



1408 Suite #2 Sweet Home Road
Amherst, NY 14228

EMPLOYEE HANDBOOK

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INTRODUCTION

Mission Statement

To better develop professionals to become great leaders with the ability to take on more responsibility while leading others to do the same. With increasing employee motivation in mind, our focus is to provide the necessary tools to allow employees to reach their full potential. Through seminars, certifications, online webinars, and other professional development programs chances of promotion may be highly increased, but the goal is to develop individuals and corporations as a whole. By developing individuals and the corporation we will be devoted to assisting in creating stronger problem-solving skills, organizational skills, communication skills, and overall attention to detail.

Definition of Employee Positions

Full-Time – A year-round employee that works approximately 40 hours per week, 52 weeks per year (except the vacation/sick/personal allotted time).

Part-Time – An employee that works less than 40 hours per week and/or 52 weeks per week

Third Party Hires- An employee hired by RISE LLC contracted from a third party company. This type of employee must comply to RISE LLC procedures and policies, but is not entitled to insurance benefits.

Corporate Culture Statement

We here at RISE believe in the creation of an environment that encourages synergy while placing precedence on coterminous value, utmost respect for one another within as well as outside the office, and the tacit understanding that candor gives birth to prosperity. We possess a strong desire to reach out to professionals in various fields to further enhance leadership skills. We enthusiastically believe in the perspective of an everlasting quest for vision that may be translatable through word of mouth, and that allows our clients as well as ourselves to reach for high ideals, to lead without hesitation, and to have faith that one's ideas may transform and revolutionize a business. The proper materials, both tangible and intangible, are needed to not only build a successful entity, but also to maintain and sustain it. The teachings we extend not only give the resources to construct but the tools to thrive. RISE instills reification that creativity is the coin that secures ascendancy in the professional world.

SECTION I: Employee Relations

EQUAL EMPLOYMENT OPPORTUNITY

Discrimination based on race, color, religion, age, sex, disabilities, sexual orientation, national origin is prohibited. The company will hire based on merit and whether the person is best fit for the open position. Hiring managers will be investigated if suspected guilty of discrimination.

Employees must also abide by discrimination policies regarding relationships with co-workers, superiors, and clients. Any personnel found guilty of discrimination will have their employment contract terminated and will be disassociated with RISE LLC.

ANTI-HARASSMENT POLICY

Sexual harassment is prohibited under any circumstance. This includes but is not limited to solicitation by superiors to offer promotions to inferiors, prevent employee contract termination, and enter an employee contract. Sexual harassment depends on the frequency and severity to determine the punishment. Sexual harassment will most often times result in employee contract termination.

Verbal harassment is also prohibited. Verbal harassment includes offensive remarks, insulting phrases, constant and persistent singling out of members of RISE, threats, and stereotyping.

Physical Harassment is prohibited. Physical Harassment includes touching of employees, clients, and inferiors in ways that may be misconstrued or harmful to the subject. Violence and retaliation are also subject to punishment after analyzing the specific situation.

CONFIDENTIALITY

Any person under an employment contract of RISE LLC, or previously under an employment contract of RISE LLC must not disclose private information to the general public, competitors, or clients.

BUSINESS ATTIRE

Employees must dress in a professional manner with button up shirts and dress pants for males and blouses and dress pants for females. Any inappropriate, offensive, or revealing attire is forbidden. Days where dress code is changed will be specified by management.

HEALTH AND INSURANCE

Full time employees are entitled to medical insurance and dental insurance plans. The coverage of medical plans will be based on dependency and family size. The majority of cost will be covered by RISE, but employees may be subject to co-pay costs. The dental insurance plan will cover regular 6 month check-ups for employees and their families.

401(K) RETIREMENT SAVINGS PLAN

Full-time employees over the age of 21 are entitled to a savings plan in which RISE will match contributions up to 6% of the employee's total paycheck amount. Employees may deduct up to 40% of their paycheck as part of their 401(K).

LENGTH OF SHIFTS

A normal work week consists of five eight hour shifts. The employee will begin working at 8AM and will be done working at 5PM. The employee must take a one hour lunch (not paid) and a 15 minute break (paid). Any hours exceeding the 40 hours worked in a week is considered overtime. Some employees will skew away from normal hour shifts given the nature of the business. Those cases are more specifically specified below.

WAGES AND PAY

Some employees will be paid hourly while others will be paid a set salary depending on the position. Since travelers who handle out-of-office seminars may not work in the time slot

specified above, they are typically paid salary. Pay is further specified in the employment contract of each employee. Paychecks will be received by mail or through direct deposit every other Friday. The pay period is standard for the entire company. Over-time hours are considered to be 1.5 times regular hourly pay. Over-time hours are not relevant for salary workers.

SECTION II: Absences

MEDICAL LEAVE

When sick leave is used for three or more consecutive days because of illness or injury, a certificate by a physician must be provided covering the nature of the illness or injury and reasoning for needed time off. The physician must determine time frame needed for such illness or injury. Employees shall be compensated up to a maximum of five days. Anything in excess of five days employee will not be compensated for time needed. This policy may also be applied for any immediate family member. Immediate family includes parents, persons occupying the position of parent of the employee, or employee's spouse, children, brother, sister, grandparents, grandchildren, or any relative who is an actual member of any employee's household.

MATERNAL LEAVE

Maternity leave shall be determined as outlined in FMLA (Family Medical Leave Act). This policy covers both maternal leave and leave time for spouses.

SICK DAYS

Sick leave constitutes absence for reasons of illness or injury (dental, optical, or medical appointments). Employees will receive one sick day every three months with a maximum of four sick days accrued per year. Sick days may not be carried over into the next calendar year. Employees shall be compensated for allotted sick days. It is the employee's responsibility to notify his or her supervisor when extended sick leave is anticipated.

BEREAVEMENT

Employees shall be covered for bereavement time up to a maximum of three days. This policy only covers immediate family members. Supervisor may request documentation for request of leave.

JURY DUTY

Employees will be compensated for Jury Duty up to a maximum of 10 days of jury service. Employees must notify supervisor immediately upon receipt of Jury Duty subpoena.

HOLIDAYS

A holiday is defined as time taken to celebrate cultural or religious practices as well as nationally recognized holidays (i.e. Martin Luther King Day, Fourth of July, Memorial Day, Veterans Day, Labor Day, etc.). Employees will be compensated for holiday time as defined previously.

VACATION

Employees will earn a paid vacation allowance determined by length of service within the organization.

- 1-5 years of employment - Employees shall earn one vacation day a month. Maximum twelve days per calendar year.
- 6-10 years of employment - Employees shall earn two vacation days a month. Maximum twenty-four days per calendar year.
- After 10 years - Employees shall earn three vacation days a month. Maximum thirty-six days per calendar year.
- Note: Employees must use allotted vacation days or lose accrued vacation time for calendar year.

Employee's vacation request form will be submitted by all employees. These forms will be submitted to employee's immediate supervisor for approval or disapproval. Vacation forms must be submitted a minimum of 2 weeks prior to requested time off to allow for adequate coverage. Employees shall be compensated for allotted vacation days.

UNEXCUSED ABSENCES

If it is determined by management or a physician that the absence is falsified or if no reason was provided, the employee shall not be compensated for time off and may be subject to disciplinary action as determined by the supervisor.

SECTION III: Compliance of Company Policies

ATTENDANCE

Attendance is required daily, during regular operating hours. To review the policies of specific time off for employees, refer to Section II of this document. There are no excuses to not be at work for any particular reason other than those stated above, or taking a day from the excused absences. Once the amount of allotted excuses are used up, the pay an employee will receive will be taken away from their paychecks, or the employee may be terminated, if the reasons for not attending work do not include the following: death in the family, sick relative (child), a family emergency. If it is not related to a family issue, the possibility of not letting the employee go will decrease.

THEFT

Theft between employees will be taken very seriously. An investigation will occur, video records will be reviewed and either the accused party (if they did steal), will end up in immediate contract termination, No Questions Asked. Theft is considered a crime and can be prosecuted under the law. No lawsuit will be brought against any employee for stealing, if the stolen goods are returned, but if not then a possible charge could be brought depending on the amount of damages incurred.

SOCIAL MEDIA POLICY

Social Media is allowed among all employees because it is a great way to network among colleagues and expand the business. If Social Media starts to prohibit an employees' work they will be put on probation and monitored, to make sure they are not over using it. If it comes to the point where the employee is no longer functioning or completing their tasks due to Social Media, the employment contract will be terminated.

TELEPHONE USE

The use of any telephone or cellular device is allowed during normal business hours to make sales calls, connect with clients, or set up possible meet and greets. Personal calls are not allowed during normal business hours, except during a break of any kind. During a break cell phones or the office phone can be used for personal calling. Texting is not prohibited however, if one wishes to text, they are free to do so as long as it does not prohibit their work and work ethic. The need to communicate in this business is a huge key for success, so prohibiting this function may deter any possible sales that RISE may obtain.

UNAUTHORIZED USE OF DRUGS AND/OR ALCOHOL

The use of any illegal drugs (based on the state) on or off the premises of RISE, will result in immediate termination of the employee. Also, each employee must submit to a simple drug test before getting hired by the company. If the applicant refuses, they cannot be hired by RISE. The use of alcohol however is prohibited during normal business hours, during any sort of party hosted by the company that contains alcohol allows for the consumption of it. Also, if going out on a business dinner, alcohol is allowed to be consumed, as long as it is not during normal business operating hours. If an employee comes into the office drunk or smelling of alcohol will be asked to leave and will have a review meeting with a manager. If this type of behavior is not resolved after the second strike or the second meeting with a manager, RISE has the right to terminate the employment contract.

RELATIONSHIPS WITH CUSTOMERS

Each employee must treat every Customer with the utmost respect no matter what the situation. Also, each relationship must be completely professional, even if the employee knows the client in their personal life. Without maintaining a professional relationship with every client, the business may not look as highly to others. If the company finds out that an employee does not treat each client with the respect they deserve, that employee will be up for a review and will be put on probation until they are able to resolve any conflicts with any clients. If an employee is unable to maintain professional relationships, that employment contract will be terminated.

RELATIONSHIPS WITH CO-WORKERS

Every employee must treat all of their co-workers with the same respect they treat their clients. If an employee romantic relationship starts to form, they must disclose it with the Human Resource department. If the employees refuse to disclose the relationship, the employment contract could be terminated for hiding it from the company.

REPRESENTATION OF THE COMPANY

Every time an Employee goes out while being on office hours, they are always representing the company. They must always show the utmost respect to everyone they see while representing the company to show that RISE is a professional company, willing to better the professional world.

COMPUTER AND LAPTOP USE

The use of computers and laptops are allowed for business activities only. These electronics are supplied by the company, therefore only business activities are allowed. If an

employee is issued a Laptop and the employee brings the laptop home, they must remember to always shut down the laptop before leaving the premises and only turning it on again when in a safe-locked Wi-Fi connection. These laptops are not allowed to be used in any other public space with free Wi-Fi. If an employee is caught breaking any of these rules their contract will be terminated after a review of their activities.

USE OF OTHER ELECTRONIC DEVICES

The use of cell phones, iPads, or any other smart device is allowed during working hours for specific purposes only. The employee must be using these devices for work use only during the time they are at work. The only contact that may be used outside of work while using these products is for family emergencies. If an employee is caught using any device for activities other than work or family related issues, the employment contract could be considered terminated.

TOBACCO USE

The use of any Tobacco Products, including cigars, pipes, chewing tobacco, cigarettes, etc., are prohibited while being inside the RISE office building. Employees are allowed to go outside during breaks to use Tobacco products as long as they are at least 10 feet from the building. These products cannot be used during any other time other than on break; otherwise the employment contract may be terminated depending on the situation.

SAFETY PROCEDURES

Please Refer to the Emergency Response Plan, that is handed out to all employees when they first starting working for RISE, LLC.

SECTION IV: REWARDS AND DEVELOPMENT

PROMOTION

If an employee is promoted to an office, which is above previous rank, your salary shall increase by five percent (5%). An office that is classified as a higher rank is one that outlines more responsibilities set by the RISE Job Description for office. If the transition involves more than double the amount of responsibility than the rate of salary shall increase by nine percent (9%). The decision of who gets promoted to fill a spot in office is left to RISE's External Evaluations and Monitoring Manager (Human Resource) position. It is based off their assessment of individual performance and commitment demonstrated on an everyday basis.

NEW CLIENT BONUSES

If an executive notices an outstanding performance, or growing passion/commitment to RISE in a new client, upon deliberation they may be subject to receive a bonus for their hard work.

RISE gives bonuses after the hard work has been done. In addition the bonuses are tax free. Examples of bonuses include:

- Extra Days Off
- Massage or Spa Day
- Gasoline (up to 35 gallons) to cover transportation fees

- Ranging autonomy for a project the individual would like to start
- Gift Card to Wegmans

These are a few examples but others include baskets that truly fit any new client's exceptional hard work and dedication.

OFFICE PARTIES AND CELEBRATIONS

RISE holds annual Christmas parties for all employees, and Company Anniversary celebrations. In addition there will be ranging and multifarious "employee appreciation days". RISE's standard of expectation for employee's is a tier above most firms, that fact is recognized, appreciated and on ranging days celebrated. It is a way to say "thank you" and "keep it up" to all RISE professionals that give their all every day.

EMPLOYEE PROFESSIONAL DEVELOPMENT

All ranking executives of RISE are presumed to help his/her and all employees advance both in and outside the office. This process of mentoring and instilling excellence is one that each member has discretion. RISE's product is paragon to professionalism. All employees demonstrate passion and commitment to self-improvement, employees that can demonstrate this dedication in their work and reflect it in attitude will be upon acceptance a ticket to obtain a license (i.e. one for Microsoft Excel) that permits that employee to conduct seminars and webinars on their desired level.

CASUAL DRESS DAYS

Employees are encouraged to work to their full potential. Subsequent long preparation and deliverance on events that generate over \$5,000 in revenue, employees will be permitted to dress casually during the following business week. Exceptional everyday effort is rewarded with autonomy to bring about further excellence

SOCIAL EVENTS

During the event of a social gathering RISE employees are encouraged but not mandated to attend. Social event occurrence is subject to further facilitate new member engagement and welcome a new client/employee to the RISE team and vision for continuous professional and personal improvement.

The executive board will supply: accommodations, proper attire, and area the event will occur one month before the event. Employees may bring dates or anyone they gain proper permission for prior to the event. RISE employees are encouraged to dovetail home and work excellence; social events are an outlet to further the commitment.

FREE FOOD OR MERCHANDISE

During an event/seminar RISE provides food accommodation to all business clients and employees that attend. Employees are not limited to the amount they can consume but the expectation of being a professional is still implied at all hours. Employees are discouraged to take food in the event of serving larger groups. During social events food will be provided to all who attend.

RISE merchandise for promotional and gratitude purposes will be given to all employees that reach a full year of employment. Merchandise will also be given to employees who work

large events/seminars to enhance the energy and authenticity of a purchase from RISE. All merchandise received is free to keep.

SECTION V: EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the rules and policies in the RISE, LLC Employee Handbook and will comply with the policies. My failure to comply with the policies outlined in the Employee Handbook may result in the termination of my employee contract. I also understand that RISE, LLC reserves the right to change these policies at any point in time.

_____ Name (Please Print)

_____ Signature

_____ Date