

Sweet Eats Fruit Farm

Employee Handbook
Updated 2023
[updates highlighted]



Helping Families Make Magical Memories

Table of Contents

- **Introduction**
 - Welcome
 - History
 - Philosophy
- **Employment Policies**
 - Personnel
 - Child Labor Laws
 - Social Media
 - Non Solicitation
 - Harassment
 - Alcohol and Drugs
 - Violence and Weapons
 - Administrative Leave
- **Code of Conduct**
 - Probationary Period
 - Attire and Grooming
 - Interaction with Customers
 - You and Your Supervisor
 - Phone Use
 - Tardiness and Attendance
 - Employee Safety Responsibility
 - Employee Discipline
 - Performance Reviews
 - Promotions and Transfers
 - Separation of Employment
- **Compensation and the Work Day**
 - Time Clock
 - Pay
 - Overtime
 - Holidays
 - Employee Bonuses
 - Reimbursements
 - High Volume Business Days
 - Meal and Rest Periods
 - Working From Home
 - Workers Compensation
- **Leave**
 - Paid Time Off
 - Non Paid Leave
 - Parental Leave
 - FMLA
 - Jury Duty
 - Military Leave
- **Benefits**
 - Employee Discount
 - Annual Passes
 - 401K Matching
 - Medical, Dental, Vision Insurance
- **Summary**
 - The importance of policy and procedure
 - Acknowledgement of receipt

Introduction

Welcome

Welcome to Sweet Eats Fruit Farm. We are pleased to have you join our farm. We want you to be comfortable with this operation. This handbook is intended to help you become better acquainted with the operation, its policies and rules, and your benefits and privileges. Make yourself familiar with the information contained within. Questions are sure to arise during the course of your employment and this handbook should help answer them. If not, we will be glad to help clarify this information.

In addition to this handbook each division has its own set of Standard Operating Procedures (SOPs) that are essential to abide by when participating in certain tasks. Failing to abide by these SOPs and other training material, can result in discipline up to and including termination.

A few terms that are used frequently in this handbook referring to employment position are defined as:

- COO- Chief Operating Officer, in charge of the operations as a whole and managing the managers of each division.
- HR Manager- Human Resources Manager, in charge of hiring, ensuring company policies are being upheld, and investigating employee issues for the good of both the employees and the company.
- Manager- typically refers to the leader in charge of a division.
- Supervisor- any employee responsible for the oversight of other employees (could refer to team leads, assistant managers, managers, COO).
- Employee- anyone employed by Sweet Eats Fruit Farm

A few terms that are used frequently in this handbook referring to employment status are defined as:

- Seasonal- an employee hired for a particular season/festival, working variable hours
- Part-Time-an employee hired to work less than 35 hours
- Full-Time (hourly)- an employee hired to work 35 hours or more
- Full-Time (salary)-an employee hired to work a specified amount of weekly hours and paid a salary

At any time Sweet Eats Fruit Farm has the right to make changes to this handbook without notice. If any changes are made an updated version of this handbook will be made available to the employees of Sweet Eats Fruit Farm. This handbook is not an employment contract nor does it guarantee employment for any determined amount of

time. You have been “employed at will”. Again, we are proud to have you as a part of our team here at Sweet Eats Fruit Farm.

History

The Meredith Family began Sweet Eats Fruit Farm in 2013 as a dream of producing good fruit and a fun farm experience for people in the Austin area. They began by hiring employees to prepare the land. They then planted 32,000 blueberry bushes in Bastrop, TX and 5,500 stone fruit trees (peaches, nectarines etc.) in Georgetown, TX. Both locations were built with the customer in mind- good fruit for them to pick and enjoy while experiencing fun on the farm. The farm in Bastrop had many issues, in particular water quality, that caused the Meredith family to close it down in 2016 after it was no longer financially viable. The Georgetown farm has continued to grow and be a fun place for our customers to visit year round.

Philosophy

The motivation behind Sweet Eats Fruit Farm is simple: to be the best adventure farm we can be. Our mission is to help families make magical memories by providing opportunities for people to have a fun farm experience by: playing, picking fruit, or any other activity. We also want to be economically sound. This is a for profit operation that seeks to grow and produce a profit. To achieve that goal, we strive to attract and retain honest and skilled employees dedicated to our mission and not settle for second best.

We work hard at Sweet Eats Fruit Farm. Anything less is not acceptable. Hard work and dedication are what this operation has been built on. The continued prosperity of this operation is determined by the efforts of our employees. If our employees are successful at fulfilling our mission, helping families make magical memories, then Sweet Eats Fruit Farm will be successful.

Employment Policies

Personnel Policy

A tremendous part of the success of Sweet Eats Fruit Farm is dependent upon its most important asset, its people. It is our objective to provide a relationship of mutual trust and respect which allows employees to attain personal satisfaction from their work and contribute to our operation’s successful growth. To fulfill this objective we:

1. Select and hire the best qualified men and women without regard to their race, color, religion, sex, national origin, age, disability or genetic information.;

2. Provide wages for time worked or salaries at the agreed upon amount;
3. Promote whomever is most qualified for the position or hire externally;
4. Provide safe working conditions by maintaining an orderly operation and developing and adhering to policies and practices that insure the safety and health of our employees;
5. Encourage an individual's self-development by providing educational programs, training and other opportunities for skill development and advancement;
6. Seek to be fair in the administration of our policies and practices;
7. Keep employees informed by providing open communication of developments within the operation which are of interest to employees; and
8. Encourage open discussion of all ideas, suggestions, problems and matters of concern among employees, supervisors and managers. (Differences of opinion, complaints, and problems occur. When this happens, a fair hearing should be given to all viewpoints to develop a positive solution.)

Equal Employment Opportunity

Equal opportunity for applicants in regards to employment, benefits, promotions, demotions, layoffs, transfers, and filling temporary openings shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of their race, color, religion, sex, national origin, age, disability or genetic information.

ADA and ADAAA

ADA (Americans with Disabilities Act) and ADAAA (Americans with Disabilities Amendments Act) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees that are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

Sweet Eats Fruit Farm prohibits bringing a pet or ESA (emotional support animal) to work. Under ADA, trained service animals that are individually trained to work or perform tasks for the benefit of an individual with a disability are permitted.

Conflict of Interest

Information gained as an employee concerning operations, results, and performances are to be kept in strictest confidence within the operation and are not to be disclosed to others or used for personal gain.

Outside Employment

Other employment is acceptable as long as it does not:

1. Interfere with the individual's responsibilities to Sweet Eats Fruit Farm (job performance, availability for scheduled working hours, etc.);
2. Conflict in any way with the mission, goals and well-being of Sweet Eats Fruit Farm;
3. Cause or contribute to a negative public image of Sweet Eats Fruit Farm;
4. Use company-owned programs, materials or equipment in the course of other employment.

Child Labor Laws

Sweet Eats Fruit Farm shall only employ persons 14 years of age or older. Once youths reach 18 years of age, the Federal and State child labor provisions no longer apply to their employment. Age of each new hire should be verified via the "acceptable documents" required for the I-9 Employment Verification paperwork.

Sweet Eats Fruit Farm desires to offer protection to our young workers and mitigate risk to the company. Because of this we comply with the current Non-Ag (because it is stricter), Federal Child Labor Laws under the Fair Labor Standards Act (FLSA) and the Texas State Law on Child Labor.

Managers and those responsible for scheduling staff should become wholly familiar with this policy and the application of it, as they are responsible for the carrying out of this policy.

Direct supervisors, such as shift leads, should also pay special attention to this policy as they are responsible for ensuring that hourly restrictions and tasks restrictions are not violated.

The following are the hourly restrictions on employees 16 and 17 years old:

There are no hourly restrictions. These employees may work unlimited hours.

The following are the hourly restrictions on employees 14 and 15 years old:

During the school year, weekends, 7am-7pm, 7 hour shift/day; 14 hrs total/week

During the school year, weekdays (including Fridays), work is not permitted;

During Summer Break (June 1-Labor Day), 7am-9pm, 7 hour shift/day; 40 hrs total/week

Descriptions of Non-Permissible and Permissible Tasks for 16 and 17 year olds:

General:

1. MAY NOT Operate or assist to operate, clean, oil, set up, adjust, or repair certain power driven woodworking, metalworking, bakery, meat processing, and paper products machinery - including meat slicers, paper box compactors, mixers, and saws.
2. MAY NOT Drive or serve as an outside-helper on a motor vehicle on a public road; but 17-year-olds that meet certain specific requirements may drive automobiles and trucks that do not exceed 6,000 pounds gross vehicle weight for limited amounts of time as part of their job.
3. MAY NOT Operate power-driven hoists such as elevators, cranes, derricks, and high-lift trucks. However, 16- and 17-year-olds may operate and assist in the operation of most water amusement park and recreation establishment rides. Load, operate, or unload power-driven balers and compactors used in the disposal of waste.
4. A limited exemption exists that permits the loading, but not the operating or unloading, of certain scrap paper balers and paper box compactors under certain specific conditions

Cooking and Baking:

1. Sixteen- and 17-year-olds may be employed in any occupation other than those declared hazardous by the Secretary of Labor. Examples of equipment declared hazardous and often used by cooks and bakers include:
 - a. power-driven meat processing machines (meat slicers, meat saws, patty forming machines, meat grinders, and meat choppers);
 - b. commercial mixers and certain power-driven bakery machines.
2. Employees under 18 years of age MAY NOT operate, feed, setup, adjust, repair, or clean any of these machines. This prohibition includes the hand-washing of the disassembled parts of meat processing machines.
3. Sixteen- and 17-year-olds MAY operate, set up, adjust, repair, oil, and clean lightweight, small capacity, portable, counter-top, power driven mixers that are, or are comparable to, models intended for home use.
4. Sixteen- and 17-year-olds MAY operate, but not set up, adjust, repair, oil, or clean pizza-dough rollers/sheeters that have been constructed with safeguards contained in the basic design as to prevent fingers, hands, or clothing from being caught in the inrunning point of the rollers, have gears that are completely enclosed, and have microswitches that disengage the machinery if the backs or sides of the rollers are removed.

Ag Related Tasks:

Those under 18 years old MAY NOT participate in these Ag related tasks :

1. Operating a tractor of over 20 power-take-off (PTO) horsepower, or connecting or disconnecting an implement or any of its parts to or from such a tractor.
2. Operating or assisting to operate (including starting, stopping, adjusting, feeding or any other activity involving physical contact associated with the operation) any of the following machines:
 - a. corn picker, cotton picker, grain combine, hay mower, forage harvester, hay baler, potato digger, mobile pea viner;
 - b. feed grinder, crop dryer, forage blower, auger conveyor, or the unloading mechanism of a non gravity-type self-unloading wagon or trailer; or
 - c. power post hole diggers, power post driver, or non walking type rotary tiller.
3. Operating or assisting to operate (including starting, stopping, adjusting, feeding, or any other activity involving physical contact associated with the operation) any of the following machines: a trencher, any earthmoving equipment, or forklift.
4. Working on a farm in a yard, pen, or stall occupied by:
 - a. a bull, boar, or stud horse maintained for breeding purposes; or
 - b. a sow with suckling pigs, or a cow with a newborn calf (with umbilical cord present).
5. Working inside:
 - a. a fruit, forage, or grain storage designed to retain an oxygen deficient or toxic atmosphere;
 - b. an upright silo within 2 weeks after silage has been added or when a top unloading device is in operating position;
 - c. a manure pit; or
 - d. a horizontal silo while operating a tractor for packing purposes.
6. Handling or applying toxic agricultural chemicals (including cleaning or decontaminating equipment, disposal or return of empty containers, or serving as a flagman for aircraft applying such chemicals). Such toxic chemicals are identified by the word "poison," or "warning," or are identified by a "skull and crossbones" on the label.
7. Handling or using a blasting agent, including but not limited to, dynamite, black powder, sensitized ammonium nitrate, blasting caps, and primer cord;
8. Transporting, transferring, or applying anhydrous ammonia
9. Other tasks:
 - a. Felling, bucking, skidding, loading, or unloading timber with butt diameter of more than 6 inches
 - b. Working from a ladder or scaffold (painting, repairing, or building structures, pruning trees, picking fruit, etc.) at a height of over 20 feet.
 - c. Driving a bus, truck, or automobile when transporting passengers or riding on a tractor as a passenger or helper.

Descriptions of Non-Permissible and Permissible Tasks for 14 and 15 years olds:

All tasks included in the "Descriptions of Non-Permissible and Permissible Tasks for 16 and 17 year olds," and:

General:

1. They are prohibited from working in any of the Hazardous Orders or in most occupations involving transportation, construction, warehousing, communications and public utilities.
2. They MAY NOT work in processing, mining, in any workroom or work place where goods are manufactured or processed, in freezers, or in meat coolers.
3. They MAY NOT operate or tend any power-driven machinery, except office machines.
4. They MAY NOT perform any baking operations.
5. They MAY NOT be employed in youth peddling, sign waving, or door-to-door sales activities.
6. They MAY NOT work from ladders, scaffolds, or their substitutes.
7. They MAY NOT be employed to catch or coop poultry in preparation for transport or for market.

Cooking and Baking:

1. Fourteen- and 15- year-olds MAY be employed in food preparation, but they MAY NOT perform any baking activities and only limited cooking tasks.
2. This age group MAY cook with the use of:
 - a. electric grilles that do not entail cooking over an open flame;
 - b. gas grilles that do not entail cooking over an open flame;
 - c. deep fat fryers that are equipped with and utilize devices that automatically lower and raise the baskets into and out of the oil or grease.
3. This age group MAY NOT cook with:
 - a. NEICO broilers;
 - b. high speed ovens;
 - c. rapid broilers;
 - d. fryolators;
 - e. rotisseries;
 - f. pressure cookers; or
 - g. over open flames.
4. This age group MAY NOT participate in these baking tasks:
 - a. weighing and mixing ingredients;
 - b. placing or assembling products in pans or on trays;
 - c. operating ovens, including convections ovens, toaster ovens, pizza ovens, automatic feeding ovens, and microwave ovens (except those microwave ovens used for warming food as described above);
 - d. removing items from ovens;
 - e. placing items on cooling trays; and
 - f. finishing baked products.
5. This age group MAY perform kitchen work and other work involved in preparing and serving food and beverages, including the operation of machines and devices used in the performance of such work, such as but not limited to:
 - a. dishwashers;
 - b. toasters;

- c. dumbwaiters;
 - d. popcorn poppers;
 - e. milkshake blenders;
 - f. coffee grinders;
 - g. devices used to maintain the temperature of prepared foods (such as warmers, steam tables, and heat lamps); and
 - h. microwave ovens that are used only to warm prepared food and do not have the capacity to warm above 140°F.
6. This age group MAY NOT operate, set up, tend, adjust, clean, oil, or repair power driven food slicers, grinders, choppers, mixers, and cutters.
 7. This age group MAY clean kitchen surfaces and non-power-driven kitchen equipment, but only when the temperatures of the surfaces and equipment do not exceed 100°F. And may filter, transport, and dispose of oil and grease, but only if the temperature of such materials does not exceed 100°F.
 8. This age group MAY NOT perform work in a freezer or meat cooler, although they may occasionally enter a freezer momentarily to retrieve items.

Social Media

Sweet Eats Fruit Farm understands that social media can be a fun and rewarding way to share your life and opinions with family, friends, and coworkers around the world. But with it comes certain responsibilities.

These are some guidelines to help you make wise decisions about social media: ensure that social media does not adversely affect your job performance or the performance of other employees. Be respectful, be honest, and accurate.

Inappropriate postings may include: discriminatory remarks, harassment, and threats of violence or similar unlawful conduct. Express your opinions as opinions, and never represent yourself as a spokesperson for Sweet Eats Fruit Farm.

Refrain from using social media while on work time. Do not use your work email for registering for social networks, blogs, or other online tools utilized for personal use.

Violating the social media policy can result in disciplinary action up to and including termination.

Non Solicitation

Sweet Eats Fruit Farm prohibits the solicitation, distribution, and posting of materials on or at farm property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities

supported by Sweet Eats Fruit Farm management and farm-sponsored programs related to Sweet Eats Fruit Farm's products and services.

Harassment

It is the goal of Sweet Eats Fruit Farm to provide a work environment free of tensions involving matters which do not relate to the Sweet Eats Fruit Farm's operation. Sweet Eats Fruit Farm strongly disapproves of any form of harassment including but not limited to ethnic, religious, or sexual harassment involving any of its employees. Actions or remarks involving ethnic or religious animosity, or conduct of sexual nature should not be tolerated.

Employees, without fear of reprisal, have the responsibility to bring any form of harassment to management's attention. Complaints concerning harassment should be investigated by Sweet Eats Fruit Farm promptly in a confidential manner and the results reviewed with the persons involved.

Violating this harassment policy in any form can result in disciplinary action up to and including termination.

Workplace Bullying

Sweet Eats Fruit Farm defines bullying as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It includes but is not limited to: threatening, humiliating, intimidating, work interference, or sabotage that prevents work from getting done, verbal, and physical abuse.

Sweet Eats Fruit Farm does not tolerate bullying behavior. Employees found in violation of this policy can be disciplined up to and including termination.

Sexual Harassment

Sexual harassment is a form of misconduct that can undermine the integrity of the employment relationship. No employee should be subjected to unsolicited and unwelcome verbal or physical sexual overtures or conduct.

Sexual harassment, whether committed by supervisory or non-supervisory personnel, is specifically prohibited. Sweet Eats Fruit Farm is responsible for taking action to effectively deal with all acts of sexual harassment occurring in the workplace or as part of the employment relationship, regardless of the manner in which it becomes aware of the conduct. This includes the acts of supervisory or management personnel, non-management employees, and third parties.

Sexual harassment is defined as either:

1. Unwelcome sexual advances or requests for sexual activity by a Sweet Eats Fruit Farm employee in a position of power or authority to another Sweet Eats Fruit Farm employee, or
2. Other unwelcome verbal or physical conduct of sexual nature by a Sweet Eats Fruit Farm employee to another Sweet Eats Fruit Farm employee, when:
 - a. Submission to, or rejection of, such conduct is used explicitly or implicitly as a condition for employment decisions;
 - b. The purpose or effect of such conduct is to interfere unreasonably with the work performance of the person being harassed; or
 - c. The purpose or effect of such conduct to a reasonable person is to create an intimidating, hostile, or offensive environment.

Sexual harassment does not refer to occasional compliments or other conduct or actions that arise out of a personal or social relationship that are socially acceptable and not intended to have a discriminatory effect on employment.

Reporting

If the harassment policy is being violated by a Sweet Eats Fruit Farm employee, it is of utmost importance that it be brought to the attention of the direct supervisor, COO, or HR manager immediately. If the complaint involves a supervisor, report it directly to the COO or HR Manager. If the complaint does not involve a supervisor, report it to the direct supervisor. The supervisor should then immediately report this accusation to the HR manager so that an investigation can commence.

Non-Retaliation

This policy also prohibits retaliation against any employee that brings an accusation of harassment, or that assists with the investigation or resolution of harassment. Notwithstanding this provision, Sweet Eats Fruit Farm may discipline an employee that has been determined to have brought an accusation of harassment in bad faith up to and including termination.

Investigation

Investigation of employees accused of violating the harassment policy should commence immediately. The investigation should be conducted in a private manner, discussing the details only with those directly involved in the investigation. Each employee conducting the investigation should maintain a non-biased, professional attitude while questioning the employee involved.

An individual that makes an accusation of sexual harassment should be informed:

1. At the close of the investigation, whether or not disciplinary procedures should be initiated, and
2. At the end of any disciplinary procedures, or the discipline imposed, if applicable.

Discipline

Violations of the harassment policy by any employee (management or non-management) can result in appropriate disciplinary action up to and including termination from employment.

Upon receiving an accusation of sexual harassment against an employee of Sweet Eats Fruit Farm, Sweet Eats Fruit Farm should investigate and, if substantiated, initiate the appropriate disciplinary procedures. There is a five year limitation period from the date of occurrence for filing a charge that may lead to discipline.

Employee Complaint

Complaints related to breaking any of the policies in this handbook you may have against co-workers, direct supervisors, or managers should be submitted in writing, if possible, to the next ranking supervisor as soon as possible. For example, if you have a complaint about a coworker, submit a complaint and speak with your direct supervisor about the issue. If you have a complaint about your manager or direct supervisor, submit the complaint to the COO or HR manager.

The complaint should be kept in confidence and reviewed by the one receiving the complaint, along with HR. The HR manager should initiate an investigation to determine if policy has been broken. If necessary, the two parties involved are to be interviewed separately, along with any witnesses.

Upon the conclusion of the investigation, if it is found that the employee in question has violated company policy, the HR manager should recommend appropriate disciplinary action up to and including termination.

If it is found that the employee that originally complained has falsified information, the HR manager should recommend appropriate disciplinary action up to and including termination.

All parties involved should be kept informed of pertinent information found in the investigation and of the disciplinary actions taken with the employee guilty of breaking company policy.

Alcohol and Drugs

Sweet Eats Fruit Farm expects and requires all employees performing on behalf of or in the facility to report to work in, and maintain at all times while at work, an unimpaired and alert physical and mental condition. In order to provide all employees with a safe, healthy and secure workplace Sweet Eats Fruit Farm has adopted the following policy regarding drug and alcohol use and abuse:

1. Sweet Eats Fruit Farm policy prohibits the use, sale, dispensing or possession of illegal drugs, narcotics and alcoholic beverages on or in company property or during working hours regardless of whether on farm property or not. This prohibition also covers all legal or prescription drugs which may impair an employee's ability to perform their job.
2. An employee shall not report to work under the influence of any drugs or alcoholic beverages.
3. The use of illegal drugs (this includes e-cigarettes/tobacco product use under age 21 years) or controlled substance or possession on or off duty is cause for termination.
4. The sale, trade, or delivery of illegal drugs or controlled substances by an employee to another person is cause for termination and for referral to law enforcement authorities.
5. The "occasional," "recreational," or "off-duty" use of illegal drugs should not be excused.
6. Employee involvement with illegal drugs, even "recreational," may result in:
 - a. Financial and domestic difficulties resulting in unstable performance and, or theft, and
 - b. Embarrassment to Sweet Eats Fruit Farm due to arrests of employees, poor employee relations, poor work, ect., or increased drug usage at Sweet Eats Fruit Farm and in the community.

If there is reasonable suspicion that an employee is under the influence of drugs or alcohol at work, the direct supervisor is to get the opinion of another supervisor. If it is found that there is reasonable suspicion by both supervisors, the employee in question should be asked to obtain a drug test from a nearby urgent care facility. The employee should be transported by a supervisor or the HR manager.

If the employee refuses to obtain a drug test, the employee can be terminated with cause from Sweet Eats Fruit Farm. Violation of Sweet Eats Fruit Farm's alcohol and drug policy is grounds for disciplinary action up to and including termination.

Violence and Weapons

No employee shall, under any circumstance, bring a weapon on Sweet Eats Fruit Farm premises.

Being insubordinate, threatening, intimidating, disrespectful or assaulting a manager, supervisor, co-worker, customer, or vendor can result in disciplinary action up to and including termination.

Administrative Leave

An employee may be placed on administrative leave, with or without notice, to permit Sweet Eats Fruit Farm to review or investigate circumstances including dishonesty, theft, misappropriation of company funds or property, violence on the job, gross safety negligence, or acts of endangering others, insubordination, or any other conduct that warrants removing the employee from the worksite.

The employee may be placed on administrative leave for periods not to exceed 15 calendar days to review or investigate the violation of policy. This leave can be paid or unpaid.

Code of Conduct

Probationary Period

New employees are regarded as probationary until they have completed thirty (30) days of continuous service. This period is intended to allow the employee time to learn the job and become familiar with Sweet Eats Fruit Farm. The probationary period serves two purposes:

1. An opportunity for the employee to experience the job, to become adjusted to required standards and expectations, and to decide if they would like to continue the employment, and
2. An opportunity for the supervisor to evaluate the employee on job skills, cooperativeness, attitude, dependability, and other factors which make a good and valuable employee.

This period is used to assure that the employee is a good “match” for the job (i.e. capable and willing to perform up to standards and expectations).

An employee may resign without notice at any time during or at the end of the probationary period. The employee may be terminated without notice at any time during or at the end of the probationary period for misconduct, willful failure to meet the standards and expectations required for the position, or when it is apparent to the supervisor that the employee lacks the skills, ability, or motivation necessary for successful job performance.

Attire and Grooming

Company Dress Code

We seek to be professional, comfortable and family friendly in the way we dress, whether in a customer facing position or non customer facing position.

All employees should wear what is appropriate for the tasks that they are performing. Making sure that clothing is comfortable and protective and does not interfere with the task being performed. All employees should wear closed toe shoes.

- No inappropriate logos advertising alcohol, drugs, or that are sexual in nature may be worn.
- No inappropriate tattoo including curse words, non family friendly symbols, illegal substances or sexual in nature should be visible.
- Shorts should be modest, no shorter than mid- thigh length.
- Bras should not be visible.
- Shirts that are low cut or revealing the midriff should not be worn.
- Jewelry should not interfere with performing job tasks or pose a safety risk when operating equipment or handling animals.
- Hair should be neatly kept, and if necessary for the job task, pulled back away from the face.
- When working with and around food, piercings should have backs on them to prevent the piercing from falling out.
- All employees working with and around food should wear their hair pulled back with a cap or hair net to prevent contamination of food products.

Customer Facing Dress Code

Sweet Eats Fruit Farm employees that are interacting with customers must wear a Sweet Eats branded t-shirt, provided nametag and appropriate attire for the farm and working conditions. Each new employee should receive up to 3 t-shirts for free after completing 2 full shifts of work. If the employee works one day a weekend they should receive 1 t-shirt, if they work both weekend days they should receive 2 t-shirts. If the

employee works 3 or more shifts per week they should receive 3 t-shirts. Employees can purchase additional t-shirts for \$10 each.

The employee's name tag is a vital part of the uniform at Sweet Eats Fruit Farm. The employee may only wear the company issued nametag, with their preferred name clearly written on their nametag. No other buttons, accessories, nametags or additions to the company uniform are allowed. During cold and/or rainy weather, necessitating multiple layers to remain comfortable, employees must have their name tag visible to customers.

Interaction with Customers

You are the face of Sweet Eats and as such, interactions with other employees and the customer must be done in a courteous and professional manner. This is applicable for non-customer facing employees and customer facing employees. Part of your job is to help ensure the customer has a great experience at our farm.

- Crude language and crude jokes are prohibited
- If you are within 5 steps of a customer and make eye contact, talk to them. Ask them how they are or if there is anything you can help them with.
- Smile at customers
- When customers are present, it is unacceptable to talk about your personal life with other staff, especially if it involves non-"family-friendly" speech (about drugs, alcohol, partying, immature games, sexual relations, etc...).
- If a negative situation occurs with a customer, it is unacceptable to speak in public (outside of work) or during work where customers could hear you about said situation. If you feel the need to discuss said situation, pull a supervisor aside, where there is no risk of being overheard by a customer.
- If listening or playing music that customers can hear, make sure that it is not too loud and ensure that the music is family friendly and free from foul language, sexual innuendo, references to drugs etc..

You and Your Supervisor

You and your supervisor are two essential parts of a close working team, each having a certain responsibility to the other. You may expect your supervisor to see that you do your job safely, correctly, efficiently, and thoroughly. Your supervisor, in turn, expects you to be busy at your assigned work and perform your job to the best of your ability. You have a right to expect your supervisor to provide you with proper tools, equipment and safeguards, and to teach you how to use them. You, of course, are expected to use them as intended. One of your supervisor's most important jobs is helping you work effectively and advance to the best of your ability for the good of the business. Your

supervisor's job will be easier and you will learn the full details of your job with greater ease, if you will remember these points:

- Ask questions.
- Find out - don't guess!
- Learn "Why?" as well as "How?"
- Seek understanding.

This policy emphasizes the special trust and cooperation that must exist between employees and supervisors. Problems are best solved when both parties feel free to discuss issues in an open, respectful, and informal manner. For this reason, Sweet Eats Fruit Farm supervisors should not discuss work-related employee matters with, or in the presence of, other employees or non-farm personnel.

The supervisor has the special responsibility and privilege to be an excellent role model for their staff in keeping company policy, ethics, and respect for staff. In addition, the supervisor has the distinct role of setting the culture for their team. This expectation is especially important when a supervisor has minor (Under 18 years old) subordinates. There is no appropriate time for a supervisor to promote, disclose, or conceal actions or tell stories promoting the use of illegal substances, illegal actions, unethical behavior, bullying or sexual conduct. The supervisor should seek to be above reproach in all actions, words, and attitudes with subordinates, other supervisors, and customers.

At any time you believe your supervisor is not acting above reproach, as it relates to the above actions, discuss your complaint with the next ranking supervisor, up to and including the COO or HR Manager. It is always prudent to avoid spreading information, gossip, or rumors to peers and to go directly to your supervisor if an issue arises.

Employees are assured freedom from retaliation or discrimination for discussing problems, offering suggestions, asking questions, or seeking the review of higher level supervisors.

Phone Use

Employees should wait until a scheduled break time to use their phone. Speak to your direct supervisor if you need to text or call someone while you are clocked in. The supervisor should ask you to step away from your work area so that you can use your phone.

Do not let your phone become an issue. Do not use your cell phone around customers or during any time that there is work to be done.

The exception to this policy is for those needing to be in continual contact with their supervisors while they are clocked in. In this case, phone use while clocked in for personal reasons is still prohibited but phone use for work use is permissible.

Failing to follow this policy can result in disciplinary action up to and including termination.

Tobacco Use

You must be 21 years or above to use any tobacco product or e-cigarette at Sweet Eats Fruit Farm. If the under age employee is found to have any of these products in their possession on the property they can be disciplined up to and including termination. If it is found that an of- age employee is sharing these products with minors under 21 years old, they can be disciplined up to and including termination.

Do not smoke near customers. Do not smoke in the UTVs, staff areas, or food trucks. Do not smoke near any flammable substances such as: chemicals for agriculture, gasoline tanks, propane, hay or dead grass etc. The designated area for smoking is in the parking lot, near the employee's personal vehicle and away from customers. The employee should ensure they are off of the major walkways to the farm.

The employee that smokes is entitled to the same number of breaks a non-smoking employee is entitled to.

Attendance Policy

Attendance and punctuality are important to Sweet Eats Fruit Farm, and the efficiency of an entire work group is impaired if every individual is not at their work station at the designated starting time.

High Volume Business Days

High volume business days (HVBD) are days in which Sweet Eats Fruit Farm has more customers compared to other times, therefore needing more staff. These HVBD are:

- The two weekends leading up to Easter,
- Easter Weekend,
- Mid June-Mid July (Sunflowers),
- October Weekends,
- Columbus Day,
- Black Friday, and
- December Weekends.

It is of utmost importance that customer facing employees are committed to working the shifts they have been scheduled for all the time and especially during HVBD. It is also of utmost importance that division managers ensure that their divisions run smoothly at this time.

Scheduled Absence

The term scheduled absence includes absences with notification in advance, leave of absence, bereavement, jury duty and worker's compensation time.

It is the employee's responsibility to communicate scheduled leave of absences with the supervisor in writing at least three weeks to one month in advance or as soon as possible. For employees scheduled in Deputy, this is best done by marking themselves "unavailable" in the app. If there is a possibility of future absence, the employee should take the conservative approach and mark themselves "unavailable" and notify the supervisor.

For the salaried or full time hourly employees, paid time off, non-paid leave or other benefits must be utilized in order to meet weekly, hourly requirements.

Division managers must enter their scheduled absences into the Google Farm Calendar 1 month in advance and notify the COO of the upcoming absence.

Unscheduled Absence

Unscheduled absence is defined as any unscheduled time lost from work regardless of reason, including sickness, family emergency, and tardiness. Any unscheduled absence is to be reported daily to the direct supervisor as soon as possible, or in accordance with the division manager's communicated expectations. If applicable (the customer facing positions), it is the employee's responsibility to find coverage for their shift in the event of an unscheduled absence.

For the salaried or full time hourly employees, paid time off, non-paid leave, or other benefits must be utilized in order to fulfill the weekly, hourly requirements, in that order. In the event of illness when the employee is out of leave, they must supply official documentation for their absence, such as an official doctor's note with return to work date. In the event of any absence, except illness with an official doctor's note, the salaried employee's pay is to be "docked" if they are out of paid time off and have not met the weekly hour contract.

Sickness

If an employee has a fever of 99.5 degrees Fahrenheit or higher, has been vomiting, or has had diarrhea in the last 24 hours, the employee should notify their supervisor as soon as possible and stay home to avoid infecting coworkers. If applicable, the employee should find coverage for their shift. The employee may return to work when fever free, without diarrhea, or vomiting for 24 hours. If the employee is missing work frequently due to illness a doctor's note can be requested.

Tardiness

Tardiness is defined as not reporting to your station of work at the scheduled start time. An employee should notify their supervisor of any anticipated reasons that might cause them to arrive to work late the following day. Because it may often be difficult to notify your supervisor of lateness caused by unforeseen circumstances (e.g. a flat tire, sickness, family emergency), notification should be done promptly, before the shift starts. Upon arriving late, your supervisor should be notified and an explanation given. Documentation may be requested by the supervisor if the employee is frequently tardy.

Completing Shift

It is of utmost importance for every employee to complete their scheduled shifts. An employee should notify their supervisor of any anticipated reason that might cause them to need to leave their shift early. Documentation can be requested by the supervisor if the employee has the habit of not completing their scheduled shifts.

Discipline

In regards to the attendance policy at Sweet Eats Fruit Farm, employees that are frequently tardy, absent, or that leave early may be subject to further disciplinary action up to and including termination. More than two unscheduled absences in a 30 day period is considered excessive. Absenteeism which results in corrective action includes:

1. Any unreported absence "no call, no show";
2. Report of absence for an unacceptable reason;
3. Failing to provide proper documentation after a missed shift;
4. Failing to find shift coverage for your unscheduled absence;
5. Tardiness without notifying your direct supervisor before your shift begins; or
6. Frequent tardiness or absence, even with notifying your direct supervisor.

An employee that is absent from work for two consecutive shifts or leaves the job site before their shift ends without notifying and securing approval from the direct supervisor,

also known as job abandonment, is effectively voluntarily resigning from their position at Sweet Eats Fruit Farm.

Employee Safety Responsibilities

The primary responsibility of the employees of Sweet Eats Fruit Farm is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees MUST become familiar with, observe, and obey Sweet Eats Fruit Farm's rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees MUST learn the approved safe practices and procedures that apply to their work.

In addition to this handbook each division has its own set of Standard Operating Procedures (SOPs) that are essential to abide by when participating in certain tasks. Failing to abide by these SOPs and other training material, can result in discipline up to and including termination.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, they are under instruction NOT to begin the task until they discuss the situation with their supervisor. Together, they should determine the safe way to do the job.

NO EMPLOYEE IS EVER REQUIRED to perform work that they believe is unsafe, or that they think is likely to cause injury or a health risk to themselves or others.

Heat Illness

Protecting yourself from the heat is very important. Three main words to remember when protecting yourself: Water. Rest. Shade.

- Water: Ensure you are getting enough to drink (water and sports drinks) throughout the day.
- Rest: Take advantage of manager lead breaks. Ensure you take your break away from the heat and direct sunlight. And make sure you ask your manager for a break if you are needing one.
- Shade: If it is necessary for you to work in the sun, wear sunscreen, protective clothing, and a large hat to provide shade over you.
- Know the signs of dehydration or heat illness:
 - Feeling thirsty, dry mouth, or tongue

- Not appropriately sweating
- Dizziness
- Lethargy, tired
- Low urine output
- Headache
- Irritability, listlessness
- Elevated body temperature
- In most cases you can treat heat illness:
 - Rest in a cool place- shade, air conditioner, fan
 - Drink cool fluids- water or sports drinks
 - Try cooling measures- cool shower, fan, cold towel on neck
 - Loosen clothing- make sure clothes are light and cool; take off unnecessary clothing

Personal Protective Equipment

Personal Protective Equipment (PPE) is required to be used for the protection of employees at Sweet Eats Fruit Farm during certain tasks. After the PPE has been issued to the employee, it is the employee and supervisor's responsibility to ensure it is being used and used correctly. If the employee does not have appropriate PPE for the task, the employee should not participate in the task requiring the PPE and should notify the supervisor. It is the supervisor's responsibility to obtain PPE for their staff and to ensure correct usage.

An employee refusing to use the correct PPE during tasks that PPE is required should be taken off the task immediately. This action can result in discipline up to and including termination.

Unsafe Conditions

"See something, say something," is a good saying to live by in regards to safety. If you see that something is unsafe at the farm, that could be potentially dangerous to a customer or employee, report this to the direct supervisor. The supervisor should inspect the potentially dangerous situation, and if found to be dangerous, should seek to address the issue or get the help needed to address the issue. If applicable, the area or cause for concern should be blocked off to prevent harm to employees, customers, and equipment.

Injury Reporting

All work related injuries should be reported to your direct supervisor immediately, while still on the premises of the farm or as soon as possible, within 24 hours. If you are in an emergency situation and you are unable to call your supervisor, seek medical attention

immediately, and notify your direct supervisor as early as possible. [See Workers Compensation for more information about reporting injury]

The direct supervisor should:

1. Assess the situation, secure the area and employee in a safe place,
2. Perform first aid, call 911 or seek medical attention,
3. If the employee is a minor contact their “emergency contact” found in Deputy,
4. Communicate the injury to the correct people (ie. managers, maintenance..)
5. Secure the area to prevent future harm,
6. Fill out an incident report in detail of the event, and
7. Report the injury to the COO and give the incident report to the HR manager.

Employee Discipline

All employees, regardless of rank, are subject to disciplinary actions if found violating the policies found in this handbook. These include: verbal warnings, official write ups, demotions with reduction in pay, performance improvement plans, transfers, or termination of employment.

Performance Reviews

All employees can expect to be reviewed several times throughout each year. Frequency of review depends on their role in the company. Performance reviews are to be conducted by the immediate supervisor in a confidential manner.

The purpose of the review is to encourage the employee in areas they are meeting or exceeding job expectations and to address areas for improvement. When necessary, a performance improvement plan should be made for employees needing to improve their job performance.

Promotions and Transfers

Sweet Eats Fruit Farm follows a policy of seeking to select the best qualified individual to fill positions. Sweet Eats Fruit Farm desires to promote from within when there are qualified employees for the position. If necessary, Sweet Eats Fruit Farm can transfer employees to an area of need and/or a better fit for the farm and employee.

Separation of Employment

At Will Employment

You have been hired by Sweet Eats Fruit Farm “at will.” The basic rule of Texas employment law is employment “at will”, which applies to all phases of the employment relationship. It means that absent a statute or an express agreement, either party in an employment relationship may modify any of the terms or conditions of employment, or terminate the relationship altogether, for any reason, or no particular reason at all, with or without advance notice.

Notice of Resignation

Although Sweet Eats Fruit Farm hopes that employment with the company is a mutually rewarding experience, it is understood that varying circumstances do cause employees to voluntarily resign employment. Should this time come, employees are asked to follow the guidelines below regarding notice and exit procedures:

- Notice of resignation in writing to the direct supervisor.
- Employees are encouraged to provide two weeks’ notice to facilitate a smooth transition out of the organization.
- If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- Employees that fail to return any company property, including keys, credit cards, tools, uniforms, cellular phones, laptops and other equipment, are deemed ineligible for rehire and may be subject to legal proceedings on behalf of Sweet Eats Fruit Farm.
- Medical, dental and vision insurance coverage terminates the last day of the month the employee separates employment or is terminated. Information about COBRA continuation coverage is provided through Gusto.[See details in the COBRA section under Benefits to see if you qualify.]
- If proper notice of resignation is given, the employee is eligible to be paid out up to the total accrued PTO [See Benefits section]. If proper notice is not given the employee forfeits accrued PTO payout.
- An employee that resigns is to be paid through the last day of work. The former employee can expect to be paid at the next scheduled payday.
- Employees that resign in good standing under this policy, and whose documented performance is above average under the organization’s performance review system, can be eligible for reemployment.

Involuntary Termination

An involuntary termination from employment is a supervisor-initiated dismissal with or without cause. Before any action is taken to involuntarily terminate an employee, the

employee's supervisor must request a review with the termination review board, which consists of the COO or HR Manager.

Under no circumstance shall a supervisor terminate employment of a staff member on their own, without notice and advice from the review board.

The termination review board is responsible for reviewing the circumstances and determining if termination is warranted. If the board recommends termination, the employee's supervisor and an HR manager should notify the employee. The employee's supervisor should notify HR and payroll of the last day worked by the employee.

- Medical, dental, and vision insurance coverage terminates on the last day of the month the employee separates employment or is terminated. Information about COBRA continuation coverage is provided through Gusto. [See details in the COBRA section under Benefits to see if you qualify.]
- In the event of termination, accrued PTO is not paid out.
- An employee that is terminated is paid through the last day of work. The former employee can expect to be paid at the next scheduled payday.
- Employees that are involuntarily terminated by Sweet Eats Fruit Farm for cause, or that resign in lieu of termination, are ineligible for rehire. In addition, employees that resign without providing adequate notice, or that abandon their job, are not to be considered for rehire.

Compensation and the Work Day

All employees fall under one of four categories: full-time (salary), full-time (hourly), part-time, or seasonal. Upon hiring it should be made clear to the employee which category they fall under.

Sweet Eats Fruit Farm adheres to Fair Labor Standards Act (FLSA) and Texas State Labor Law requirements, whichever is stricter.

Time Clock

For employees clocking in, it is essential that you do not share your pin number or allow anyone else to clock in or out for you. In addition, ensure that you are clocking out and back in for your break, as opposed to putting your break in at the end of your shift.

Pay

Sweet Eats Fruit Farm seeks to fairly compensate its employees while remaining fiscally responsible. To do this Sweet Eats Fruit Farm compensates its employees based on job position, their personal employment experience and performance, and their proven

track record of high performance at Sweet Eats Fruit Farm. Raises based on tenure or cost of living are not guaranteed.

Sweet Eats Fruit Farm shall pay its hourly employees at least current Federal Minimum Wage. Paydays are bi-weekly, every other Friday, via direct deposit only.

No payday advances or loans shall be made under any circumstance. If you have concerns about your pay, contact the HR manager.

Overtime

Currently Sweet Eats Fruit Farm pays overtime (time and a half) to all hourly employees that work over 40 hours in a week. The week begins on Monday and ends on Sunday.

Overtime pay is not a state or federal requirement under the current labor laws regarding agriculture. In any non-agriculture positions overtime of time and a half shall be paid.

Holidays

Time and a half is paid to hourly paid employees on these holidays: New Year's Day, MLK, Good Friday, Easter, Memorial Day, Independence Day, Labor Day, Columbus Day, Christmas Eve.

Currently the farm is closed on Thanksgiving Day and Christmas Day. If at any time Sweet Eats Fruit Farm decides to open for business on these holidays, time and a half is paid.

If an employee has already reached overtime hours in a given week and works on a holiday that falls on a day they are already in overtime, only overtime is to be paid. In other words, overtime and holiday pay should not be stacked.

Employee Bonuses

Bonuses are determined by the Owner and/or COO.

Reimbursements

Mileage

It is the policy of Sweet Eats Fruit Farm to reimburse staff for reasonable and necessary expenses incurred during approved work-related travel using their own vehicle.

Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety.

Staff travel must be authorized. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Within 30 days of completion of a trip, the traveler must submit a Mileage Reimbursement Form. This form should be obtained from and submitted to HR.

Mileage is reimbursed at a rate of **58.5 cents per mile**. An employee can expect to be reimbursed, via direct deposit, within 30 days of submitting the Mileage Reimbursement Form. It is preferred that the employee submit a month's worth of mileage on one travel reimbursement form.

Supplies

It is the policy of Sweet Eats Fruit Farm to reimburse staff for purchasing pre-approved work-related supplies.

Ideally, the employee would use the farm credit card or put in a purchase request with the COO or division manager. When this is not possible, and the expense has been approved, then the employee should submit the receipt to HR within 30 days from purchase for reimbursement. An employee can expect to be reimbursed, via direct deposit, within 30 days of submitting the supply receipt.

Meal Periods and Rest Periods

All employees working a full day are expected to take an unpaid meal period whose length and time of day is determined by the division manager. Meal periods are to be spent away from the workstation. If employee presence at the workstation is necessary, the employee should not clock out.

If you need a meal or rest period, communicate with your direct supervisor.

When you are taking a clocked out meal or rest period take this break away from your workstation. This is to avoid being a distraction to co-workers or appearing to be able to work. This is especially important for customer facing employees as it is confusing for customers if you appear to be working but are actually on break.

Working From Home

Pre-approved work from home hours should be held to the same standard as hours worked onsite. While on the clock, the employee should be busy working on farm related tasks. If at any time the employee's supervisor believes it is better for the employee to work onsite due to the productivity level of the employee, the "working from home" option for that employee can be terminated.

Workers Compensation

Sweet Eats Fruit Farm carries Worker's Compensation Insurance. Under workers' compensation law, an injury or illness is covered, without regard to fault, if it was sustained in the course and scope of employment, i.e., while furthering or carrying on the employer's business; this includes injuries sustained during work-related travel.

Injuries are not covered if they were the result of the employee's horseplay, willful criminal acts or self-injury, intoxication from drugs or alcohol, voluntary participation in an off-duty recreational activity, a third party's criminal act if directed against the employee for a personal reason unrelated to the work, or acts of God.

All work related injuries must be reported to your direct supervisor immediately, while still on the premises of the farm or as soon as possible, within 24 hours. If you are in an emergency situation and you are unable to call your supervisor, seek medical attention immediately, and notify your direct supervisor as early as possible.

An employee incident report should be filled out by the direct supervisor and the COO should be notified. The incident report should be given to the HR manager. [See Injury Reporting]

Injured workers must file injury reports within thirty days of the injury, must appeal the first impairment rating within 90 days of its issuance, and must file the formal paperwork for the workers' compensation claim within one year of the injury. If the work-related nature of the injury or illness was not immediately apparent, those deadlines run from the date on which the employee should have known the problem was work-related.

If there is a reasonable possibility that drug or alcohol use by the reporting employee was a contributing factor to the illness or injury, a post injury drug test may be requested by Sweet Eats Fruit Farm.

HR should work with management and the employee to establish a timeline for the employee's return to work. Potential restrictions that may require accommodation (from a doctor's note of current restrictions) and whether Sweet Eats Fruit Farm is able to accommodate the employee's needs should be determined by management and HR. Light duty work can be offered when necessary and available.

Fraudulent claims regarding injury at work and fraud related to gaining worker's compensation benefits can result in immediate termination from employment.

Leave

Paid Time Off (PTO)

PTO Bank Salary

- To qualify:
 - Employee must be hired as salary paid position
 - Employed for 30 days
- The bank is Vacation and Sick Leave combined in Deputy under the “Annual Leave (salary)” tab.
- On March 1, the previous year’s PTO will be cleared AND the current amount inserted into the PTO bank. PTO is a “use it or lose it” type benefit and it will reset to zero on March 1 of each year for the prior year’s hours.
- *Note: If the employee does not reach the contracted amount of hours for the salaried position, PTO will be utilized to reach the contracted amount of hours
- Other information about PTO:
 - In the event of termination, the PTO bank will not be paid out
 - In the event of resignation (if proper notice of 2+ weeks is given), $\frac{2}{3}$ of PTO bank accrued is to be paid out
 - In the event of illness and the employee is out of PTO they will need to bring an official doctor's note with a return to work date.
 - If the employee is out of PTO and does not meet their contracted weekly hours for any reason, except illness, their pay will be "docked." This means they will not get paid for those hours/days they do not meet their contracted weekly hours.
 - Holiday Leave
 - Salaried employees are not expected to use PTO for Thanksgiving Day and Christmas Day
 - Bad Weather Day
 - Salaried employees are expected to work as usual on job duties during bad weather days, even if the farm is closed to the public.
 - If it is unsafe for the employee to drive to the farm, it is expected that the employee works from home.

PTO Hourly

- Eligible employees must meet the following criteria:
 - Employee must be hired in an hourly, full time position
 - Employees must work 35+ hours a week
- PTO is used first (and then non-paid leave) when an employee is on vacation, sick, family emergency etc.

- PTO is under the “Annual Leave (hourly)” or Annual Leave (hourly-manager) tab in Deputy
- PTO is not paid out as overtime hours, may only be used up to 40 hours.
- PTO is a “use it or lose it” type benefit and resets to zero on March 1 of each year for the previous year. PTO is not paid out except in the event of proper notice of resignation (2+ week notice).

Non Paid Leave

- Eligible employees must meet the following criteria:
 - Employee must be hired in an hourly, full time position
 - Employee must work 35+hrs per week
- Non Paid Leave is found under the “Unpaid Leave” tab in Deputy
- Non Paid Leave is used if the employee is out of PTO in order to meet the 35 hours per week commitment

Parental Leave

Sweet Eats Fruit Farm provides up to six weeks of paid parental leave to full time, salaried employees following the birth of an employee’s child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the salaried employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy runs concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.

Eligible employees must meet the following criteria:

- Have been employed with the company for at least 12 months in the salaried, full time position
- Have worked at least 2,000 hours during the 12 consecutive months immediately preceding the date the leave would begin.

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman that has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

Other information

- The employee must request to use this benefit 30 days in advance
- This type of leave may only be used once in a rolling 12 month time frame
- This leave, if unused, is not to be paid out in the event of resignation or termination

- This leave is not transferable to any other type of leave

Family and Medical Leave (FMLA)

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

Twelve workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent that has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or

Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

An employee that works for a covered employer must meet these requirements for FMLA leave:

- have worked for the employer for at least 12 months,
- have at least 1,250 hours of service in the 12 months before taking leave and
- have worked at a location where the employer has at least 50 employees within 75 miles of the employee's work address.

Jury Duty Leave

Jury duty leave is job-protected leave. An employee that is on jury duty is entitled to protection against termination or other adverse action by the employer. Texas law does not currently require that jury duty leave be paid. For the salaried employee, paid leave is deducted from the employee's accrued PTO bank if jury duty exceeds 5 work days. Proper documentation of call to Jury Duty should be provided by the employee and submitted to HR.

Military Leave

Sweet Eats Fruit Farm is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the policy of Sweet Eats Fruit Farm that no employee or prospective employee should be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person should be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person should be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the HR Manager.

Employees taking part in a variety of military duties are covered under this policy. Subject to certain exceptions under the law, these benefits are generally limited to five years of leave of absence. To request a temporary or extended military leave of absence, the employee should generally obtain a request for leave of absence form from HR.

If an employee is absent from work due to military service, benefits continue as follows: An employee on extended military leave may elect to continue group health insurance coverage for the employee and covered dependents under COBRA [See COBRA section under Benefits to see if you qualify]. PTO does not accrue during this time and resets at the usual time of year. Annual passes for their family members remain active for the remainder of the term of the annual pass.

An employee that has engaged in military service must, in order to be entitled to the reemployment rights set forth above, submit an application for reemployment to HR within 7 days of discharge from active military duty.

In addition to the employee's failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

- Sweet Eats Fruit Farm's circumstances have so changed as to make reemployment impossible or unreasonable;
- Reemployment would pose an undue hardship upon Sweet Eats Fruit Farm;

- The employee's employment prior to the military service was merely for a brief, non-recurrent period (seasonal, temporary or part time in nature) and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period;
- The employee did not receive an honorable discharge from military service.

Benefits

Sweet Eats Fruit Farm is committed to the overall health and wellbeing of its employees. As the business grows and flourishes it is the desire of Sweet Eats Fruit Farm to see its employees also flourish. We believe part of this flourishing is offering benefits that help employees care for themselves, enjoy the farm on a day off, have time away from work to rest and spend with loved ones, and plan for their future. Read the benefits carefully, paying special attention to the wording “eligible employees must meet the following criteria” to understand what benefits you qualify for. Employment categories are Full Time (Salary), Full Time (Hourly), Part Time, and Seasonal.

Employee Discount

- Eligible employees must meet the following criteria:
 - Must be a current employee of Sweet Eats
- 50% OFF items for yourself in the store, special event items, fruit picking and food trucks.
- 50% OFF admissions at the gate for your immediate family (mother, father, brother, sister, spouse, your children). You must be present for this discount.
- Free Perks
 - Your admission to the farm
 - Employee family-style meals on weekends in October

Annual Passes

- Eligible employees must meet the following criteria:
 - 30+ days of employment
 - Must ask your division manager to sign you up
- After 30 days of employment receive 4 free annual passes
- After 1 year of employment receive 8 (total) free annual passes

401K matching

- Offered through Guideline
- Eligible employees must meet the following criteria:
 - Employee must be 18 years old

- Employed for 6 months (total, not consecutive)
- Employees must “opt-out” if they are uninterested in this benefit
- Ask the HR manager for an up to date benefit description and matching amount.

Medical, Dental, Vision Insurance

- Offered through Gusto
- Eligible employees must meet the following criteria:
 - Employee must be hired in a full time salary or full time hourly position
 - Employee must work 30+ hrs a week
 - New hire waiting period: 1st of the month, following 30 days after hire
 - Ask the HR manager for an up to date benefit description
- Open enrollment is offered at time of hire and beginning of January
- If an employee does not meet the minimum hour requirement of 30 hours for more than three consecutive weeks, the employee can forfeit their Health Benefits.
- Termination and Resignation policy: Health Benefits end on the last day of the month, on or after termination/resignation

The Consolidated Omnibus Budget Reconciliation Act (COBRA)

- Gusto provides COBRA information for insurance continuation coverage.
- COBRA is a former employee paid plan. Sweet Eats Fruit Farm does not pay for COBRA continuation coverage.
- According to Texas COBRA law, COBRA is only offered if you have insurance coverage for 3 months prior to resignation or termination.
- COBRA is not offered if the reason for termination is “gross misconduct”.

Summary

The Importance of Policy and Procedure

This handbook is meant to give guidance and lay the ground rules for the way in which Sweet Eats Fruit Farm is run. The purpose is to lay out, in simple terms, the policies, code of conduct, compensation and the work day, leave, and benefits at Sweet Eats Fruit Farm.

In addition to this handbook each division has its own set of Standard Operating Procedures (SOPs) that are essential to abide by when participating in certain tasks.

Failing to abide by these SOPs and other training material, can result in discipline up to and including termination.

This handbook is not an employment contract nor does it guarantee employment for any determined amount of time. You have been employed "at will." This employee handbook and its policies are subject to change at any time.

Acknowledgement of Receipt

_____ I have read the employee handbook and agree to abide by the rules and regulations set forth. I understand that failure to do so may result in disciplinary action leading up to and including termination from Sweet Eats Fruit Farm.

_____ In addition to this handbook I understand each division has its own set of Standard Operating Procedures (SOPs) and training material that are essential to abide by when participating in certain tasks. Failing to abide by these SOPs and other training material, can result in discipline up to and including termination.

_____ I understand that this handbook is not an employment contract nor does it guarantee employment for any determined amount of time as I have been employed "at will."

_____ I understand that this employee handbook and its policies are subject to change at any time.

Name

Signature

Date

Human Resources Official

Signature

Date