the needs of our customers are always our highest priority, we also strive to provide our employees with a comfortable and rewarding work environment. This Employee Handbook provides information about our employment relationship, Ox Axe Co, LLC, and our policies and procedures. Please take a few minutes to review the Employee Handbook and familiarize yourself with the information. If you have any questions after reviewing this information, please feel free to ask Supervisor.

We are confident that you will find your employment at Ox Axe Co, LLC to be a rewarding experience. We look forward to having you on our team!

Justin Harding

Member

Section 1.02 Purpose

This Employee Handbook (*Handbook*) has been prepared to acquaint you with the employment policies of Ox Axe Co, LLC (*Employer*) and to provide an understanding of our expectations so that we may work effectively together.

(a) General Guide Only

This Handbook contains only general information and guidelines. The Handbook is not comprehensive—it does not address all the possible applications of or exceptions to the general policies and procedures described. If you have any specific questions about your eligibility for a particular benefit or the applicability of a policy or practice to you, ask Supervisor.

(b) Not a Contract

This Handbook does not give you any contractual right or any other right—express or implied—to remain in Employer’s employ. This Handbook is not an employment contract or a promise to enter into an employment contract. This Handbook does not guarantee any fixed terms of your employment. Neither this Handbook nor any other Employer document gives you any right not otherwise provided by applicable law. Your employment terms can only be changed by written agreement.

(c) Handbook Updates

We may change the procedures, practices, policies, and benefits described in this Handbook—with or without notice—at our sole discretion, and you are responsible for abiding by them. This Handbook replaces and supersedes any prior documents about this Handbook’s subject

matter. We will provide you with updates to this Handbook as appropriate and provide instructions on how to confirm that you have received the updates.

(d) Additional Documents

Some of the subjects described here may be covered in detail in separate documents. These additional documents may include:

- Non-Competition Agreement;
- Non-Disclosure Agreement; or
- Non-Solicitation Agreement.

Refer to these documents for specific information, since this Handbook only briefly summarizes or refers to those subjects. If a conflict arises between any provisions in this Handbook and any outside agreements with the Employer, the terms of the outside agreements will supersede any conflicting provisions in this Handbook.

Section 1.03 About Ox Axe Co, LLC

(a) Teamwork

Good teamwork is essential. Our success in dealing with customers and fellow workers depends upon our attitude toward them. We promote an atmosphere of treating others the way you would like to be treated. When we take a cooperative approach, we create a workplace that will sustain us all and attract others who want the same. Try to remain calm under stress. Try to be tolerant of mistakes that others may have made. When in doubt, ask questions.

(b) Internal Communications

The world is increasingly dependent on email and telephone more than face-to-face contact. Email, without the benefit of facial expression and intonation, is subject to the reader's interpretation. Keep in mind how linear this form of communication is and always ask the writer to clarify if you are uncertain of the meaning of the message.

(c) External Communications

Communication with customers and others should be polite, appropriate, and thoughtful. We encourage employees to relate to customers on a personal basis, remembering special information about them and noting the information in the Employer database. If we relate to our customers as people first, we will further our relationship with them and deepen their connection with Ox Axe Co, LLC.

Section 1.04 Ox Axe Co, LLC Owners and Staff

Name	Title
Justin Harding	Member
Stephen Chucta	Member
Thomas Ward	Member

ARTICLE TWO WORKPLACE DIVERSITY

Section 2.01 Equal Employment Opportunity Policy Statement

Our policy is to assure equal employment opportunity to all qualified employees and applicants by prohibiting discrimination because of race, religion, color, gender, age, national origin, disability, sex, sexual orientation, veteran status, or any other characteristic protected by law. This practice applies to all terms and privileges of employment including hiring, transfer, compensation, layoffs, promotions, training, benefits, termination, and retirement.

We do not tolerate any conduct that threatens, harasses, disrupts, or interferes with an employee's work environment by creating an illegally intimidating or offensive atmosphere. This includes epithets, slurs, stereotyping, or hostile acts relating to race, religion, color, gender, age, national origin, disability, sex, sexual orientation, veteran status, or any other characteristic protected by law.

Report any behavior toward anyone in violation of this policy to the Executive. All employees are subject to this policy. Individuals who violate this policy are subject to discipline ranging from a warning up to termination.

We are committed to upholding a workplace free of illegal discrimination. Each employee's cooperation and participation is essential to achieving this objective.

See Section 2.02 for the procedure for reporting violations of this policy.

Section 2.02 Anti-Harassment Policy and Complaint Procedure

We are committed to providing all employees a work environment free of unlawful discrimination and harassment. Consistent with our respect for the rights and dignity of each employee, harassment based on race, color, religion, sex, sexual orientation, gender, national origin, age, disability, veteran status, or any other characteristic protected by law will not be sanctioned or tolerated. We expect every employee to avoid any conduct that could reasonably be interpreted as harassment prohibited by this policy. We also expect employees to inform management when they find workplace conduct to be offensive or unwelcome.

Prohibited conduct includes any verbal or physical conduct that may be perceived as denigrating or showing hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or any other characteristic protected by law, or because of the protected characteristic of an individual's relatives, friends, or associates.

Examples of impermissible harassment include slurs or negative stereotyping, threatening, intimidating or hostile acts, and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is posted or circulated in the workplace.

Follow the procedure outlined in Subsection (d) below if you believe that there has been a violation of Employer's Equal Employment Opportunity Policy, or if you believe you have been the victim of or a witness to any form of illegal harassment or discrimination.

(a) Sexual Harassment

Ox Axe Co, LLC is committed to fostering dignity and respect in the workplace. Our goal is to promote a workplace that is free of sexual harassment. Sexually harassing employees at the workplace or in any setting connected to employment is unlawful and will not be tolerated by the Employer. Further, any retaliation against an individual for complaining about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct described in this policy will not be tolerated. To further this goal, we have established a procedure to deal with inappropriate conduct if encountered by employees.

Because the Employer takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment. If we determine that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose the necessary corrective action, which may include counseling, disciplinary action, or termination.

While this policy sets forth our goal of promoting a workplace that is free of sexual harassment, the policy does not limit our authority to discipline or take remedial action for workplace conduct that we determine to be unacceptable, regardless of whether that conduct meets the definition of sexual harassment.

(b) Other Illegal Harassment or Discrimination

The Employer is committed to providing all employees a work environment free of unlawful discrimination or harassment. Consistent with our respect for the rights and dignity of each employee, harassment based on race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or any other characteristic protected by law will not be sanctioned or tolerated. We expect you to avoid any conduct that could reasonably be interpreted as harassment prohibited by this policy. We also expect you to inform management if you find conduct to be offensive or unwelcome.

Harassment prohibited by this policy includes any verbal or physical conduct that may be perceived as denigrating, or showing hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or any other characteristic protected by law, or because of the protected characteristic of an individual’s relatives, friends, or associates. Examples of impermissible harassment include slurs or negative stereotyping; threatening, intimidating, or hostile acts; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is posted or circulated in the workplace.

The procedures and other terms of this policy pertain not only to sexual harassment but to all forms of illegal harassment and discrimination and should be used if you believe that you have been the victim of or a witness to any form of illegal harassment or discrimination.

(c) Examples of Sexual Harassment

Direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, intended or not, that is unwelcome and has the effect of creating a

work place environment that is hostile, sexually offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

Listing all those additional circumstances that may constitute sexual harassment is impossible, but these are some examples of conduct that, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness.

- Making sexual advances, regardless of whether or not physical touching is involved.
- Making sexual epithets, jokes, written or verbal references to sexual conduct; gossiping about one's sex life; commenting on an individual's body; commenting about an individual's sexual activity, deficiencies, or prowess.
- Displaying sexually suggestive objects, pictures, cartoons.
- Leering, whistling, brushing against the body, making sexual gestures, making suggestive or insulting comments.
- Disseminating sexually explicit voicemail, email, graphics, downloaded material, or websites in the workplace.
- Inquiring about one's sexual experiences.
- Discussing one's sexual activities.

The Employer will not tolerate sexually harassing conduct by vendors, contractors, or other non-employees, whether inside or outside of the workplace.

As stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint are unlawful and will not be tolerated by the Employer.

(d) How to File a Complaint of Sexual Harassment or Other Illegal Harassment or Discrimination

If you believe that you have been subjected to sexual harassment or other illegal harassment or discrimination, you have the right to file a complaint with the Employer in writing or verbally.

If you feel that you are the object of or have information regarding any act of sexual harassment or other illegal harassment or discrimination, report the matter immediately to Executive. If you feel that you are unable to bring the matter to the attention of Executive, or if you are not satisfied with Executive's response to your complaint, you may bring the complaint directly to the attention of Supervisor.

If you are an Executive and you observe an incident that may constitute sexual harassment or other illegal harassment or discrimination, immediately notify Supervisor, who will begin an appropriate investigation if necessary.

These persons are also available to discuss any concerns you may have and to provide information to you about this policy and our complaint process.

Our ability to promote a workplace that is free of sexual harassment and other illegal harassment or discrimination will be enhanced by your following this policy and advising us immediately if you believe that you or others have been subjected to sexual harassment or other illegal harassment or discrimination so that we can take prompt and appropriate corrective action.

(e) Investigation Procedure

When we receive a complaint of sexual harassment or other illegal harassment or discrimination, we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and may also include, to the extent appropriate, interviews with witnesses and all persons alleged to have committed sexual harassment or other illegal harassment or discrimination. When we have completed our investigation, we may, 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.

(f) Disciplinary Action

If we determine that inappropriate conduct has been committed by one of our employees, we will promptly take appropriate action. This action may range from counseling to termination from employment, or other forms of disciplinary action as we determine appropriate.

This policy is not a contract (or promise to enter into a contract) for employment or continued employment, nor does it create any rights for you that are not otherwise provided by law.

Section 2.03 American with Disabilities Act

The Americans with Disabilities Act (ADA) requires covered employers to provide reasonable accommodations for individuals with disabilities unless the accommodations would cause undue hardship. A reasonable accommodation is any change in the work environment or in the way a job is performed that enables a person with a disability to enjoy equal employment opportunities.

If you require an accommodation, you must inform Executive that you need an adjustment or change at work for a medical condition. We will respond promptly and to the best of our ability to accommodate the needs of all employees.

**ARTICLE THREE
WORKPLACE SAFETY**

Section 3.01 Substance Abuse Policy

Never report to work or perform work for the Employer under the influence of alcohol, illegal drugs, or improperly administered prescription or over-the-counter medications. Any violation of the policy will result in disciplinary action up to and including termination of employment.

Section 3.02 Security of Personal Property

Do not leave your personal valuables unattended in offices or elsewhere. The Employer will not accept liability or make any reimbursement for loss or damage to personal property while on Employer premises. Do not bring unnecessary money or valuables to work. Report lost or found items to Executive immediately.

Section 3.03 Security of Employer Property

The Employer takes every reasonable precaution to protect its property. In all cases of willful damage, loss, theft, or dishonesty involving Employer property, the offender will be subject to immediate dismissal and prosecution.

If you want to take an item of Employer property off the premises, you must obtain the prior written permission of Executive. Keep a copy of this written permission with the Employer's property.

Section 3.04 Right to Search

Due to the nature of our business, the Employer is required to use security measures that protect all employees and Employer property. This may include closed circuit television cameras as we determine necessary and appropriate. The Employer reserves the right to search any person while entering, leaving, and on the Employer's premises; to question them about Employer property; and to examine any article in their possession. If you or any of your possessions are being searched, you have the right to be accompanied by a colleague.

Searches may be made routinely and randomly. Refusal to allow a search violates Employer policy and may be considered grounds for immediate disciplinary action. The Employer seeks your cooperation on all aspects of security and you should report any actual or potential breaches to Executive.

Section 3.05 Safety

Each employee is responsible for conducting all tasks in a safe and efficient manner and for complying with all local, state, and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, you are responsible for identifying and familiarizing yourself with the emergency plan for your working area. The Employer posts an emergency procedure plan to handle emergencies such as fire, weather-related events, and medical crises.

For each safety and health infraction you are involved in or witness, you are responsible for completing an Accident and Incident Report. Failure to report an infraction may result in disciplinary action, including termination.

Furthermore, every person in the organization must assume the responsibility of individual and organizational safety. Failure to follow Employer safety and health guidelines or engaging in conduct that places you, a client, or Employer property at risk can lead to employee disciplinary action, including termination.

Section 3.06 Illegal Drugs and Substances

Never use, possess, or distribute illegal drugs or substances or bring them on to Employer or customer premises at any time. Anyone in possession or under the influence of illegal drugs or other illegal substances will be sent home and subject to disciplinary action.

Using prescription drugs not taken as directed by or not prescribed by a duly licensed physician is a violation of this policy.

Section 3.07 Workplace Bullying

The Employer defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work, in the course of employment, or both. We require that all employees be treated with dignity and respect. The purpose of this policy is to communicate to all

employees—including supervisors, managers, and executives—that the Employer will not tolerate bullying behavior.

Employees who violate this policy will be disciplined, up to and including termination.

Bullying may be intentional or unintentional; however, the bully's intention is irrelevant and will not be considered when meting out discipline. As in sexual harassment, the effect of the behavior upon the individual is what is relevant. The Employer considers the following types of behavior examples of bullying.

(a) Verbal Bullying

Verbal bullying includes slandering, ridiculing, or maligning a person or that person's family; persistent name calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; and abusive and offensive remarks.

(b) Physical Bullying

Physical bullying includes pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, and damage to a person's work area or property.

(c) Gesture Bullying

Gesture bullying includes nonverbal threatening gestures or glances that convey threatening messages.

(d) Exclusion

Exclusion includes socially or physically excluding or disregarding a person in work-related activities.

Section 3.08 Workplace Violence

We expect employees to refrain from conduct that may be dangerous to others—including co-employees, customers, vendors, and business associates—and to report violence or threatened violence.

(a) Zero Tolerance

The Employer will not tolerate conduct that threatens, intimidates, or coerces another employee, customer, vendor, or business associate. The Employer resources may not be used to threaten, stalk, or harass anyone at the workplace or outside the workplace. The Employer treats threats coming from an abusive personal relationship as it does other forms of violence.

(b) Duty to Report

Report indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities as soon as possible to a Supervisor. When reporting a threat or incident of violence, be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

(c) Protective or Restraining Orders

Promptly inform the owners of any protective or restraining order that you have obtained that lists your workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate-partner violence. The Employer will not retaliate against employees making good-faith reports.

(d) Employer Response

The Employer will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. We will protect the identity of the individual making a report as much as possible. The Employer will not retaliate against employees making good-faith reports of violence, threats, or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, the Employer may suspend employees suspected of workplace violence or threats of violence—either with or without pay—pending investigation.

Anyone found responsible for threats of or actual violence or other conduct that violates these guidelines is subject to prompt disciplinary action up to and including termination.

Section 3.09 Computer Security

The Employer's policy on use of the computer system, including email and the Internet, is included later in this Employee Handbook in Article Six.

ARTICLE FOUR TERMS OF EMPLOYMENT

This Section of the Handbook provides further information relating your employment terms.

Section 4.01 Employment Classifications

Employment classifications are detailed in **Error! Reference source not found.**

Section 4.02 References

The Employer may require you to provide references, one of which should be from your previous employer. Any offer of employment with the Employer is conditional upon the references being satisfactory. If you have already started work with the Employer and references cannot be obtained or they are unsatisfactory, the Employer may terminate your employment.

By becoming a Ox Axe Co, LLC employee, you confirm that you will not be in breach of any other contract held with a third party, including any previous employer. If you are later found to be in breach of another contract, Employer reserves the right to immediately terminate your employment.

Section 4.03 Introductory Period for New Employees

Your first 30 days of employment at the Employer are an Introductory Period. The Introductory Period is the time for getting to know the staff, your Executive, your job duties, and for becoming familiar with Employer policies, procedures, and practices. During this period, you will participate in our onboarding process.

This Introductory Period is a time for both you and the Employer to evaluate the fit of the employment relationship. You are not eligible for benefits during this time. Completing the Introductory Period does not guarantee continued employment for any specified period.

Section 4.04 At-Will Employment

Your employment is at will. The term *at will* means your employment is not for any specific time and the Employer may terminate it at any time with or without cause and without prior notice, and you may resign for any reason at any time.

Section 4.05 Work Place Location

Your normal place of work is:

248 Oxford Road, Oxford, CT

This may change according to our commercial needs. If the Employer moves, the Employer expects you to make yourself available at any new location.

You may be required to travel in order to meet the needs of the business and fulfill your job role responsibilities. Please refer to **Error! Reference source not found.** for detailed information about reimbursements.

Section 4.06 Flexible Duties

You must undertake whatever duties are necessary in order to fulfill our business needs. This may involve providing support to other functional areas of the Employer, although we would only expect you to provide support in areas that are generally within your own work scope or ability level. Flexibility is essential and we appreciate your cooperation.

Section 4.07 Discipline and Termination

We expect all employees to meet Employer's standards of work performance. Work performance encompasses many factors, including but not limited, to job proficiency, the quality and quantity of your work, attendance, punctuality, teamwork, attitude and initiative, personal conduct, and general compliance with Employer policies and procedures.

If you do not meet these standards, the Employer may, under appropriate circumstances and with or without warning, take disciplinary action. Because your employment with the Employer is at will, the Employer need not follow any system of progressive discipline or warning. Nevertheless, the Employer may choose to exercise its discretion to use forms of discipline that are less severe than termination in certain cases. Examples of less severe discipline include verbal warnings, written warnings, probation, suspension with or without pay, and demotion.

We expect each employee to act in a mature and responsible way at all times. To avoid any possible confusion, we note several examples of unacceptable activities below. Engaging in an unacceptable activity or violating any Employer rule or policy in this Handbook or elsewhere may result in disciplinary action. This list is not all-inclusive. Nothing in this Handbook will change the at-will status of your employment.

If you have any questions concerning any work rule, safety rule, or any of the unacceptable activities listed, please see Executive or Supervisor for an explanation.

- Theft
- Fraud
- Falsifying or altering Employer documents and records, including, but not limited to, expense claims, timesheets, customer records, research, or other documentation

- Fighting or assaulting another person, including verbal aggression
- Being on Employer or customer premises under the influence of alcohol or illegal drugs
- Damaging property
- Unauthorized or excessive absences
- Insubordination
- Improper use or disclosure of Confidential Information
- Violating Employer's policy on unlawful harassment or discrimination
- Violating Employer's policies on equal opportunities
- Any breach of conduct or duty that brings Employer into disrepute, or actions that are inconsistent with the relationship of trust and fidelity required between Employer and its employees

Section 4.08 Terminating Employment

Our employees are at-will employees. This means that you or the Employer may terminate your employment at any time with or without cause. If you consider leaving the Employer, we encourage you to discuss the matter with your Executive before making a final decision.

If you decide to terminate your employment, we ask that you provide at least two weeks' notice. Obviously, earlier notice gives us time to find a suitable replacement and is greatly appreciated.

Any Employer property issued to you must be delivered to your Executive or to another individual specified by the Supervisor at the time of your termination. Please see Section 5.22 for additional information about returning Employer property.

ARTICLE FIVE OFFICE POLICIES AND EMPLOYER STANDARDS

No group of people can work together without a clearly defined set of rules. The rules ensure that the Employer runs efficiently and profitably, and provide a safe and pleasant workplace. This Article details some of the rules and regulations to support these objectives.

Section 5.01 Addressing Workplace Attire and Personal Hygiene Issues

Violations of the workplace attire and personal hygiene policy can range from inappropriate clothing items to offensive perfumes and body odor. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes and return to work.

Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

If an employee's poor hygiene or use of too much scent is an issue, the Executive will discuss the problem with the employee in private and specify the areas to be corrected. If the problem persists, Executive will follow the normal corrective action process.

Section 5.02 Work Area Appearance

Keep your work area clean and neat. As well as being safe practice, a clean and neat work environment also provides a more congenial environment in which to work.

Section 5.03 Food and Drink in the Work Place

All employees are responsible for keeping their individual work areas and any common areas clean and neat and for disposing of food properly. Please also ensure that you use any appliances in accordance with the manufacturer's instructions.

Section 5.04 Employer Premises and Facilities

You must not use the Employer's premises, equipment, or services for your own personal needs without first obtaining Executive's permission. You must not use the Employer's address, email facility, stationery, stamps, or mailing services for personal correspondence.

Section 5.05 Employer News and Information

The Employer communicates news and information through posted notices or emails.

Section 5.06 Collections and Literature Distribution

Before you collect contributions or sell anything in the workplace to your co-employees, obtain permission from Executive. To protect all employees, Executive may decide the collection or distribution is inappropriate and withhold permission.

Section 5.07 Professional Memberships and Subscriptions

The Employer may pay your membership costs with a professional organization if it is relevant to your employment with the Employer. Please speak to Executive for further details. If the Employer pays advance fees or an annual membership or subscription on your behalf and you subsequently leave the Employer for any reason, the Employer will deduct the amount paid on a *pro rata* basis from your final paycheck.

Section 5.08 Receiving Gifts

Do not encourage suppliers, contractors, or customers to give gifts; gifts should not be received at your home address either. But if you do receive a gift at work, immediately notify Executive. If you have any questions about gifts, consult Executive.

Section 5.09 Report Misconduct

The Employer sees it as your duty to report any acts of misconduct, dishonesty, breach of Employer rules, or any of the rules of regulatory bodies committed, contemplated, or discussed by any other employee or by a third party. If any issues come to your attention, you must report them immediately to Executive. The Employer will treat the reported matter as confidentially as practicable.

Section 5.10 Confidential Information

During your employment with the Employer, you may have access to confidential information. For purposes of this Employee Handbook, *Confidential Information* means trade secrets, proprietary information, and other information belonging to the Employer or any subsidiary or affiliate of the Employer that are not generally known to the public, including information about business plans, financial statements, operating practices and methods, expansion plans, strategic

plans, marketing plans, contracts, customer lists, and any other information that the Employer or any subsidiary or affiliate of the Employer treats as confidential, in any format whatsoever including oral, written, and electronic.

To protect the our business, you are specifically forbidden—during and after your employment—to disclose any Confidential Information relating to the Employer or to the Employer’s customers to any person or entity in any way. You are also specifically forbidden to use any Confidential Information without Manager’s prior written consent. This provision does not affect the Employer’s common law rights. The Employer reserves the right to seek adequate compensation and an injunction if you do not meet this obligation. As a condition of your employment, you have been required to sign a Non-Disclosure Agreement to protect the Employer.

Section 5.11 Conflict of Interest

During your employment with the Employer, you must not engage in any trade, business, or occupation that competes with the Employer’s interests or has the potential of causing a conflict of interest without Executive’s prior written permission.

Before engaging in any work outside of the Employer—whether paid or unpaid—seek permission from Executive. Although permission will not be unreasonably withheld, it may not be given or may be withdrawn if the other work affects your ability to effectively carry out your duties or causes a conflict of interest. As a condition of employment and to protect the Employer, you have been required to sign a Non-Competition Agreement.

Section 5.12 Intellectual Property

All intellectual property, improvements, discoveries, technical ideas, and designs you make or acquire during your employment with the Employer in relation to its products, services, applications, and strategies—and all patents, designs, copyright and other artistic, commercial, or industrial property rights covering them—are the absolute property of the Employer. At the Employer’s expense, you must do everything necessary to ensure these remain the property of the Employer.

Section 5.13 Protecting Business Interests

To protect the current and future business of the Employer, you are bound, during your employment and for 12 months after termination, to uphold the following obligations.

(a) No Soliciting

Not to solicit or entice away (or endeavor to do so) any employee, customer, or business contact of the Employer, whether by yourself; on behalf of any person, firm, or company; or acting through others.

(b) New Employment

If you apply for or are offered employment or engagement with another entity, you must bring this Section to the entity’s attention before entering into the contract.

The obligations under this Section are incorporated in a separate Non-Competition Agreement to be signed by you and the Employer.

Section 5.14 Confidentiality and Disclosure of Information

Ox Axe Co, LLC customers and employees may provide information to you in confidence. Never disclose information provided in confidence to anyone other than Executive or Supervisor. Ox Axe Co, LLC is also very sensitive to and holds the highest regard for its own internal business confidentiality. Do not talk about sensitive internal business matters with anyone outside the Employer. Sensitive internal communications shared with you must be kept private and not shared without the consent of your Executive.

Section 5.15 Non-Disclosure Agreement

We may require you to sign a Non-Disclosure Agreement, also known as a Confidentiality Agreement. This agreement creates a confidential relationship between employees and Ox Axe Co, LLC to protect any type of confidential and proprietary information.

Section 5.16 Employing Relatives

Relatives of our current employees may be considered as candidates for any position if:

- they meet the requirements of the position; and
- no supervisory relationship exists between the current employee and his or her relative.

An employee may not sign off on a time sheet, performance appraisal, or any other document relating to a relative's compensation.

Section 5.17 Ethics

We expect our employees to act ethically, honestly, and with the highest standard of personal integrity at all times while performing their job responsibilities. Employees must comply fully with federal, state, and local laws and regulations governing our operations, and must conduct their business affairs according to the highest legal and ethical standards. If you violate this policy, you may subject to discipline up to and including immediate termination.

Section 5.18 Job Descriptions

We maintain a job description for each position. If your duties and responsibilities are changed significantly, your job description will be updated and included in your personnel file.

Section 5.19 Outside Employment

During the time you are employed by Employer in a full-time position, we expect that your position here is your primary employment. Any outside employment for full-time employees should be accepted only with prior approval from Supervisor.

Section 5.20 Performance Appraisals

New employees will receive an initial performance review after 90 days of employment. Every employee will be evaluated on an annual basis by the Executive. The Executive will provide a performance review during a formal feedback session. These sessions will include both oral and written feedback from your Executive, using a performance appraisal form. You and your Executive should also establish performance goals for the upcoming year.

A formal feedback session may also be used to address performance deficiencies and to institute a performance improvement plan. For employees whose overall performance evaluation rating is

less than satisfactory, a performance improvement plan must be developed and reviewed with Supervisor.

Performance evaluations do not create any specific legal rights and are not intended to modify the *at-will* nature of your employment with the Employer. Either you or Employer may terminate employment at any time, with or without cause or notice.

Section 5.21 Office Equipment and Supplies

The Employer will provide equipment as we determine appropriate for your position.

Your Executive reviews supply requests for approval.

Section 5.22 Returning Employer Property

All copies, notes, extracts, records, equipment, and computer software storage devices relating to Employer are the property of the Employer. Any Employer property issued to you must be delivered to your Executive or to another individual specified by the Supervisor upon demand or at the time of your termination.

You are responsible for any lost or damaged items. In accordance with applicable law, we may deduct the value of any property issued and not returned from your final paycheck, and you would be required to sign a wage deduction authorization form for this purpose.

Section 5.23 Business Hours

You are expected to be at work promptly according to your schedule. If you are delayed, please call your Executive as early as possible in the business day.

(a) Standard Working Hours

If you are an exempt full-time employee, your compensation is based on a minimum 40-hour workweek.

(b) Non-Standard Working Hours

We may need to change your working hours—on a temporary or permanent basis—in order to meet our business needs. We will give you as much notice as possible about any changes in working hours, and we ask you to fully cooperate with any temporary changes. Although permanent changes to working hours would only be introduced after full consultation, you are expected to cooperate and not to unreasonably withhold your consent to any changes.

(c) Additional Hours

We want employees to have a home life as well as a work life. Sometimes, additional hours may be required in order to meet the needs of the business and we ask you to cooperate with any reasonable request to work additional hours.

(1) Full-Time Exempt Employees

All full-time employees are expected to maintain a 40-hour workweek. Your hours may be slightly different from our regular business hours based on the nature of your position, your time zone, or other agreements reached at the time of hire.

(2) Non-Exempt Employees

If you are a non-exempt employee and you believe overtime is required, you must first discuss with and seek approval from Executive.

Section 5.24 Time Reporting

A work hour is any hour of the day that is worked and should be recorded to the nearest tenth of an hour. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Sunday and ending on Saturday. The usual full-time workweek period is 40 hours.

Employees submit their time record weekly as directed by their Supervisor. Each employee must maintain an accurate daily record of his or her hours worked. Record and report all absences and deviations from work schedules.

Section 5.25 Excessive Absenteeism or Lateness

We expect you to report on time and to work on all scheduled workdays during all scheduled work hours. The Employer may take disciplinary action if you:

- fail to notify your Executive when you will be absent or late,
- are excessively absent; or
- arrive late or leave early excessively.

The Employer reserves the right to withhold pay for any unauthorized absence.

Section 5.26 Work Hours Are for Employer Matters

During work hours, we expect you to work on Employer matters. We understand that pressing personal business will occasionally require your attention for a few minutes during the workday. But the Employer does not otherwise condone employees working on personal matters during the work day without your Executive's approval. For example, spending time on the Internet or on a phone call that is not for Employer matters is not permissible, and could lead to disciplinary action up to and including termination.

Section 5.27 Pay Rate

You will be paid the amount offered in your employment letter. When you are paid, you will receive a paycheck stub detailing your gross pay; any deductions such as withholding tax, social security tax, Medicare, health insurance premiums, pension contributions; and your net pay. If you have questions, contact your Executive.

Section 5.28 Payment Method and Pay Period

The Employer will pay you bi-weekly, in arrears, by an electronic transfer directly into your chosen bank account.

If the regularly scheduled pay date falls on a weekend or bank holiday, we will pay you on the preceding working day. The Employer reserves the right to make your final payment by check on your last working day. The Employer reserves the right to alter the payment method or pay period.

Section 5.29 Overpayments and Errors

Always check your paycheck stub and let us know immediately if you find a discrepancy. If we underpay you, we will correct this by making a payment to you. If we overpay you or make an incorrect deduction, you agree that an adjustment will be made to your next payment. If we fail to notice an overpayment for some time, you agree that the Employer will reclaim the overpayment by making deductions from your salary, possibly on a deferred-payment basis.

Section 5.30 Duplicate Pay

You will not receive duplicate pay for any day. For example, if you are ill on a recognized holiday, you will not receive paid sick time in addition to holiday pay; the day will be treated as a holiday and you will be paid holiday pay only. Likewise, you will not receive pay for taking off any day that is not your scheduled workday (for example, a part-time employee who does not work on Mondays will not be paid for a Monday holiday).

Section 5.31 Pay Deductions

Employees have certain obligations under this agreement. Specifically, the Employer reserves the right to make deductions from your salary for any monies owed to the Employer. This may include, but is not necessarily limited to, repayment of salary advances; loans; professional memberships and subscriptions; training courses; health insurance premiums; and any negligent damage to any Employer property or equipment. If you are terminated, all monies are payable to the Employer in accordance with applicable law. The Employer reserves the right to deduct any amount due from your final payment when you leave in accordance with applicable law.

Section 5.32 Compensation and Performance Reviews

We conduct annual compensation and performance reviews. Reviews are completely at our discretion and consider your individual performance and the overall performance of Employer. Standards we measure include, among others, your attendance, initiative, effort, quality and quantity of your work, attitude, and willingness to perform your job and otherwise comply with Employer policies and procedures. Any pay increases become effective in your next pay cycle. We do not guarantee any pay increase at any time.

Section 5.33 Notice of Resignation

The Employer requests a minimum of two weeks' notice to the Employer if you plan to resign. Resignations must be submitted in writing to Executive and Supervisor.

Section 5.34 Personnel Records

Our Officer Manager department maintains a confidential personnel file for each employee. It includes both personal information and other information necessary for payroll, taxation, or legal purposes. In addition, the Employer keeps all relevant correspondence issued or received during your employment in your personnel file. Internal access is limited to those with a need to know and to you, upon request. You may schedule an appointment to review your personnel file with the Officer Manager department. If any of the following information changes, please notify us as soon as possible.

- Legal Name
- Home Address
- Home Telephone Number
- Emergency Contact Information
- Your bank information (related to direct deposits)
- Your beneficiaries (related to benefits)
- Your qualifications or memberships related to professional organizations

□ Number of Exemptions on Your W-4 Tax Form

All materials you provide to us in connection with your employment (including your employment application) must be complete, truthful, and accurate. If you fall short of this requirement, you will be disciplined as appropriate, up to and including termination.

All applicants who are hired need to present documents of identity and eligibility to work in the US.

Section 5.35 Resolving Issues with Co-Workers

We understand that employees may occasionally have disagreements with each other. Whenever feasible, complaints should be resolved at the lowest possible administrative level. We recommend the following process until the issue is resolved.

First, discuss the problem directly with the coworker you disagree with.

Next, discuss the problem informally with your Executive.

Finally, submit the problem, in writing, to Supervisor.

Section 5.36 Internal Complaints

The Internal Complaint Procedure is in place to resolve concerns that employees may have about their jobs, working conditions, or any other issues relating to their employment. The objective is to resolve issues quickly and to the satisfaction of both parties.

Most complaints are best resolved informally in discussions with Executive. If you have a complaint relating to any aspect of your job, working environment, or employment conditions, speak or write to Executive the day the complaint arises, or as soon as possible. If necessary, the Employer will investigate and the Employer will endeavor to resolve the complaint within a reasonable time.

If you are not satisfied with the outcome or if the matter involves Executive, write to Supervisor, detailing the complaint and explaining why the matter remains unresolved. The Employer will respond to your complaint within seven working days. Any decision made at this stage is final.

Section 5.37 Public Image

To protect the business of the Employer, you are specifically forbidden, during and after your employment, from the following actions.

(a) Published Materials

Directly or indirectly publishing any opinion, fact, or material on any matter connected with or relating to the business, the Employer or any client of the Employer without prior written approval of Manager.

(b) Public Appearance and Comments

Making any public appearances or comments to the press on any matter connected with or relating to the business of Employer or client of Employer without the prior written approval of Manager.

Make any requests for comments, opinions, or public appearances to Executive. This does not affect your right to disclose appropriate information to relevant bodies under any federal or state public disclosure act.

Section 5.38 Providing References

The Executive and Supervisor are the only people authorized to provide verbal or written references on current or past employees of the Employer. This policy must be observed. Generally, references will only be provided in response to an external request.

Section 5.39 Training and Development

When you begin your employment with the Employer, you will receive appropriate training in all aspects of your job. The training will cover what you need to know to comply with the Employer's practices, to function safely, and to achieve the required standards.

ARTICLE SIX TECHNOLOGY POLICY

Section 6.01 General Policy

The Employer policy on the use of computers, email, the Internet, and cell phones protects both the Employer and employees against misuse and provides guidelines about the appropriate use of these systems.

Employer equipment—including but not limited to computers, copiers, fax machines, email systems, and telephones—is meant to accomplish Employer matters. We expect that we can count on your good judgment; however, we have guidelines that must be followed. Breaching these guidelines can result in disciplinary action up to and including termination.

All employees' computer files and electronic and telephonic communications are not private. All computer and electronic documents and communications prepared on, transmitted by, received from, or stored in or on Employer equipment are Employer property.

Employer equipment is to be used for business purposes. Limited personal use is permitted with the advance approval of Executive. This personal use must not be excessive, must not take place on Employer time or otherwise interfere with your duties, must not be for personal gain, and must not otherwise violate this or any other Employer policy.

Under no circumstances will Employer equipment be used to solicit, harass, or offend any employee, or for any unlawful or improper purpose. It is not to be used to convey any vulgar, discriminatory, insulting, defamatory, sexually explicit, or otherwise inappropriate information. Refer to Section 2.02 in this Handbook for our Anti-Harassment Policy and Complaint Procedure. Employees also must not use Employer technology to copy, retrieve, forward, or send copyrighted materials.

Section 6.02 Computer Security

In order to protect the network from viruses and to prevent unnecessary network degradation, you may not under any circumstances upload or download unauthorized software, programs, or data onto the computer system or onto your own workstation.

Under no circumstances may illegal, defamatory, inappropriate, or offensive software or material be accessed, installed, stored, or downloaded onto any computer or workstation. If we find that you have deliberately downloaded prohibited software or material, you will be personally

liable. This liability may include criminal prosecution, fines, or penalties. In addition, you will be subject to disciplinary action.

Copies of programs or data must not be taken or removed from Employer premises without the express permission of Executive. The Employer regards computer system security to be of paramount importance. Any individual action or inaction that compromises this security is a serious matter. Detailed below are computer-use guidelines.

(a) Report Issues Immediately

If you experience a problem with your computer, inform Executive or the person responsible for the computer system as soon as the problem arises. Write down the details of any error messages or take a screen shot to communicate the issue to the person who will deal with the problem.

(b) Account Use

Only log on to the network using your own account.

Section 6.03 Internet Use

The Employer provides access to the Internet to certain employees for the performance of their duties. Employees are required to use online services responsibly and consistent with this Article.

The Employer does not generally monitor how the Internet is used, but reserves the right, at its sole discretion, to monitor or review any information or communication stored or transmitted on email, voicemail, computer files, and the Internet at any time, with or without warning. The Employer also reserves the right to further investigate the use of the Internet by individual employees if it believes there is a serious breach of Employer Internet policy or to protect the rights of other employees. Employees have no right to privacy when using the Employer computers, electronic equipment, or telephonic equipment.

Employees are prohibited from using Employer technology to access, download, or contribute to:

- gross, indecent, or sexually oriented materials;
- job-search sites;
- gambling sites or games;
- illegal drug-oriented sites;
- personal sites; or
- chat rooms.

You may not use Employer Internet facilities for financial or commercial gain.

Electronically storing prohibited materials on Employer equipment is also forbidden. If prohibited material reaches you through email, delete it immediately.

You may not download or install any computer programs from any source without first obtaining specific permission.

Private use of the Internet is acceptable if you have Executive permission and use it outside of working hours. The Employer will investigate cases where individual employees spend excessive amounts of their working time on the Internet.

Section 6.04 Email Use

Email communication can have legal implications for you and for the Employer. In particular, be aware that the contents of emails sent from our computer system can bind the Employer contractually or can give rise to defamation claims. Detailed below are guidelines on the use of Employer email.

(a) Business and Other Use

The provision of email on the computer system is generally for business use. Private emails outside the Employer are allowed with prior permission from Executive. Read and respond to them outside of working hours.

(b) Email Contents

Do not write anything in an email that you would not put in a letter or say to a person's face. Never use obscene, vulgar, abusive, or inappropriate language; pornographic or offensive pictures; or other inappropriate material in emails. Do not send multiple or chain emails.

(c) Avoid Unintended Contracts

Be aware that emails could have a contractual implication or become legally binding.

(d) Uphold Privacy

Do not post your personal details or the details of the Employer to an Internet web site.

(e) Required Notice

Include this notice at the bottom all of your emails:

<p>This email message is intended only for the named recipient's use only. It may contain proprietary, confidential, or legally privileged information. If you have received this email in error and are not the intended recipient, you are notified that any dissemination, distribution, or copying of this email and any attachment is strictly prohibited. Please notify the sender by replying to this email immediately and delete the message and any attachments from your system. Thank you.</p>
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(f) Away Notice and Your Privacy

If you are going to be away on Paid Time Off or otherwise unable to review your emails, set up an away notice to notify your email senders. It may be necessary for us to access your incoming emails during an extended absence. This normally applies to employees who have regular contact with customers or suppliers, or where the Employer has identified the need for emails to be managed in an employee's absence, but may apply to everyone. For business reasons, the Employer may need to access your emails to retrieve information. Therefore, you are advised not to include personal or private information in emails that are sent or received via the Employer's computer system. We recommend that you regularly review any personal emails that are stored in your inbox and delete them from your computer.

Section 6.05 Personal Cell Phone Use

While you are at work, we expect to you exercise discretion in using your personal cell phone. Cell phones must not be used to defame, harass, intimidate, or threaten any other person. Employees are prohibited from using their cell phones in any illegal, illicit, or offensive manner.

(a) Phone Calls

Personal calls during the work hours—regardless of the phone used—can interfere with employee productivity and safety and may be distracting to others. Employees are encouraged to make personal calls during breaks and lunch and to ensure that friends and family members are aware of this policy.

(b) Recording Capacity

Taking photos, sound recordings, or video recordings is prohibited in any workplace area that may contain nonpublic information about our business practices, products, or strategies. This includes, but is not limited to, research and development projects, private documents, and financial information.

Section 6.06 Social Media Policy

Make sure your personal social media activity complies with all laws and regulations, and with the Employer policies and regulations. Do not infringe on anyone’s intellectual property rights or other rights.

(a) Representing the Employer

Take care not to mislead your readers into thinking that you are speaking on behalf of Employer, whether or not you mention the Employer in the post. Avoid stating your personal opinions in a way that may be interpreted as a public statement made on behalf of Employer.

(b) Be Honest and Responsible

You are responsible for what you post. Be aware that your posts may be seen by an unspecified large number of people and each reader will interpret your post independently. You may not be able to completely delete the information you post online; it may be publicly available for a long time. Online posts are easy to copy and cite elsewhere.

Respect the rights of any person you post about and the opinions of other readers and do not post anything that offends accepted social standards of decency.

(c) Uphold the Confidentiality of Certain Information

Do not post any personal or confidential business information, including photos, about the Employer or Employer stakeholders. Do not post any information about the Employer that is not publicly available.

Section 6.07 Internet Code of Conduct

We provide Internet access to employees for the benefit of the Employer and our customers. It allows employees to connect to information resources around the world. Every employee has a responsibility to maintain and enhance the Employer’s public image and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users and are protecting the Employer’s public image, the following Internet guidelines have been established.

(a) Acceptable Internet Use

When you access the Internet at work, you are representing the Employer. All communications should be for professional reasons. You are responsible for using the Internet in an effective, ethical, and lawful manner. You may access databases for information as needed. You may use your Employer email for business communications.

(b) Unacceptable Internet Use

Do not use the Internet for personal gain or to advance your individual views during business hours. Any use of the Internet for personal gain during business hours is strictly prohibited. Your Internet use must not disrupt the operation of the Employer's network or the network of other users; it must not interfere with your productivity.

(c) Communications

Each employee is responsible for the content of all text, audio, or images that they place or send over the Internet during working hours. Fraudulent, harassing, or obscene messages are prohibited. All messages communicated on the Internet should have your name attached. Do not send messages under an assumed name. Users may not attempt to obscure the origin of any message. Information you publish on the Internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language may be transmitted through the Employer's system. Employees who wish to express personal opinions on the Internet are to do so during nonbusiness hours from a personal Internet connection.

(d) Software

To prevent transmitting computer viruses through the system and to prevent network degradation, do not download any software without prior approval.

(e) Copyright Issues

While using the Internet, employees may not transmit copyrighted materials belonging to entities other than the Employer. One copy of copyrighted material may be downloaded for use in research. Users are not permitted to copy, transfer, rename, add, or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action, up to and including immediate termination or legal action by the copyright owner.

(f) Security

All messages created, sent, or retrieved over the Internet during business hours are Employer property, and should be considered public information. The Employer reserves the right to access and monitor all messages and files on the computer system as the Employer determines necessary and appropriate. Internet messages sent during business hours are public communication and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

(g) Harassment

Harassment of any kind is prohibited. Messages with derogatory or inflammatory remarks about an individual or group's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner status, gender (including sex stereotyping), medical condition (including, but not limited to, cancer related or HIV/AIDS related), or sexual orientation will not be permitted.

(h) Violations

If you violate any of these guidelines, you may be subject to disciplinary action, up to and including immediate termination.

If necessary, the Employer will advise appropriate legal officials of any violations that are illegal.

ARTICLE SEVEN INJURED OR INTOXICATED CUSTOMERS

As you are aware axe throwing can lead to serious injuries in the event that people are not following safety regulations or the protocols of Ox Axe Co, LLC. Our Membership Agreement provides: “I understand that Oxford Axe Throwing may suspend or terminate my membership without any liability for failure to adhere to the terms of this agreement, for violation of the facilities policies, for violation of the facilities code of conduct for violation of the facilities rules and procedure and that the Oxford Axe Throwing shall further be authorized to suspend or terminate my membership agreement in the event that Oxford Axe Throwing determines that my conduct is unsportsmanlike, poses a danger to the safety and wellbeing of other members or my behavior is disruptive to other members. The decision of Oxford Axe Throwing to suspend or terminate my membership is at the sole and absolute discretion of the management/owners of Oxford Axe Throwing.”

As an employee in addressing issues that may develop with customers that are not following the regulations, the company policy is that in the event that anyone who appears to be highly intoxicated, the protocol is that the Oxford Police Department is to be contacted for assistance with removal of the person from the premises. Under no situation should an employee be confrontational with the highly intoxicated customer, nor should the employee attempt to remove the highly intoxicated customer from the premises on their own.

In determining whether or not someone is highly intoxicated it is important that all employees monitor the customer’s behaviors and actions and look for obvious signs of intoxication such as slurred speech, staggering walk, unsteady on their feet and swaying, lack of coordination, rude, offensive, violent or inappropriate behaviors. If you are unsure the employee should raise their concern to the supervisor and/or owner present on site.

In the event that any injuries are observed or reported to an employee the employee shall contact emergency medical services and notify the supervisor/owner immediately.

Any incidents identified above should be immediately reported to your supervisor and/or the owner and noted in the members file.

**ARTICLE EIGHT
DISCLAIMER OF EXPRESS
OR IMPLIED**

Employment Contract

This Employee Handbook is provided as a guide and creates neither an express nor an implied employment contract of any specific duration.

I understand that *employment at will* means that both Ox Axe Co, LLC and I have the right to terminate my employment at any time and for any reason not otherwise prohibited by law.

Employee Signature

Date

Name Printed

(Note: This page is to remain in the Employee Handbook.)

APPENDIX
ACCIDENT AND INCIDENT REPORT



