



HIS GROOMING EMPLOYEE HANDBOOK

MAY 2019

J. Scott & Family, LLC
An Equal Opportunity Employer

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1.0 WELCOME

Welcome! We hope that your employment with HIS Grooming, DC will be rewarding and challenging. We take pride in our employees and contractors as well as the products and services we provide.

Please take the time now to read this employee handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supercedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The Company reserves the right to interpret, modify, or supplement the provisions of this handbook at any time.

Please understand that no employee handbook can address every situation in the workplace. If you ever have questions about your employment, you are encouraged to ask them. If you have any difficulty reading or understanding any of the provisions of this handbook, please contact us.

Likewise, if you have any suggestions related to Company policies or procedures, please let us know.

We wish you success in your employment here at HGDC.

Best Wishes

Jared Scott

AT-WILL EMPLOYMENT

Your employment with HGDC is on an “at-will” basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the company at any time, with or without notice and with or without cause.

Nothing in the employee handbook or any other Company document should be understood as creating guaranteed or continued employment, a right to termination only “for cause,” or of any other guarantee of continued benefits or employment.

ANNIVERSARY DATE & SENIORITY



The employee's date of hire is their official employment anniversary date. Seniority is the length of continuous service commencing on the date of hire at HGDC. Seniority does not accrue during leaves of absence without pay or leaves of absence that exceed 30 calendar days, except for paid vacations. Seniority does not apply to contract or temporary employees unless specified in writing by HGDC leadership. Seniority level, duties and salary are decided at the discretion of HGDC Leadership

EMPLOYMENT CLASSIFICATIONS

HGDC has established the following employee classifications for compensation and benefit purposes only. An employee's supervisor or manager will inform the employee of their classification, status, and responsibilities at the time of hire, rehire, promotion or at any time a change in status occurs. These classifications do not alter the employment at-will status.

Regular Full-Time Employee

An employee who is scheduled to work no less than 100% of the scheduled work hours in a workweek on a fixed work schedule (not less than 40 hours). The employee may be exempt or nonexempt and is generally eligible for all employment benefits offered by HGDC at the discretion of HGDC Leadership.

Regular Part-Time Employee

An employee who is scheduled to work less than 40 hours in a workweek and may be eligible for some benefits.

Temporary Employee

An employee who is scheduled to work on a specific need of HGDC. The employee will not receive any benefits unless specifically authorized in writing. The employee is nonexempt and is compensated on an hourly basis.

Exempt

Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay requirements. The basic premise of exempt status is that the exempt employee is to work the hours required to meet their work responsibilities.

Non-Exempt

Employees whose positions do not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for overtime hours worked.

Contractor

An employee who is scheduled to work for a specified time period on a specific need of HGDC. The employee will not receive any benefits unless specifically authorized in writing. The



employee is nonexempt and is compensated on an hourly basis or a percentage agreed upon by HGDC Management. Most contractors start at 50% commission.

PERSONNEL RECORDS

HGDC will maintain various employment files while individuals remain an employee of HGDC. These files will be properly expunged upon termination of employment. Examples of these files are employee personnel files, attendance files, I-9 files and files for medical purposes. If any changes with respect to personal information, such as a change in home address and telephone number or a change of name occur, employees are required to notify HGDC Management so the appropriate updates can be made to the files. HGDC will take reasonable precautions to protect employee files and employee personally identifiable information in its records

Employee files have restricted access. Employees, their supervisor or manager, or their designated agents, may have access to those personnel files. In the event that an employee wishes to review their personnel file, they must do so in the presence of a supervisor or manager. Employees may review their personnel file by making a written request to their supervisor or manager. The written request will become a permanent part of the personnel file.

EMPLOYEE REFERENCES

HGDC makes strict provisions regarding information provided to people outside of the company for current and former employees. This information is restricted to the employment dates and positions held while at HGDC for that person. This is done to protect HGDC and its employees. This information will only be released by authorized management.

REVISIONS TO HANDBOOK

This employee handbook is our attempt to keep you informed of the terms and conditions of your employment, including Company policies and procedures. The handbook is not a contract. The Company reserves the right to revise, add, or delete from this handbook as it determines to be in its best interest. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on company bulletin boards.

2.0 MISSION STATEMENT

HIS Grooming is the innovative name in Men's Grooming. Its foundation is built on the belief that today's man deserves more than just a haircut. He deserves an experience of professionalism and sophistication – mirroring his own life – in an environment that is



exclusively tailored to him. HIS Grooming will be a business as distinctive and trend-setting as its clients – specifically those on Capitol Hill – offering personalized grooming services and high-end grooming products, while encapsulating the history, spirit, and rich essence of the traditional barbershop. Over the years, most gentlemen have compromised a good haircut with an experience in a salon, or a barbershop experience where the barbers are not trained to cut their specific hair type and texture, or lack overall professionalism. This is where HIS will step in the gap. The grooming technicians are all licensed and educated professionals that appreciate the lifestyle of the current business man, who is working hard to balance family, career, and life.

Our mission is to provide men with an experience they've been looking for and deserve; one that respects his time, his lifestyle, and the money he works hard for. Our clients seeing the value behind our services and ambiance are strategic in that it is what will help us set a new trend in men's grooming and grow as a company. The initial impression of HIS to the community is one that we want to get right the first time. Welcome to HIS Grooming.

3.0 COMPANY MODEL

Many of today's men desire the traditional spa services, but are uncomfortable with visiting effeminate salons. The touches of leather and rich mahogany wood will create a strong, masculine atmosphere. Offering the perfect solution to this problem, clients will be welcomed into an environment that brings forth the elements of relaxation, proper grooming, and professionalism while receiving services of the highest quality. The intimate feel will encourage its clientele to be at ease with the concept that full-service grooming is no longer just for women.

The demand is higher than ever in our society right now and HIS sees a niche where we can provide a place of retreat from the continuing pressures of the job and home. The Capitol Hill business man is always on the go, so it is important for us to move with him. We will evolve the experience in the barber chair by not only providing a quality gentlemen's haircut, but also educating our clients on how to properly groom themselves and care for their hair, skin, and scalp, even when life takes them on the road.

The Keys to success in our business are:

Education: men are beginning to desire to take care of themselves more and more and we will be the voice which educates them on how to do so.

Atmosphere: we will service a large majority of working class men who have tight schedules to keep and are constantly moving. It is very important that our atmosphere become an oasis of relaxation and stress relief that provides an upscale, masculine feel.



Efficiency: time is very important to our guests, so effective communication is very important for people on the go. We will offer a full range of services delivered in a prompt and courteous manner.

Diversity: we are a place where all men of all cultures and ethnicities can feel comfortable and a sense of belonging and fellowship.

4.0 ETHICS AND CODE OF CONDUCT

ETHICS CODE

HGDC will conduct its business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and employees are expected to adhere to high standards of business and personal integrity as a representation of our business practices.

We expect that officers, directors, and employees will not knowingly misrepresent the Company and will not speak on behalf of the Company unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) about our Company or operations, or that of our customers or partners, is to be treated with discretion and only be disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

5.0 Equal Opportunity Statement

Our Company is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing Equal Employment Opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment which is free of harassment, discrimination, or retaliation because of sex, gender, race, religion, color, national origin, physical or mental disability, genetic information, marital status, age, sexual orientation, gender identity, military service, veteran status, or any other status protected by federal, state or local laws. The Company is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer,



training, promotion, rates of pay, and other compensation, termination and all other terms conditions and privileges of employment.

The Company will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Company's Equal Employment Opportunity Policy in a confidential manner. The Company will take appropriate corrective action, if and where warranted. The Company prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of discrimination or violation of the Company's Equal Employment Opportunity Policy.

We are all responsible for upholding the Company's Equal Employment Opportunity policy and any claimed violations of that policy should be brought to the attention of your manager and/or human resource personnel.

Policy Against Workplace Harassment

HGDC has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's sex, gender, race, religion, color, national origin, physical or mental disability, marital status, age, sexual orientation, gender identity or any other status protected by federal, state or local laws. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

- A. submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment
- B. submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or
- C. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

While it is not possible to identify each and every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment are provided below:

- a) unwelcome requests for sexual favors;
- b) lewd or derogatory comments or jokes;
- c) comments regarding sexual behavior or the body of another employee;
- d) sexual innuendo and other vocal activity such as catcalls or whistles;

- e) obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- f) repeated requests for dates after being informed that interest is unwelcome;
- g) retaliating against an employee for refusing a sexual advance or reporting an incident of possible sexual harassment to HGDC or any government agency;
- h) offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- i) any unwanted physical touching or assaults, or blocking or impeding movements.

Other Harassment

Other workplace harassment is often verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's sex, gender, race, religion, color, national origin, physical or mental disability, marital status, age, sexual orientation or any other status protected by federal, state or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment: (a) the use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the above protected categories; (b) written or graphic material that insults, stereotypes or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on the Company's premises, or circulated in the workplace; and (c) a display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

Reporting Discrimination and Harassment

Any employee who feels that he or she has witnessed, or been subject to, any form of discrimination or harassment is required to immediately notify their supervisor, Human Resources manager, or other manager at the Company.

HGDC prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of harassment or discrimination. We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. Discipline for violation of this policy may include, but is not limited to reprimand, suspension, demotion, transfer, and discharge. If the Company determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Company may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Company will follow up as necessary to ensure no retaliation for making a complaint or cooperating with an investigation.

DISABILITY ACCOMMODATION



The Company complies with federal and state disability regulations, including the Americans with Disabilities Act (ADA). Qualified applicants or employees who inform the Company of a physical or mental disability requiring accommodation in order for them to perform the essential functions of their jobs should inform his or her supervisor of this so that we can together discuss what accommodations are available and appropriate.

Procedure for reasonable accommodation requests:

- A. Employee advises supervisor of the need for accommodation. Employee completes a Request for Accommodation form and gives it to his or her supervisor.
- B. The accommodation request will be discussed with the employee and the employee's manager(s).
- C. The employee may be required to provide documentation supporting a disability, including medical certification.
- D. If a reasonable appropriate accommodation is readily available, the request will be approved and the accommodation implemented.
- E. If an accommodation is not readily ascertainable, the matter will be pursued further with assistance from appropriate external resources.

The Company will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that the Company will consider are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other employees — when determining a reasonable accommodation.

RELIGIOUS ACCOMMODATION

HGDC is dedicated to treating the religious diversity of all our employees equally and with respect. Employees may request an accommodation when their religious beliefs causes a deviation from HGDC's dress code, schedule, basic job duties, or other aspects of employment. The Company will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that the Company will consider are cost, the effect that an accommodation will have on current established policies and the burden on operations, including other employees, when determining a reasonable accommodation. At no time will the Company question the validity of a person's belief.

PROOF OF CITIZENSHIP

All new hires and current employees are required by federal law to verify their identity and eligibility to work in the United States. You will be required to complete federal Form I-9 on the first day of employment. If this form and verification of employment eligibility is not completed during the first three days of employment, we are required by law to terminate your employment.

If you are currently employed and have not complied with this requirement or if your status has changed, please inform your supervisor.

6.0 WAGE AND HOUR POLICIES

INTRODUCTION

An employee's pay depends on a wide range of factors, including pay scale surveys, individual effort, profits, and market forces. If you have any questions about your compensation, including matters such as paid time off, commissions, overtime, benefits, or paycheck deductions, please speak with your supervisor or Human Resources.

PAY PERIOD

The standard pay period is weekly for all employees. Pay dates are on every Friday. Should any pay period fall on a holiday, you will be paid on the preceding workday or the next following business day. Special provisions may be required from time to time if holidays fall on paycheck dates.

PAYCHECK DEDUCTIONS

Employees- Only Applies

The Company is required by federal and state law to make certain deductions from your paycheck. This includes federal income tax, state income and unemployment tax, and FICA contributions (Social Security and Medicare) as well as any other deduction required under state or federal law. The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your W4 Form. If at any time you do not believe that your paycheck is accurate, please contact the payroll office. Paychecks for part-time or temporary employees are typically mailed on distribution day or are available from your supervisor when pre-arranged if no direct deposit is established

Employees: Deductions are also taken for your health/life insurance co-pays, as well as pension contributions. Any questions about your paycheck should be directed to your supervisor or the Accounting Department.

DIRECT DEPOSIT

We encourage all employees to enroll in direct deposit. If you would like to take advantage of direct deposit, ask the Human Resources Director or your manager for an application form. Typically, the bank will begin the direct deposit of your payroll within 30 calendar days after you submit your completed application.

ATTENDANCE POLICY



If you know ahead of time that you will be absent, provide reasonable advance notice to your supervisor. Employees may be required to provide documentation of any medical or other excuse for being absent or late.

Lateness is not tolerated and is grounds for discipline, up to termination. Everyone is required to arrive approximately 30 minutes prior to the start of their shift. If there is an emergency, please inform your supervisor immediately. HGDC reserves the right to make a discretionary decision based on the situation

Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

JOB ABANDONMENT

If an employee fails to show up for work or call in with an acceptable reason for the absence for a period of three consecutive days, he or she will be considered to have abandoned his or her job and voluntarily resigned from the company.

7.0 PERFORMANCE, DISCIPLINE, LAYOFF, AND TERMINATION

PAY RAISES

Depending on the Company's financial health and other factors, efforts will be made to give pay raises consistent with Company profitability, job performance, and the consumer price index. HGDC may also make individual pay raises based on merit or due to a change of job position.

TRANSFER

HGDC may transfer your employment from one position to another with or without notice, as required by production or service needs, or upon request by an employee and management approval. Transfers in excess of 90 days may be considered final and your paycheck may be increased or decreased consistent with the pay scale for your new position.

WORKFORCE REDUCTIONS (LAYOFFS)

If necessary based upon the needs of the business, management may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for management and employees alike, and the Company will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

STANDARDS OF CONDUCT



HGDC wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all of our employees, clients, customers, and other stakeholders. Every employee has a shared responsibility toward improving the quality of our work environment. By deciding to work at this Company, you agree to follow the Company's rules.

While it is impossible to list every item that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit the Company's right to discipline or discharge employees for any reason permitted by law. In fact, while we value our employees, the Company retains the right to terminate an employee on an "at-will" basis.

Examples of inappropriate conduct include:

1. Violation of the policies and procedures set forth in this handbook.
2. Violations of the HGDC Shop Protocols
3. Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
4. Being under the influence of alcohol during working hours on Company property (including Company vehicles), or on Company business.
5. Inaccurate reporting of the hours worked by you or any other employee.
6. Providing knowingly inaccurate, incomplete or misleading information when speaking on behalf of the Company or in the preparation of any employment related documents including, but not limited to, job applications, personnel files, employment review documents, intra-Company communication or expense records.
7. Taking or destroying Company property.
8. Possession of potentially hazardous or dangerous property such as firearms, weapons, chemicals, etc., without prior authorization.

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9. Fighting with, or harassment (as defined in our EEO policies) of, any fellow employee, vendor, or customer.
 10. Unauthorized or excessive use of Company property or the property of any visitor, customer, or fellow employee. This includes, but is not limited to, vehicles, supplies, telephones, mail, and computers.
 11. Disclosure of Company trade secrets and proprietary and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) of the Company or its customers, contractors, suppliers, or vendors.
 12. Refusal or failure to follow directions or to perform a requested or required job task.
 13. Refusal or failure to follow safety rules and procedures.
 14. Excessive tardiness or absences.
 15. Solicitation of fellow employees on the Company premises during working time (i.e. when either employee involved is supposed to be engaged in the performance of their assigned work duties as opposed to rest/break/meal periods).
 16. Use of obscene or harassing (as defined by our EEO policies) language in the workplace.
 17. Outside employment which interferes with your ability to perform your job at this Company.
 18. Gambling on Company premises.
 19. Lending keys or keycards to Company property to unauthorized persons.

20. Nothing in this policy is intended to limit employee rights under the National Labor Relations Act.

CRIMINAL ACTIVITY/ARRESTS

Involvement in criminal activity, whether on or off Company property, during employment may result in disciplinary action including suspension or termination of employment. Disciplinary action depends upon a review of all factors involved, including whether or not the employee's action was work-related, the nature of the act, or circumstances which adversely affect attendance or performance. Any disciplinary action is not dependent upon the disposition of any case in court.

Employees are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled as a result of an arrest may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

Any disciplinary action taken will be based on information reasonably available. This information may come from witnesses, police, or any other source as long as management has reason to view the source as credible.

DRUG AND ALCOHOL POLICY

HGDC considers drug and alcohol abuse a serious matter which will not be tolerated. The company absolutely prohibits employees from using, selling, possessing, or being under the influence of illegal drugs, alcohol, or controlled substance or prescription drug not medically authorized while at their job, on Company property, or while on work time.

Therefore, it is the Company's policy that:

- A. Employees shall not report to work under the influence of alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized.
- B. Employees shall not possess or use alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized while on company property or on company business.

The Company recognizes that drug/alcohol testing is a necessary part of a comprehensive program to maintain a drug-free workplace. Accordingly, the Company reserves the right to require a drug or alcohol test of any employee after an accident or based upon reasonable suspicion. Reasonable suspicion includes, but is not limited to, physical evidence of use, giving the appearance of being under the influence, the causing of an accident, or a substantial drop off in work performance. Failure to take a requested test may lead to discipline, including possible termination of employment.

The Company also cautions against use of prescribed or over-the-counter medication which can affect an employee's ability to perform his or her job safely or the use of prescribed or over-the-



counter medication in a manner violating the recommended dosage or instructions from the doctor.

Employees must have a valid prescription for any prescription medication used by employees while working for the Company. Please inform your supervisor prior to working under the influence of a prescribed or over-the-counter medication that may affect your ability to perform your job safely. If the Company determines that the prescribed or over-the-counter medication does not pose a safety risk, you will be allowed to work. Failure to comply with these guidelines concerning prescription or over-the-counter medication may result in disciplinary action, up to and including termination of employment.

Violations

A violation of this policy will result in disciplinary action up to and including termination of employment. The refusal to submit to a drug or alcohol test as provided for in this policy, or refusal to sign a consent form, will be subject to discipline including termination of employment.

Americans with Disabilities Act

In addition to complying with the federal Drug-Free Workplace Act of 1988, HGDC must comply with the requirements of the Americans with Disabilities Act of 1990 (ADA). Individuals who currently use drugs illegally are not individuals with disabilities protected under the ADA when an employer takes action because of their continued use of drugs. This includes people who use prescription drugs illegally as well as those who use illegal drugs. However, people who have been rehabilitated and do not currently use drugs illegally, or who are in the process of completing a rehabilitation program, may be protected by the ADA.

Drug-Free Workplace Policy

HGDC, in compliance with the federal Drug-Free Workplace Act of 1988, has adopted the following policy that must be adhered to as a condition of employment:

The unlawful use, possession, manufacture, dispensation, or distribution of controlled substances in all HGDC work locations is prohibited.

Any HGDC employee convicted of a criminal drug statute violation occurring in the workplace must notify his or her supervisor of the conviction within 5 days after the conviction. As required by the federal Drug-Free Workplace Act of 1988, HGDC must inform contracting or granting agencies of such convictions within 10 days after receiving notification from the employee or otherwise receiving notice of a conviction.

Upon receiving such notification, HGDC, in conjunction with the location concerned, will take all steps necessary to assure the proper conduct of sponsored projects and programs. If a decision is reached to allow the affected employee to continue employment with HGDC, the employee



must participate in and satisfactorily complete an approved drug abuse assistance or rehabilitation program. If you have any questions, you may contact the Human Resources Department

DISCIPLINARY PROCESS

Violation of Company policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. The Company encourages a system of progressive discipline depending on the type of prohibited conduct. However, the Company is not required to engage in progressive discipline and may discipline or terminate an employee where he or she violates the rules of conduct, or where the quality or value of the employee's work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at will" basis.

In appropriate circumstances, management will provide the employee first with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your supervisor will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the Company is concerned with consistent enforcement of our policies, the Company is not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, employees may be disciplined or terminated without any prior warning or procedure.

PROBLEM-SOLVING PROCEDURE

We strive to provide a comfortable, productive, legal, and ethical work environment. To this end, the Company wants you to bring any problems, concerns, or grievances you have about the workplace to the attention of your supervisor and, if necessary, to Human Resources or upper level management. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity on the part of the Company, management, its employees, vendors, customers, or any other persons or entities related to the Company, bring your concerns to the attention of your supervisor at a time and place that will allow the supervisor to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate supervisor. If you have discussed this matter with your supervisor before and do not believe you have received a sufficient response, or if you believe your supervisor is the source of the problem, we request you present your concerns to Human Resources or upper level management. Please indicate what the problem is, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

OUTSIDE EMPLOYMENT

Outside employment which creates a conflict of interest or which affects the quality or value of your work performance or availability at the Company is prohibited. The Company recognizes that employees may seek additional employment during off hours, but expects, in these cases, that any outside employment will not affect job performance, work hours, or scheduling, or otherwise adversely affect the employee's ability to effectively perform his or her duties. Any conflicts should be reported to your supervisor. Failure to adhere to this policy may result in discipline up to and including termination.

EXIT INTERVIEW

You may be asked to participate in an exit interview when you leave the Company. The purpose of the exit interview is to provide management with greater insight into employee relations and to avoid unnecessary employee claims. Your cooperation in the exit interview process is appreciated.

POST-EMPLOYMENT REFERENCE POLICY

The Company policy is to confirm dates of employment and job title only. With written authorization, the Company will confirm compensation. Please forward any requests for employment verification to Human Resources.

If the former employee is requested to provide a prospective employer with additional information by way of reference, the employee must sign a form that holds the Company and the prospective employer harmless from any claims related to any information provided in response to that reference.

8.0 MANAGEMENT TEAM

Jared M. Scott: Founder- Business Manager

After receiving his Bachelor's Degree in Business Management and working in Corporate America for a few years, Jared chose to return to his roots in the barbershop and pursue his dream that started just about 15 years ago. Driven by the desire to influence the lives of the men in his community, he set his sights on higher ground and took on the established and prominent men of Washington DC; yet never forgetting the tutelage of his first teacher who taught him the tradition of the barbershop, the professionalism behind the chair, and the responsibility of being the first one in and the last one to leave. With a well-established clientele built over the past three years, Scott is set to redefine the barbershop experience into that of upscale grooming and become the major name in Men's Grooming on Capitol Hill.

Management Contact Information:

Jared Scott: 202-227-8593 or 202-714-1327/jmcutshair@gmail.com

9.0 GENERAL POLICIES

TELECOMMUTING POLICY

Telecommuting is defined as an employee regularly working a full or partial workday from home or some other alternate work site.

The company will make telecommuting available to certain employees when it benefits organizational and departmental needs. This option may not be available in some job classifications due to business needs. Each department manager will determine, in his or her discretion, which positions within the department are suitable for telecommuting.

Employees meeting eligibility requirements for telecommuting must submit a Telecommuting Agreement form to their immediate supervisor for departmental approval. Those granted a telecommuting arrangement will be subject to the same performance standards as if they were prior to telecommuting. Telecommuting work areas may be evaluated to ensure that appropriate safety standards are met. Telecommuting may be a reasonable accommodation, and if you are requesting telecommuting as a reasonable accommodation you should consult with Human Resources as soon as possible.

PERSONNEL AND MEDICAL RECORDS

The Company maintains a personnel file for every employee. Every effort will be made to keep your personnel records confidential. Access is on a “need-to-know” basis only. This includes, but is not limited to supervisors and others in management reviewing the file for possible promotion, transfer, or layoff. If an employee wishes to review his or her personnel he or she may do so after giving the Company reasonable notice. Inspection must occur in the presence of a Company representative.

EMPLOYEE PRIVACY AND RIGHT TO INSPECT

Company property, including but not limited to, lockers, phones, computers, tablets, iPads, desks, work place areas, vehicles, or machinery, remains under the control of the Company and is subject to inspection at any time, without notice to the employee, and without the employee’s presence.

Employees should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, any employee property maintained on Company premises including that kept in lockers, desks or barber stations.

VOICEMAIL, EMAIL, AND INTERNET POLICY

This Voicemail/Email/Internet Policy is intended to provide each employee of the Company with the guidelines associated with the use of the Company’s voicemail/email/Internet system (the



system). This policy applies to all employees, contractors, vendors, partners, or associates, and any others accessing and/or using the Company's system through onsite or remote terminals.

General Provisions

The system and all data transmitted or received through the system, are the exclusive property of the Company. No individual should have any expectation of privacy in any communication over this system. Any individual permitted to have access to the Company's system will be given a voicemail, email and/or Internet address and/or access code, and will have use of the system, consistent with this policy.

The Company reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over the system. Any individual who is given access to the system is hereby given notice that the Company will exercise this right periodically, without prior notice and without the prior consent of the employee.

The Company's interests in monitoring and intercepting data include, but are not limited to: protection of Company trade secrets, proprietary, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.); managing the use of the Company's computer system; and/or assisting the employee in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy. In order to protect everyone involved, no one can have a right or expectation of privacy with regards to the receipt, transmission or storage of data on the Company Voicemail/Email/Internet system.

Any employee who violates the policies in this handbook will be subject to corrective action, up to and including termination of employment. If necessary, the Company will also advise law enforcement officials of any illegal conduct.

SOCIAL MEDIA POLICY

At HGDC, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all associates who work for the Company.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room,



whether or not associated or affiliated with Company, as well as any other form of electronic communication.

The same principles and guidelines found in Company policies and these basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any customer, manager, owner, or employee of the company. Before creating online content, you may want to consider some of the risks and rewards that are involved.

In addition, it is the responsibility of each employee to prevent or remove the posting of prohibited information as listed in this policy by other individuals to the employee's respective personal social networking profile.

Know and Follow the Rules

Carefully read these guidelines, the Company Statement of Ethics Policy, the Company Information Policy, and the Discrimination and Harassment Prevention Policy, and ensure your postings are consistent with these policies. Postings that include unlawful discriminatory remarks, harassment (as defined by our EEO policy), and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

You Are Encouraged to Show Respect

The Company cannot force or mandate respectful and courteous activity by employees on social media during nonworking time. However, everyone should be aware of the negative impact comments of this nature can have on the workplace and relationships with others. In addition, please keep in mind that you may be more likely to resolve work-related disputes by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment (as defined by our EEO policies). Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or company policy.

Honesty and Accuracy

You should understand that honesty and accuracy are important when posting information or news, and that it is good practice to correct a mistake quickly. You may want to be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings often can be searched.



Posting Information

Maintain the confidentiality of Company trade secrets and confidential Company-related commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.).

Never represent yourself as a spokesperson for Company. If the Company is a subject of the content you are creating, do not represent yourself as speaking on the Company's behalf.

Retaliation Is Prohibited

Company prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media Contacts

Associates should not speak to the media on Company's behalf without contacting the Human Resources Department. All media inquiries for official Company responses should be directed to them.

For More Information

If you have questions or need further guidance, please contact your HR representative.

Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. Employees have the right to engage in or refrain from such activities.

EMPLOYEE SUGGESTIONS/OPEN DOOR POLICY

We welcome suggestions for continued improvement and welcome your ideas for better ways to do your job, produce or sell the products or services of our Company, or meet customer and client needs. Discuss your ideas with your supervisor or another member of the management team.

We also encourage you to offer any suggestions derived from seminars, magazines, or other outside sources of information you believe would add value to the Company.

Understand that any suggestions, innovations, inventions, or other matter created by you on work time or with Company tools or property are considered to be the property of the Company.

NONSOLICITATION/NONDISTRIBUTION POLICY

To avoid disruption of business operations or disturbance of employees, visitors, and others, the Company has implemented a Non-solicitation Policy. For purposes of the Non-solicitation Policy, "solicitation" includes selling items or services, requesting contributions, canvassing, and

soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Non-solicitation Policy.

Employees are prohibited from soliciting other employees during their assigned working time. For this purpose, working time means time during which either the soliciting employees or the employees who are the object of the solicitation are expected to be actively engaged with assigned work. Employees may conduct solicitations during their lunch period, coffee breaks, or other authorized nonworking time, so long as they do so when the other employees are also on nonworking time.

To avoid inappropriate litter, clutter, and safety risks, employees may not distribute literature or other non-work related items in working areas at any time. Working areas do not include break/rest areas, lunch rooms, or parking lots.

PERSONAL APPEARANCE

Your personal appearance reflects on the reputation and integrity of the company. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, i.e. clean clothing, good grooming and personal hygiene, and appropriate social behavior.

If you come to work inappropriately dressed, you will be asked to go home and return to work dressed appropriately. If you have any questions regarding the dress code or dress code accommodations, please contact Human Resources. Recurring problems will result in discipline up to and including termination of employment.

COMPANY SOCIAL EVENTS

HGDC holds social events for employees. Please be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties as an employee. Any exceptions to this policy must be in writing and signed by a supervisor prior to the event.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, please do so in a responsible manner. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

OFF-DUTY USE OF COMPANY PROPERTY OR PREMISES

Employees may not use Company property for personal use during working time. Employees are responsible for returning Company property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes using copy machines, computers, Company products, or office supplies for personal use without prior authorization.



It is the policy of the Company to control off duty and nonworking hour use of Company facilities either for business or personal reasons. Employees are prohibited from using Company facilities during off duty or non-working hours without the written consent of their supervisor. Employees using Company facilities during off duty hours or non-Company hours may be required to sign a log-in and log-out sheet maintained by the Company or building manager.

SECURITY

Every employee is responsible for helping to make this a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or other similar devices to your supervisor immediately. You should refrain from discussing with nonemployees specifics regarding Company security systems, alarms, passwords, cameras, etc.

We also request that you immediately advise your supervisor of any known or potential security risks and/or suspicious conduct of employees, customers, or guests of the Company. Safety and security is the responsibility of every employee and we rely on you to help us keep our premises secure.

COMPUTER SECURITY AND COPYING OF SOFTWARE

Software programs purchased and provided by the Company are to be used only for creating, researching, and processing Company-related materials. By using the Company's hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable Company policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the Company or developed by Company employees or contract personnel on behalf of the Company is and shall be deemed Company property. It is the policy of the Company to respect all computer software rights and to adhere to the terms of all software licenses to which the Company is a party.

Company users may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject users and/or the Company to both civil and criminal penalties under the United States Copyright Act. To purchase software, users must obtain the approval of their manager.

Users may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. Company users may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the Company.

THIRD PARTY DISCLOSURES

From time to time, our Company may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers,



law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the Company and should refer any call requesting the Company's position to your supervisor. If you have any questions about this policy or are not certain what to do when such a contact is made, please contact your supervisor.

PERSONAL DATA CHANGES

It is your obligation to provide the Company with all of your current contact information, including current mailing address and telephone number. Please inform the Company of any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings.

10.0 HOURS OF OPERATIONS

Sunday: 12pm- 5pm

Monday: By Appointment

Tuesday: 10am – 7pm

Wednesday: 10am – 7pm

Thursday: 10am – 7pm

Friday: 10am – 7pm

Saturday: 8am – 5pm

Working Schedule

All employees are expected to work Tuesday – Saturday of each work week optional at the current moment.

Holidays/Closings

HIS Grooming Lounge will be closed on the following days, in observance of the below National Holidays:

1. New Year's Day
2. Martin Luther King, Jr. Birthday

- 
3. Memorial Day
 4. Independence Day
 5. Labor Day
 6. Thanksgiving Day (HIS Grooming will close at 5pm on Thanksgiving Eve)
 7. Christmas (HIS Grooming will close at 5pm on Christmas Eve)

11.0 USAGE OF PREMISES

HIS Grooming is to be solely used for the following events:

1. Daily Operations
2. Staff Meetings
3. Marketing and Promotional Events
4. Educational Advancement/Training
5. Educational/Business Seminars

Any other usage of the said premises, either by employees or the general public, is at the full discretion of the Owner. Employees with access to the building are expected to adhere to this policy and any violation of such can be considered as grounds for immediate dismissal.

12.0 PROFESSIONAL CONDUCT AND ETIQUETTE



It is the expectation that all employees of HIS Grooming Lounge conduct themselves in a manner that is reflective of our mission statement. The client experience is the foundation and primary business principle and must be thorough and consistent. While on the grooming floor all employees are asked to adhere to the following etiquette guidelines:

1. Refrain from any profanity or offensive language while clients are present
2. Be considerate of those clients with young children and/or female counterparts
3. Refrain from eating (utilize break area)
4. Refrain from loud and/or excessive personal phone usage
5. Refrain from offensive conversations that may slander or discriminate against a client or another employee

Personal Conduct

It is the expectation that all employees of HIS Grooming Lounge conduct themselves in a manner that is not only reflective of our mission statement, but also in a manner that reflects high moral and ethical standards. Employees should possess a disposition that demonstrates integrity, honesty, and excellence.

Accommodating the Client

It is the expectation that every client is serviced at the time of their scheduled appointment. We understand scheduling conflicts will occur and we ask that you accommodate the client to the best of your ability. If rescheduling is necessary, please work to give the client enough proper notice. Any appointment that is rescheduled should be accommodated within the given work week, if the client is available. If the appointment that needs to be rescheduled falls on a Saturday, it should be rescheduled within one week of that date. If a client desires an appointment before or after normal business hours, it is at the discretion of the grooming specialist to make that accommodation.

Dress Code

The appropriate attire for all grooming specialists is as follows:

1. Pants (slacks and other non-denim current material)
2. Business/casual shoe or professional sneakers
3. Shirt tucked in, collared or professional T-shirt

4. Denim (only permitted on Saturdays)
5. We are trend setters when it comes onto style. Be yourself but understand we are setting an image of standard and professionalism. If you have any questions please do not hesitate to ask your manager.

Attendance Policy

All employees of HIS Grooming are expected to report atleast 30 minutes before the scheduled work day. If an employee is running late, please contact the Owner immediately or display your era via our messaging platform in case appointments need to be rescheduled. Excessive tardiness and lateness are tools of unprofessionalism and can be considered grounds for immediate dismissal. In cases of emergency, it is the expectation that the assigned grooming specialist reschedule his/her own appointments, if possible.

In the event of inclement weather, we intend to open for business during regularly scheduled working hours. The expectation is that all essential personnel arrive for work on time, unless provisions have been made and approved with a member of management. In the event that we close due to inclement weather, a member of management will contact you. If a grooming specialist is unable to arrive for work due to inclement weather, it is his/her responsibility to contact their clients for the day and reschedule. If the business is closed for the day, all clients will be notified of the closure by a member of management.

Non-solicitation

During the employment period and for a period of one (1) year after, employees may not:

1. Canvass or solicit the business of (or acquire or assist in the canvassing or soliciting of) any client, customer, or employee of the company who is known to the employee because of [his][her] association with the company during the employment period for the purposes of competing with the company;
2. Accept (or acquire the acceptance of) business from a client, customer, or employee of the company known to the employee because of [his][her] association with the company during the employment period for purposes of competing with the company. However, the company may consent to this competition in writing; or
3. Otherwise contact, approach, or solicit (or acquire the contacting, approaching, or soliciting of) an entity known to the employee because of [his][her] association with the company before the effective date in a way that could be detrimental to the Company.

4. Any employee that is found in violation of this policy will be considered for immediate dismissal.

Non-competition

At the end of the employment period, by expiration or termination, employees may not engage, own, manage, control, operate, be employed by, participate in, or be connected with the ownership, management, operation, or control of a business similar to the type of business conducted by HIS Grooming for a period of one (1) year and within 5 miles from the present location[s] of the company's business. If the employee breaches or threatens to breach this section, the company will be entitled to a preliminary restraining order and injunction preventing the employee from violating its provisions. Nothing in this agreement prohibits the company from pursuing any other available remedies for a breach or threatened breach, including the recovery of damages from the employee.

Confidentiality

During the employment period, employees may have access to or receive certain information about the company that the company designates as confidential or. Confidential Information includes information relating to the company or its current or proposed business, financial statements, budgets and projections, customer identifying information, potential and intended customers, products, computer programs, manuals, software, analyses, strategies, marketing plans, business plans, and other confidential information, provided orally, in writing, by drawings, or by any other media. Employees shall treat this confidential information as such and will not disclose it to any third party or use it for any purpose but to fulfill [his][her] obligations in this agreement. In addition, the employee shall use due care and diligence to prevent the unauthorized use or disclosure of that information. At all times during [his][her] employment with HIS Grooming, employees shall hold in strictest confidence, and not use, except for the benefit of the company, or to disclose to any person, firm, or corporation without the prior written authorization of Owner(s) of the company, any of the company's confidential information.

Employees shall maintain the confidentiality and security of the confidential information until the earlier of: (i) such time as all confidential information disclosed under this agreement becomes publicly known and is made generally available through no action or inaction of the employee or (ii) the first anniversary of the termination of the employee's employment with the company. However, to the extent that the company has disclosed information to the employee that constitutes a trade secret under law, the Employee shall protect that trade secret for as long as the information qualifies as a trade secret.

Smoke-Free Workplace

HIS Grooming is a 100% smoke-free workplace. Employees who smoke must be considerate of other employees and clientele and do so out of sight. When returning to work, it is the expectation that the employee first wash his/her hands before servicing a client and douse themselves with cologne or after bod refreshing spray as well as freshen breath via gum or mint.

Violence-Free Workplace

It is a violation of company policy for any employee to engage in any conduct – verbal or physical – which intimidates, endangers, or threatens harm of an individual or person’s property. Examples include but are not exclusive to:

1. Physical assaults or threats of physical assault made in any form of physical or written communication
2. Verbal assaults or threats of verbal assaults with the intent to cause physical harm or the threat of physical harm
3. Possession of firearms or any other lethal weapon
4. Any other conduct or acts which management deems to pose imminent or potential danger

13.0 THE CLIENT EXPERIENCE

The client experience is the foundation of our company and our business model. HIS Grooming has the ability and advantage to epitomize the role of Men’s Grooming in the life of its clientele. Our clients must see the value and benefit behind our mission, our concept, and our service. It is imperative that the client experience be consistent and superb. To further define the client experience, please reference the following steps to ensure a proper delivery:

1. Client should be acknowledged upon entering the grooming floor. Shake the clients hand if able
2. Offer to remove overcoat/blazer/vest and store additional belongings, is not tending to another client
3. Offer a beverage or refreshment
4. If client is seated in the waiting area, invite client to peruse product inventory
5. If client is ready to be serviced immediately, invite client to your grooming chair and begin consultation

Opening Consultation

New clients should have a multi-step consultation performed in which you gauge the client’s previous grooming experiences, hair/skin/scalp challenges, preferred method of grooming



(shears vs. clippers), and desired haircut/hairstyle. Additionally, be sure to ask the client how they were referred to HIS Grooming.

Returning clients should have a varied multi-step consultation performed in which the previous service and products are assessed and the current service is confirmed.

The Grooming Service

1. Clients should be made aware of the products being used during their service. Additionally, be sure to always make a connection to their hair/skin/scalp challenges and the benefits of the particular products.

2. When performing a wet service, ensure the water temperature is comfortable for the client. If not, make the necessary adjustments.

3. Use a fresh towel for each part of the service requiring a towel, whether the part of the service is wet or dry.

4. If there is any part of the service with a waiting time (i.e. color processing), offer the client a beverage and refreshment and reading material.

5. Allow the client to always see the finished product and ask if they are pleased with their overall experience.

6. Healthy conversation is welcomed, as long as the conversation is not defamatory or discriminatory in any manner.

7. Closing Consultation/Wrap-up

8. Usher the client to the reception area and complete the checkout process.

9. Invite the client to book their next appointment and/or encourage recurring appointments.

10. Reference the products you used and encourage the client to purchase them.

11. If you were servicing a new client, add to the system any additional notes you gathered from the grooming experience (this can be done after the client leaves, as long as it does not delay you in servicing your next client).
12. Assist the client with their jacket/vest/overcoat, if necessary and extend a pleasant departure.
13. Clean your grooming area in preparation for your next client.

14.0 PAYROLL

All grooming specialists will operate on a 50/50 commission-based compensation plan, with the option of a benefits package (at their own expense). Additional gratuities from clientele will be paid to the grooming specialist in full, either in cash or credit (at discretion of the client). Credit card gratuities will be paid out with the employee's weekly paycheck. In utilizing the Square software, the employee will not be penalized the 2.75% per transaction fee. All transactions that are processed using the Square software must be reported to the IRS each year at the time of tax filing.

All grooming specialists will be considered 1099 employees. As a 1099 employee, we encourage you to pay taxes to the IRS quarterly, if necessary. Please note that this is not a requirement, but merely a suggestion.

All non-service employees (i.e. receptionists) will be compensated on an hourly basis, with the option of a benefits package (at their own expense). As the business grows, the receptionist will become a salaried employee.

All employees, either grooming specialists or non-service employees, are to be paid on a weekly basis on Fridays by the close of business. Each paycheck is calculated by sales compensation totals for the two weeks preceding the actual pay day.

Employee Reimbursement

The company shall reimburse employees for all business expenses incurred by the employee in connection with [his][her] duties under this agreement in accordance with the company's normal

policies. The reimbursement of these expenses is subject to the employee's provision to the company of receipts, statements, and vouchers to the company's satisfaction.

15.0 EDUCATIONAL ACHIEVEMENT

All grooming specialists are required to have an official D. C. Barber's license to be considered a contracted employee. Those specialists that do not have an official D.C. Barber's license, will have to enter into an Apprenticeship program until the required number of training hours are achieved.

HIS Grooming will provide periodic training opportunities through workshops, classes, and seminars to all employees, in order for us to stay abreast of the industry trends and properly service our clientele with the most up-to-date desires of the modern man. HIS Grooming will make every effort to provide free training, however in the event there are fees required, the employee is required to pay the fees, unless otherwise agreed to by a member of the management team of HIS Grooming.

16.0 ACKNOWLEDGEMENT

I, _____ (employee) I agree and adhere to all of the policies outlined.

Employee Signature

Date

Manager's Signature

Date