



MARTIN FAMILY FARMS, INC.



EMPLOYEE HANDBOOK





MARTIN FAMILY FARMS

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- Your employment with Martin Family Farms is “at will,” meaning that you or Martin Family Farms may terminate your employment at any time with or without cause. Statements in the manual or in any other company publication are not to be construed as affecting or modifying in any way the at-will status of company employees.
- No one, other than Martin Family Farms senior management, has the authority to create a contract of employment between you and Martin Family Farms or to alter the at will nature of your employment relationship with Martin Family Farms. Any arrangement altering the at-will status of any employee must be in writing and signed by the employee and Martin Family Farms senior management.
- This employee handbook supersedes and revokes any previously issued Employee Manual(s) or Handbook(s), memos, e-mails, or other written communications dealing with the same subject matter. The statements made in this manual are not intended to, nor do they, constitute a contractual agreement.



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EMPLOYEE HANDBOOK

(1) Welcome Message

Dear Employee,

Welcome to Martin Family Farms!

We are excited to have you as part of our organization. Martin Family Farms are committed to quality work and superior performance in all aspects of our business.

We value our employees and want them to succeed in their endeavors.

This employee manual, inclusive of an acknowledgement form, sets forth the general administrative policies, goals, and benefits of Martin Family Farms and replaces and supersedes any prior manual(s). This manual remains the property of Martin Family farms and must be returned upon request. This employee manual applies to all employees. It is your responsibility to read this manual carefully and be familiar with its contents. When you sign the employee manual receipt form you acknowledge that you have received the manual and have read and understand its contents. You should use this manual as a reference as you pursue your career with us.

Each policy is dated and is current as of that date, but may be amended, suspended, terminated, added to, or superseded by Martin Family Farms at any time, with or without notice. We shall also reserve the right to deviate from the policies herein in our sole discretion. When there is a change in a policy, we will update this manual as soon as possible. Feel free to discuss with us any questions or issues you may have about this manual or about your employment with us as soon as they arise.

Here's to your success at Martin Family Farms!

Sincerely,

Melissa Bradford
Operations Coordinator





EMPLOYEE HANDBOOK

(2) Company Operations

Key contact information for Martin Family Farms is as follows:

Martin Family Farms
526 South Williamsport Road
Williamsport, Indiana 47993
Office 765-764-4440
Fax 765-319-0530

Martin Family Farms Tip Line 866-974-7447

Brian Martin (Co-Owner) 765-437-1384 cell
David Martin (Co-Owner) 765-412-2015 cell

Azael Romero (Sow Production Manager) 765-637-3038 cell
Haley Schnepf (Controller & Payroll) 765-764-4440
Melissa Bradford (Operations Coordinator) 765-376-9665 cell
Mitch Camp (Finishing & Maintenance Manager) 217-822-2026 cell

North Fork Farm 765-869-5555
Farm Manager
5499 S. 600 W., Fowler, IN 47944

GDU- Judyville 765-986-2122
Jeff Humphreys – Manager
6606 W. 200 N., Williamsport, IN 47993

Hoosierland Pork Farm 765-492-3221
Jennifer Romero – Farm Manager
2751 W. Hibbs Rd, Kingman, IN 47952

GDU - Hillsboro 765-798-2211
Jennifer Romero– Farm Manager
2107 S. 400 E., Veedersburg, IN 47987

Isolation - W. Lebanon 765-986-2123
Jeff Humphreys – Manager
2883 W. 550 N., Williamsport, IN 47993

MP3 Finisher - Tab 765-986-2116
Mitch Camp – Manager
4001 N. 800 W., Williamsport, IN 47993

MP3 Finisher - Senesac East 765-769-6146
Mitch Camp – Manager
7123 N 800 W., Ambia, IN 47917

MP3 Finisher - Senesac West 765-585-7326
Mitch Camp – Manager
7733 N 900 W., Ambia, IN 47917



(3) Equal Opportunity; Immigration Law

3.1. Equal Opportunity Statement

Martin Family Farms is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, mental or physical disability, veteran or family status, marital status, sexual preference, status with regard to public assistance, or any other status or condition protected by applicable federal, state, or local laws, except where a bona fide occupational qualification applies.

This policy extends to all aspects of the employment relationship, including, but not limited to, recruiting, interviewing, hiring, job assignments, selection for training, compensation, transfer, promotion, demotion, benefits, discipline, use of facilities, participation in company-sponsored activities, layoff, termination, and all other terms, conditions, and privileges of employment.

3.2. Non-Discrimination Policy

Martin Family Farms will not tolerate any discrimination against any employee or qualified applicant for employment. Any individual who believes he or she has been discriminated against unlawfully should bring the matter to the immediate attention of (person responsible for human resources). Complaints may be filed in writing or in person. Persons who file complaints will be advised, as appropriate, of the outcome of any investigation, action or result of the alleged problem. Martin Family Farms will take disciplinary action, including possible termination of employment, toward any person determined to have engaged in discriminatory conduct under this policy.

Martin Family Farms will not retaliate or discriminate against any employee because he or she has filed a complaint of employment discrimination, testified, assisted or participated in any manner in an investigation, proceeding or hearing related to such complaints.

3.3. Immigration Law Compliance

In accordance with the Immigration Reform and Control Act of 1986 (IRCA), The Company only employs individuals who are legally authorized to work in the United States. Furthermore, The Company does not continue to employ any individual whose legal right to work in the United States has been terminated.

The USCIS Form I-9 as well as the USCIS E-verify Program is used to verify your identity and employment eligibility. You must complete the employee section of Form I-9 and provide the required documentation supporting your identity and employment eligibility before you may begin working. After you have accepted the employment offer your document numbers will be entered in the USCIS E-Verify Program to verify your employment is authorized.



3.4. Americans with Disabilities Act Compliance

The Company adheres to the Americans with Disabilities Act (ADA) and makes every effort to ensure that qualified individuals with a disability are not discriminated against in any terms, conditions, or privileges of employment. The ADA requires employers to provide a reasonable accommodation to qualified individuals with disabilities in all aspects of employment, unless the accommodation would cause an undue hardship to the employer.

An individual with a disability is a person who:

- (1) Has a physical or mental impairment that substantially limits a major life activity; or
- (2) Has a record of such impairment that substantially limits a major life activity; or
- (3) Is regarded as having such impairment. (However, no reasonable accommodation is required in this instance).

A qualified individual is a person with a disability who meets the skill, education, experience, training, and other job-related requirements of position, and who, with or without a reasonable accommodation, can perform the essential functions of the position. We are committed to providing a reasonable accommodation to the known physical or mental limitations of such individuals so they can perform the essential functions of a job, unless the accommodation would create an undue hardship.

If you need an accommodation under the ADA, you should immediately notify The Company.

(4) Confidentiality

As the result of your employment at Martin Family Farms, you will acquire and have access to confidential information belonging to the company of special and unique value. This includes such matters as trade secrets, personnel information, suppliers, procedures, cost of merchandise, sales data, price lists, financial information, records, business plans, prospect names, business opportunities, confidential reports, customer lists and contracts, as well as any other information specific to Martin Family Farms.

As a condition of employment, you must and hereby do agree that all such information is the exclusive property of Martin Family Farms, and you will not at any time disclose to anyone, except in the responsible exercise of your job, any such information whether or not it has been designated specifically as “confidential.” Any employee who violates this provision will be subject to disciplinary action up to and including discharge.

If you are ever unsure of your obligations under this policy, it is your responsibility to consult with your supervisor for clarification.



(5) Compensation and Performance

5.1. Employment Classification

As an employee of Martin Family Farms, you are an “employee at will.” This means that you or Martin Family Farms may choose to terminate the employment relationship at any time, with or without cause, and with or without advance notice. We request that whenever possible, as a courtesy, you provide two weeks’ advance notice of your intention to resign, so that we may plan accordingly.

Any information outlined in this manual or in any other company document, except a written employment contract executed by the parties thereto (in which case, how and when a termination or resignation may occur will be controlled by the terms of such employment contract), does not modify the employment at will policy and should not be interpreted to mean that termination will occur only for “just cause.” This manual does not create an express or implied contract of employment for a definite and specific period of time between you and Martin Family Farms, or otherwise create express or implied legally enforceable contractual obligations on the part of Martin Family Farms concerning any terms, conditions, or privileges of employment. Except for an employment contract, any documents or statements, written or oral, prior, current, or future that conflict with the employment at will policy are void.

Regular Full-Time is an employee who has no termination date and who is regularly scheduled to work (forty) 40 or more hours per week. Regular full-time employees may be either hourly or salaried employees.

Regular Part-Time is an employee whose position has no termination date and who is scheduled to work (ten) 10 or more hours, but less than (forty) 40 hours, per week and who is paid only for their hours worked. A part-time employee will not receive any benefits or holiday or vacation pay.

Temporary Employee is an employee who is hired for a certain length of time and who is paid only for his/her hours worked. A temporary employee will not receive any benefits or holiday or vacation pay.

Any concerns about your employee classification should be addressed to your supervisor.

5.2. Personal Information/Personnel Records

Events and information on each employee’s history with the company are kept in the employee’s personnel file. Annual performance reviews, change of status records, commendations, and disciplinary warnings are examples of records maintained. Your personnel file is available for you to review but may not be removed from the Martin Family Farms office.

It is important that the personnel records of Martin Family Farms be accurate at all times. In order to avoid problems with your benefit eligibility, tax liability, or our ability to communicate with you regarding shift changes and the like, Martin Family Farms requires that you promptly notify your supervisor or human resources representative of any change in your name, home address, telephone number, number of dependents, or any other information pertinent to your employment with Martin Family Farms.



5.3. Requests for Employee Information

All employee information is kept confidential and is not released unless specifically requested, in writing, by the employee. Examples would include bank requests for employment confirmation in processing mortgages or loans. If an employee needs employment confirmation, a written note is to be forwarded to HR Coordinator with specific information to be released and to whom.

5.4. Reference Policy

All references provided by prospective employees and used in the hiring process are kept strictly confidential.

When an employee leaves Martin Family Farms, whether voluntarily or involuntarily, it is company policy not to provide recommendations or references. Only the date of hire, termination date, and title will be confirmed upon request.

5.5. Work Hours and Overtime Pay

Non-Exempt (Hourly Employees):

The normal workday is eight (8) hours, and forty (40) hours represents a normal work week, commencing 12:01 a.m. Friday and ending on midnight on the following Thursday. While you are generally expected to work the number of hours stated above, Martin Family Farms does not guarantee that you will actually work that many hours in any given day or week.

For hourly employees, overtime work is only performed when approved in advance by your supervisor. Working overtime without prior approval may result in disciplinary action, up to and including termination. You are expected to work necessary overtime when requested to do so. Hours worked over the normal 48 hours will be paid at the regular hourly rate.

Exempt (Salaried Employees):

The normal workday is eight (8) hours, and forty (40) hours and represents a normal work week, commencing 12:01 a.m. Friday and ending on midnight on the following Thursday. While you are generally expected to work the number of hours stated above, Martin Family Farms does not guarantee that you will actually be able to perform all of your work duties in this amount of time. You are expected to put in the amount of time over 40 hours per week necessary to complete your job duties and occasionally, substantial extra work may be required. If you are overburdened with work and unable to complete your assignments with a moderate amount of additional work each week, please speak to your supervisor. However, with more responsibility and increased pay usually comes a greater workload and more time spent working.

Salaried employees are not paid overtime for hours worked above 48 hours per week; some amount of expected work over 48 hours per week is built into your compensation package as a salaried employee.



5.6. Time Clock

Hourly employees must record the start of your work shift and the end of your shift. You are not allowed to record time of another employee. Should your time be incorrectly recorded, your supervisor will note the correct start and/or end time, and initial the correction. Your supervisor must approve all time recorded that requires adjustment. Failure to record start and end times may result in loss of pay for unverifiable work, and – for repeated failure to record time – in disciplinary action, up to and including termination.

Employees are expected to clock in no more than 10 minutes before their supervisor-directed start time, and clock out no later than 10 minutes after their supervisor-approved end of the designated workday. Time will be adjusted to non-paid time outside of this expectation unless accepted by their supervisor on an as-needed basis. Normal scheduled time is 6 am.

Alternatively, your supervisor may require that you keep track of your days at work, and your vacation time and other time off, on a time sheet, or that you report these items to your supervisor or other company representative, who will track them for you.

Vacations days, sick days, holidays, and absences such as jury duty, funeral leave, or military training, should be specifically noted on the time sheets for days on which they occur. Paid vacation and holidays should be counted and used as full workdays.

The work week commences 12:01 a.m. Friday and ends on midnight on the following Thursday.

5.7. Payroll

You will be paid for your work on the regularly scheduled payday every other Friday following the previous two weeks (Pay weeks start on Friday and ending on a Thursday) which the work was performed.

All Employees:

Martin Family Farms require employees to have pay checks direct deposited. You will be notified of any changes to the regularly scheduled payday. In the event that a regularly scheduled payday falls on a weekend or holiday, you will receive your pay on the next business day. If you need to use your first paycheck to open an account for direct deposit, you will need to request to get your check to set up account. If the Human Resource coordinator does not receive direct deposit information by the employees second paycheck, it will be the employee’s responsibility to pick up the paycheck on their own time at the office during office hours.

If there is an error in your paycheck or direct deposit pay report, notify your supervisor or payroll immediately. Every effort will be made to remedy the discrepancy as quickly as possible. If your paycheck is lost or stolen, notify your supervisor or human resources contact immediately. A new paycheck will be issued after payment has been stopped on the original check. Martin Family Farms will not be obligated to indemnify an employee for any monetary loss suffered as a result of a lost paycheck if we are unable to stop payment on the original check.



Martin Family Farms will deduct federal Social Security and federal and state income tax and all other legally required deductions from your payroll check each pay period. Group insurance premiums (if applicable) will also be deducted from your payroll check each pay period.

5.8. Performance & Salary Reviews

Each new or promoted employee will be given an oral or written job description that details the requirements and expectations of the new position. Performance reviews will normally be conducted around the first 30, 90 and 180 days of employment and then annually thereafter.

Employee reviews are based on job description and work performance, including progress on an individual development plan. Wage increases will be based upon reviewing these results, as well as the following: dependability, cooperation, attitude, and any disciplinary actions that have been taken. Your supervisor will review and discuss with you your hourly wage or salary and your job position and expectations during your review.

5.9. Individual Development Plan

Continuous learning is an expectation of Martin Family Farms. All employees are expected to develop their knowledge, skills and abilities as it relates to their job and to future opportunities with the organization.

Supervisors will work to develop Individual Development Plans (IDP) for each employee. To have a successful pork production operation, we employ committed workers and ask that work procedures are completed consistently and accurately. The IDP documents require initial training, including training on Standard Operating Procedures (SOPs), Workplace Safety, Pork Quality Assurance Plus® (PQA Plus®), Transport Quality Assurance™ (TQA™), Animal Handling and any other topics identified by your supervisor as necessary components of your position.

(6) Time Off

6.1. Holidays

The Company observes the following holidays:

- A. New Year’s Day (January 1)
- B. Memorial Day (Last Monday in May)
- C. Independence Day (July 4)
- D. Labor Day (First Monday in September)
- E. Thanksgiving (Fourth Thursday in November)
- F. Christmas (December 25)

Eligible Regular Full-time employees will receive paid (8) hours for the holiday at their normal hourly rate; if they work the observed holiday, they will be paid for their actual hours worked at twice the employees’ normal hourly rate in leu of the (8) eight hours of Holiday pay, with a minimum of 8 hours.



Temporary and provisional employees are not paid for holidays unless they are specifically requested to work on the designated holiday and then will only be paid for hours worked. For salaried employees, this generally means that there will be no deduction from your usual paycheck on account of a holiday occurring during your pay period. If a salaried employee works the observed holiday, they will receive a floating holiday to use at another time.

Full time employees eligible for Holiday pay are required to work both their regularly scheduled work shift before and after the designated Holiday in order to be paid for the Holiday. If an employee calls in for any reason the day before or after the holiday, they will not be paid for the holiday. If an employee works the holiday but misses the shift prior and/or after the holiday, the employee will be paid for working the holiday at their regular hourly rate for the actual hours worked. Any questions should be addressed in advance with your site manager or Martin Family Farms Management. (Requesting additional PTO days surrounding Holidays dates follow standard approval process.)

6.2. Paid Time Off (PTO)

Full-time regular employees are entitled to the following paid time off accrual schedule per year worked based on length of employment and is calculated from employment anniversary date, unless a different amount of PTO is provided by your employment contract (if any):

- Hire to one year 1.54 hours per pay period
- One year through 4 years 3.08 hours per pay period
- Four years and over.....4.62 hours per pay period.

Your requested PTO time must be submitted in writing to your supervisor at least two (2) weeks prior to the anticipated vacation date. Every effort will be made by Martin Family Farms to accommodate vacation requests; however, due to a reduction in scheduled staff on weekends and holidays requests will not be honored and other business circumstances may not permit all requests to be honored during regular scheduled shifts.

PTO time will be allowed to be carried over to a maximum of 160 hours.

All full-time employees will start accruing upon hire; however, an employee is not able to request for time off until 8 hours has been accrued.

1. PTO requests must include downtime requirements prior to returning to work. Ie: If a person leaves the US and must have 5 days down with no pig contact on return, the down days must be accounted for in PTO.
2. Unpaid time off requests are not typical or desired. Such cases will be evaluated on a case by case basis.
3. The maximum time off at once is 3 weeks (21 days) with a maximum of 40 hours of the 120 hours being unpaid. The employee taking PTO must find a trained coworker to cover any weekend shift and approved by the manager.
4. Must use all available PTO before requesting any unpaid time.
5. Can only request 3 weeks off once every 365 days (or once per rolling year)
6. Requests will be granted or denied based on the needs of the farm.



Since vacation days are earned and accrued, when an employee resigns or has his/her employment terminated vacation days are prorated and paid only through the last day of the employment. Payment for days not taken but accrued will be made in the employee’s final paycheck unless the days are taken as vacation after an employee resigns. If an employee resigns or is terminated before accruing 8 hours of PTO, that employee will forfeit their accrued PTO. In the event employment is terminated, the vacation accrued is calculated up to the employee’s last pay.

6.3. Maternity Leave

Martin Family Farms employees that do not qualify for FMLA, are allowed up to 6 weeks of unpaid leave after they have given birth to or in conjunction with the adoption of a child. Additional time may be allowed under unusual circumstances and with the permission of your supervisor.

6.4. Funeral Leave

Martin Family Farms allows one (1) day off with pay for a death in your immediate family. Immediate family is defined as parents, spouse, children, brothers, sisters, mother-in-law, father-in-law, grandparents, and grandchildren. For unusual circumstances, you may request up to two additional days. However, these additional days must be approved by your supervisor in advance and will be unpaid; however, an employee can choose to use PTO for the additional days requested. Documentation from the Funeral will be required.

Funeral leave for the death of anyone other than an immediate family member will require prior approval from your immediate supervisor. Funeral leave for such a death is limited to two days per year.

6.5. Jury Duty

Martin Family Farms will provide time off work for any employee who has been assigned jury duty. If you bring documentation of the hours you were performing your civic duty, you will be compensated. Please provide your immediate supervisor with a copy of the jury summons as soon as possible after you receive it.

6.6. Time Off for School Conferences

Unpaid time off, up to a maximum of 16 hours each year is available to all employees for attending school conferences and activities, and preschool activities which cannot be scheduled during non-working hours. When leave cannot be scheduled during non-working hours and the need for the leave is foreseeable, you must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the company’s operations.

6.7. Personal Time Off – Brief Periods

There may be an occasion when you need a short period of unpaid time (less than two hours) during your regular work schedule to attend to personal matters, such as closing on a home loan, obtaining transportation



after an auto accident, coping with a family emergency, etc. The decision to grant any personal time off is at the discretion of management and must be requested prior to taking the time off.

6.8. Time Off for Voting

At Martin Family Farms, we encourage our employees to vote, and you will be permitted the necessary time off to do so. You will be allowed a reasonable period of time to vote in case you are unable to vote before or after your regular working hours.

6.9. Military Service

Martin Family Farms will allow time off work without pay for employees in the National Guard or military reserves who take approved leave for training purposes and for calls to active duty. You may also receive pay for any accrued vacation time for this period if you choose.

6.10. Family Medical Leave

Martin Family Farms have a family and medical leave policy that is in compliance with The Family and Medical Leave Act of 1993 (FMLA) and that provides for an unpaid leave of absence. Eligible employees must be employed by Martin Family Farms at least 12 months and have worked at least 1,250 hours during the 12-month period prior to be eligible for FMLA leave.

For purposes of FMLA leave based on any of the reasons described below, the 12-month period is a “rolling” 12-month period measured backward from the date an employee uses any FMLA leave.

Forms for leave requests are available from your Martin Family Farms representative.

Under this leave policy a total of up to 12 weeks of unpaid leave of absence is available to eligible employees under the following circumstances:

- A. The birth of a child, but only within the first 12 months of the birth.
- B. The placement, with an employee, of a child for adoption or other legal placement, within the first 12 months of the adoption or placement.
- C. The need to care for a child, spouse, dependent, or parent who has a serious medical condition.
- D. A serious health condition of the employee that makes the employee unable to perform the functions of his/her position.
- E. Any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of an employee that is on active duty (or has been notified of an impending call to active duty) in the U.S. Armed Forces in support of a contingency operation, may use their 12-week FMLA entitlement to address certain qualifying exigencies. Qualifying exigencies include attending certain military events, arranging for alternative childcare, addressing certain financial and



legal arrangements, attending certain counseling sessions, and attending post-employment reintegration briefings.

Additionally, up to a total of 26 workweeks of leave during a 12-month period are available to an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member to care for the service member. The 12-month period to care for that covered service member begins on the first day an employee takes military caregiver leave and ends 12 months after that date.

A covered service member is a current member of the armed forces, including a member of the National Guard or reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

During the unpaid leave, employees retain the same medical and dental coverage and must still contribute the same amount toward medical benefits as he/she paid before the leave began (see benefits exception below). In most circumstances upon return to Martin Family Farms at the end of the leave, the employee will be restored to his/her former position with the same rights, benefits, pay and other terms and conditions which existed prior to the leave; or to an equivalent position with equivalent rights, benefits, pay, and other terms and conditions of employment. If, however, during the FMLA leave an event occurs that would have terminated or altered the employment of the employee had he or she not been on leave (e.g., a reduction in force, elimination of a shift), the employment, leave rights, employment conditions, or restoration rights of that employee will terminate at the same time as if the employee had not been on leave.

If the employee decides not to return to work from unpaid leave, he/she will remain on leave for the balance of the leave period and then be terminated. The birth parent may choose to use the unpaid 12-week leave or to utilize the six-week unpaid maternity leave but cannot use both.

Employees requesting leave for their own serious health condition or a family member's serious health condition may be required to provide medical certification 30 days in advance of the request for leave when possible.

Benefits based on an accrual basis (e.g., vacation, sick leave, holidays, etc.) will not accrue during unpaid leave under this policy. Any group health insurance provided will continue as long as the employee continues to pay their portion of the insurance. [If other group coverages are offered and the company will keep those coverages in effect during the leave, consider adding: To the extent permitted by the Martin Family Farms insurance policies, the company will also maintain in effect ** [group disability, life, other] coverage but the employee is responsible for paying the employee's regular share on the same schedule as health coverage costs are paid.] An employee on leave for his or her own serious health condition will be required to provide certification from their physician that they are able to return to work and perform the job duties to which they are returning.

If the employee does not, for reasons within his or her control, return from leave and work at least 30 calendar days, the company has the right to seek reimbursement for its share of health plan premiums that it paid during any unpaid portion of the leave.



(7) Benefits

Except where required by applicable state or federal law, the benefits provided to employees by Martin Family Farms are subject to change at any time. Please communicate with your supervisor or human resources representative if you have any questions concerning the benefits available to you as an employee of the company.

7.1. Insurance

Martin Family Farms make health, dental, vision, accidental, short-term disability and/or life insurance available to eligible employees and their eligible family members. The company contributes to the cost of the premiums for the group benefits, with the employee sharing the remaining cost. Martin Family Farms offers a life insurance policy to eligible employees paid 100% by the company.

Currently full-time employees are eligible for all offered insurance types on the 1st day of the month following 60 days of employment. Please contact a company representative for more information and details on any health or life insurance plans that are being offered.

7.2. Wellness

Martin Family Farms recognizes our ability to achieve our objectives successfully depends on the wellbeing of our employees. We acknowledge that the key elements of workplace wellness include the physical and cultural environments as well as the policies, practices and procedures that guide our work. Martin Family Farms will provide a healthy workplace that values and enhances the health and wellbeing of all employees by implementing our workplace wellness program. A workplace wellness action plan will identify Martin Family Farms’ wellness goals, objectives and strategies. The committee or wellness representatives will review the action plan annually.

7.3. Continuation of Medical/COBRA Insurance

The Federal Consolidated Budget Reconciliation Act (COBRA) is the legislation that provides employees and their covered dependents the right to continue their group health care coverage after a qualifying event. COBRA legislation applies to employers with 20 or more employees.

Upon termination from Martin Family Farms for any reason, an employee has the right to continue group medical coverage at group rates as long as the employee pays the required monthly premium.

COBRA gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the company’s health plan when a “qualifying event” would normally result in the loss of eligibility.

Under COBRA, you will usually pay the full cost of coverage at group rates, plus an administration fee. Martin Family Farms will provide you with a written notice describing rights granted under COBRA when you become eligible for coverage under the company’s health insurance plan.

7.4. Worker’s Compensation



The company is committed to meeting its obligations under applicable workers' compensation acts which provide medical, rehabilitation, and wage-replacement benefits to individuals who sustain work-related injuries or illnesses while working. All work-related accidents, injuries, and illnesses must be reported immediately to your supervisor or human resources representative. The failure to promptly report an accident, injury, or illness may result in the loss of coverage under workers' compensation insurance.

7.5. Retirement Plans

Under the Employee Retirement Income Security Act of 1974 (ERISA), employees may have the opportunity to participate in a retirement or other savings plan that allows employees to save for their retirement. This is available after (1) continuous year of employment. The Company currently provides a Simple IRA and the company will match using a discretionary contribution up to 3%.

Contact a company representative for information and details on any retirement or other savings plans that are being offered and to determine your eligibility.

(8) On-the-Job

8.1. Attendance and Punctuality

Martin Family Farms believe that a good record of attendance and punctuality is an essential component of good work performance. You are expected to be at your workstation, dressed according to company policy (see section 8.2 Dress Code) and ready to work, by your scheduled start time. If, for any reason, you are unable to report for work on time, or unable to remain at work until the end of your shift, you must notify your supervisor directly before your regular starting time.

All time off must be requested in advance and should be submitted in writing as outlined in the appropriate categories. Tardiness and/or absence is subject to Martin Family Farms points policy

8.2. Attendance Points Policy

Since all scheduled staff is needed to have the duties of the farm to flow efficiently, points will be given to all employees that are late, call in and for not calling or notifying the manager. If an employee accumulates a total of 6 points in a rolling year, the employee will be terminated. One year from the offense those points will be deducted from the employee's balance. Please refer to sections 8.2.1-8.2.3 for the points per offense.

8.2.1. Tardiness

If you are going to be late, you must notify your supervisor as soon as possible. If your supervisor is not in, you should leave a message, including the reason for the lateness and the expected arrival time.

Employees are expected to be in place ready to work at the designated shift start time. Payroll will allow for compensation to cover the shower-in process. Employees who arrive late to work will receive 1.5 points, with a maximum of 6 points in a rolling year (please refer to section 8.2)



8.2.2. Sick Days

You will be allowed (3) three sick days as an employee in your rolling year which will not count as an unplanned absence and no points will be added. All sick days will be UNPAID. You will not be allowed to use any accrued PTO time for these (3) days. An employee must call in each day they are sick. If the employee fails to call in, then it will be considered a no call no show day and is subject to 3 points. If an employee calls in sick and then provides a doctor’s note excusing the employee from work that day, the sick day would be considered an excused absence, and not counted toward an unpaid sick day. An employee that provides a doctor note can use accrued PTO to cover the lost day.

All absences of three (3) days in a row may be required to be substantiated by a doctor’s note.

Industrial accidents and illness are covered by worker’s compensation insurance pursuant to the requirements of the laws in the state(s) in which the company operates. The sick leave policy outlined above does not apply to those illnesses or injuries that are covered by a worker’s compensation policy.

8.2.3. Absences

In order to best serve our clients and, in the event of an emergency, it is very important that employees respect the need to report absences from work properly. Martin Family Farms cannot be placed in the position of not knowing whether someone is or is not coming to work.

If you are going to be absent from work for the day, you must call your supervisor each day of the absence and no later than thirty (30) minutes before start time. If you have not notified your supervisor within an hour after the scheduled start time it will be considered a no call no show and 3 points will be given to that employee. If your supervisor is not in, you can leave a message by phone and then you may also text or email, but only after you have called the farm number, include the reason you are out, and a telephone number where you can be reached, as well as any business issues that need to be handled in your absence. Calls from friends or relatives will not be accepted as an authorized notice of absence unless you are physically unable to make the call. If this is the case, and you cannot make a call yourself, the caller must identify the reason.

In all instances specified in Sections 6.1 through 6.10, all leave requests and approvals should be made in writing whenever possible.

Employees that call in will receive 2 points for each call in. If the employee fails to call in or notify the manager in advance the employee will receive 3 points for a no call no show. Employees can receive a maximum of 6 points in a rolling year (please refer to section 8.2).

8.3. Dress Code

Your attire should be consistent with the type of work you are performing and with safety considerations. Any required uniform and/or safety equipment will be provided to you at company expense.

Management, and those employees who come in contact with the public are expected to dress in professional business attire that reflects the image Martin Family Farms seeks to project.

**EMPLOYEE HANDBOOK****8.4. Employee Break Time**

Employees will receive a 30-minute paid break throughout the workday. Additional unpaid breaks may be authorized by the facility supervisor. Unpaid breaks will generally be taken so that your absence from work does not create a problem with the day-to-day operations of the company. This time does not allow for off-site travel for lunch. Due to the risk of disease spread, unless approved by management, exiting the farm will not be allowed at break times.

8.5. Safety and Accident Rules

Martin Family Farms in accordance with standards set by the Occupational Safety and Health Administration (OSHA) will assure a safe and healthful working environment for employees and associates. It is important that employees and associates know what they can expect to encounter while performing work with the company. Martin Family Farms observes an individual's right to know, and will take reasonable steps to accommodate individuals who are hypersensitive to hazards that can be indigenous to the agricultural industry. Below is the safety policy for Martin Family Farms:

Each employee is responsible for knowing the safety rules and conducting his or her work in compliance with the rules. Disregarding safety rules and procedures shall be grounds for dismissal. It is each employee's responsibility to make full use of the safeguards provided for protection. Become knowledgeable of the safety rules and safety manuals for equipment you operate. If you have questions, ask your supervisor before operating or trying to operate any equipment you are unfamiliar with.

Report all injuries immediately to responsible supervisor or management and complete an accident report related to the incident and file with the manager before the end of your work day. Seek medical attention in coordination with management as appropriate and note such in the report.

Failure to comply with this policy can result in disciplinary action, up to and including immediate termination from employment.

8.6. Smoking Policy

Our goal is to provide a healthy and pleasant work environment for all employees. The company prohibits smoking in all areas of the barns including the break room area, livestock areas, buildings and in company vehicles or equipment.

Any complaints about the application of the policy to the workplace should be brought in writing to the attention of the human resources manager or your supervisor for resolution.

Any violation of this smoking policy will be subject to disciplinary action, up to and including immediate discharge.



8.7. Use of Company Property

The company will provide you with the necessary equipment to do your job. None of this equipment should be used for personal use, nor should any equipment be removed from work premises unless approved by your supervisor. This includes company vehicles, telephones and two-way communication equipment.

Any items or packages taken out of the workplace are subject to inspection at any time. Likewise, any personal desk, filing cabinet, locker, or storage space provided to you is also subject to inspection at any time.

Personal telephone calls are not to be made using company phones or on company time, unless authorized by your supervisor. Any authorized personal calls should be kept to a minimum and made at a time that does not interfere with your or your co-workers' job performance.

Use of the company's stationery, office supplies, or postage for personal use is strictly prohibited.

The company premises, telephones, and e-mail are not to be used for employees or others to engage in the practice of soliciting collections or charitable donations; selling raffles, goods, or services; operating betting pools; or solicitations of any kind.

Use of radios, audio headsets, and televisions, company-owned or otherwise, is at the discretion of supervisors only, and – if allowed – must be used in a manner that does not interfere with the safety of the work place or with the ability of others to perform their work.

8.8. Use of Company Computers, E-mail, and Internet

Employee use of company computers, printers, peripherals, and electronic equipment is for job-related or approved activities only. Inappropriate use of company computers, which may be defined from time to time at the discretion of the company, may subject you to discipline, up to and including termination.

Inappropriate use includes, but is not limited, to the following:

- A. Use of company computers to send or receive messages, pictures, or computer files which are illegal, pornographic, sexist, racist, harassing, or discriminatory. If you receive such material, you should notify your supervisor immediately.
- B. Loading software that is not approved in advance by your supervisor.
- C. Making illegal copies of licensed software.
- D. Using software that would provide unauthorized access to Martin Family Farms' computers or would disrupt our equipment in any way.
- E. Using Martin Family Farms computers, printers, or e-mail for personal and/or non-company related use, unless authorized by your immediate supervisor.

Any message or file created or e-mailed using any company computer is the property of Martin Family Farms. You should have no expectation of privacy or confidentiality in any message or file that is created, stored, or sent using the computers or other communication equipment belonging to the company, and the



company reserves the unilateral right to review, monitor, access, audit, intercept, copy, print, read, disclose, modify, retrieve, and delete any work you do on a company computer, including e-mail.

If provided, your company e-mail account is strictly for business communication only and is not for personal use. Except as authorized by your supervisor in the course of your work duties, you are not authorized to access the computer(s), e-mail account(s), or files of any other company employee.

If provided, Internet access is likewise strictly for business purposes. The company reserves the unilateral right to review, monitor, access, and audit, intercept, and disclose an employee's use of the Internet at any time, with or without notice, and with or without an employee's permission. You should have no expectation of privacy or confidentiality with respect to any use of the Internet at work.

8.9. Drug Free Workplace Policy

Martin Family Farms take seriously the problem of drug and alcohol abuse and are committed to providing a work-place free of such substances. This Drug Free Workplace Policy applies to all employees of the company.

No employee may use, possess, sell, transfer, or purchase any drug or other controlled substance that may alter an individual's mental or physical capacity while working for the company. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify supervisor, notify company doctor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

In cases where the use of alcohol or drugs poses a threat to the safety of other people or property, you must report the violation. Employees who violate our Drug Free Workplace Policy will be subject to disciplinary action, up to and including termination.

As a part of Martin Family Farms' Drug Free Workplace Policy, within the limits of applicable federal and state laws, the company reserves the right, in its sole discretion, to test for drugs and alcohol. These situations may include, but not be limited to, the following:

- A. In conjunction with an offer of employment with the company;
- B. Where there are reasonable grounds for believing an employee is under the influence of alcohol or drugs;
- C. As part of an investigation of any accident in the workplace in which there are reasonable grounds to suspect alcohol and/or drugs contributed to the accident;
- D. On a random ongoing monthly basis;
- E. As a follow-up to a rehabilitation program, where allowed by statute;



- F. As necessary for the safety of employees, customers, or the general public where allowed by statute.

It is a condition of your employment and continued employment with the company that you comply with the Drug Free Workplace Policy.

8.10. Firearm Policy

Martin Family Farms have a zero-tolerance policy for firearms and dangerous weapons in the workplace. A weapon for this purpose is being defined as any device that is carried with intention or calculation to produce death or great bodily harm.

Regardless of whether an employee possesses a concealed weapons license or is allowed by law to possess a weapon, all employees are prohibited from possessing, transferring, carrying, selling and storing firearms or dangerous weapons while working on Martin Family Farms property or while acting within the course/scope of their employment.

Exceptions can be granted at the sole discretion of Martin Family Farms ownership (example: for the purposes of wildlife hunting), but must be provided in advance and in writing.

8.11. Harassment and Discrimination Policy

Martin Family Farms are proud of its work environment in which all employees are treated with respect and dignity. It is our policy that all employees have the right to work in an environment free from any type of illegal discrimination or harassment, including racial and sexual harassment. Any employee found to have engaged in any form of discrimination or harassment, whether verbal, physical, or arising out of the work environment, and whether in the workplace, at work assignments off-site, at company-sponsored social functions, or elsewhere, is unacceptable and will not be tolerated.

The company's general harassment policy is designed to ensure that all individuals can work in an environment that promotes equal opportunities and prohibits discrimination and harassment on the basis of race, religion, color, sex, age, national origin, mental or physical disability, veteran or family status, marital status, sexual preference, status with regard to public assistance, or any other status or condition protected by applicable federal, state, or local laws.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, gender, sexual orientation, national origin, age, disability, or any other protected category, or that of the individual's relatives, friends or associates; and that:

1. Creates an intimidating, hostile or offensive working environment;
2. Unreasonably interferes with an individual's work performance; or
3. Otherwise adversely affects an individual's employment opportunities.



Harassing conduct includes, but is not limited to:

- Using a descriptive word or phrase in an abusive or negative way toward another person,
- Slurs
- Negative stereotyping;
- Threatening, intimidating or hostile acts that relate to the above characteristics;
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the above characteristics, and that is placed on walls, bulletin boards, or elsewhere on the employer’s premises, or circulated in the workplace on paper or electronically.

Martin Family Farms prohibit harassment of any kind. Any violation of Martin Family Farms’ harassment policy should be reported in accordance with the complaint procedure in the sexual harassment policy.

All situations will be treated confidentially to the maximum extent possible and will be promptly investigated. Martin Family Farms prohibit any form of retaliation against an employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. If the result of the investigation indicates that corrective action is called for, such action may include disciplinary measures up to and including immediate termination of the employment of the offender.

Remember, the company is a multi-cultural firm, and we must all be sensitive to and tolerant of the background of others. When in doubt, don’t say it or do it.

Sexual Harassment:

For purposes of this policy, sexual harassment is defined as follows:

Unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when (1) submission to or rejection of this conduct by an individual is used explicitly or implicitly as a factor in decisions affecting hiring, evaluation, promotion, or other aspects of employment; or (2) this conduct substantially interferes with an individual’s employment or creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic commentary about an individual’s body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive insulting; obscene comments, gesture, and e-mails; and display in the work place of sexually suggestive objects or pictures.

Racial Harassment:

For purposes of this policy, racial harassment is defined as all inappropriate conduct and activity taken against an individual because of his or her race and/or national origin.



Examples of racial harassment include, but are not limited to, racial comments, racial jokes or e-mails, treatment of an individual differently because of his or her race, and all other activities defined by Title VII of the U.S. Civil Rights Acts of 1964.

If you believe that you have been the victim of sexual or other harassment or discrimination in the workplace, you should take the following steps:

- A. Report and discuss the matter with your supervisor. This may be done in writing or orally.
- B. If you believe your supervisor or manager to be the source or a participant in the harassment, report this to another supervisor or member of management.

The company will investigate and attempt to resolve your complaint, as well as take any warranted disciplinary action, as soon as possible. If for any reason you believe this has not occurred within a reasonable period of time, refer this problem to any other supervisor in the company, or to the company executive.

Retaliation against any individual who makes a good faith complaint, or who cooperates in the investigation of any complaint, is strictly prohibited and should be reported immediately.

8.12. Whistleblower Policy

Martin Family Farms encourage all employees, acting in good faith, to report suspected or actual wrongful conduct. Of particular emphasis, wrongful conduct includes any abuse, neglect or harm demonstrated toward livestock which are owned or managed by the company.

Individuals should share their questions, concerns, suggestions, or complaints with someone who can address them properly. In many cases the individual's supervisor is in the best position to address an area of concern. If an individual is not comfortable speaking with the supervisor, please call the company's anonymous tip line.

The company is committed to protecting individuals from interference with making a protected disclosure and from retaliation for having made a protected disclosure or for having refused an illegal order. Company officials and employees may not retaliate against an individual who has made a protected disclosure or who has refused to obey an illegal order. Company employees may not directly or indirectly use or attempt to use the official authority or influence of their positions or offices for the purpose of interfering with the right of an individual to make a protected disclosure to the individual's immediate supervisor or other appropriate administrator or supervisor within the operating unit, or other appropriate company official about matters within the scope of this policy.

It is the intention of the company to take whatever action may be needed to prevent and correct activities that violate this policy. For further information, see Whistleblower Policy Guidelines.

**EMPLOYEE HANDBOOK****(9) Separation from Employment****9.1. Layoff and Recall**

There may be occasions when it becomes necessary for management to reduce staff at the company, due to certain business conditions or for other reasons. On such occasions, Martin Family Farms will make decisions on the basis of our business needs related to employee job functions and their performance. Your supervisor or other company official will speak to you personally about your employment status as needed.

9.2. Resignation - Termination of Employment by the Employee

You, as an at-will employee not subject to an employment contract, may choose to end your employment with Martin Family Farms at any time, with or without good cause.

You are requested to submit a notice of resignation in writing to your supervisor two weeks prior to the date you intend your resignation to take effect, to assist the company in planning for your departure.

9.3. Progressive Discipline

The policy of Martin Family Farms is to deal constructively with deficiencies in employee performance and behavior. In any case, however, the welfare of Martin Family Farms and all of its employees will be the primary consideration. If appropriate, Martin Family Farms may engage in progressive discipline, which may include any, all, or none of the following steps:

1. The first offense could be a verbal warning with a written notice for the employee and supervisor to sign.
2. The second offense could be a written notice to be signed by the employee and supervisor in addition to a suspension from work.
3. After the third offense the employee could be asked to sign a written termination form and could be terminated.

In any case, Martin Family Farms may add steps, modify steps, or dispense with progressive discipline entirely. Because all employees are hired on an “at-will” basis, Martin Family Farms reserves the right to terminate any employee at any time for any reason, with or without notice.

9.3.2. Grounds for Disciplinary Action

The company reserves the right to discipline and/or terminate any employee who violates company policies, practices or rules of conduct. Poor performance and misconduct are also grounds for discipline or termination.



The following actions are unacceptable and are grounds for disciplinary action. The list is not comprehensive; rather, it is meant merely as an example of the types of conduct that this company does not tolerate. These actions include, but are not limited to:

- Engaging in acts of discrimination or harassment in the workplace;
- Unauthorized use of company property, equipment, devices or assets;
- Damage, destruction, or theft of company property, equipment, devices or assets;
- Removing company property without proper authorization or disseminating company information without authorization;
- Falsification, misrepresentation or omission of information, documents or records;
- Lying;
- Insubordination or refusal to comply with directives;
- Failing to adequately perform job responsibilities;
- Excessive or unexcused absenteeism or tardiness;
- Disclosing confidential or proprietary company information without permission;
- Illegal or violent activity;
- Falsifying injury reports or reasons to leave;
- Disregard for safety; and security procedures;
- Disparaging or disrespecting the company, supervisors and/or co-workers; and
- Any other action or conduct that is inconsistent with company policies, procedures, standards or expectations.

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action. The company reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

9.3.3. Automatic Dismissal

The commission of any offense considered serious enough by Martin Family Farms management, without limitation to those outlined below, will, except in extraordinary circumstances in the sole discretion of the company management, be followed by the immediate dismissal of that employee:

- Abuse, neglect or harm demonstrated toward livestock which are owned or managed by the company;
- Violation or disregard for the company's safety policy;
- Violation or disregard for the company's biosecurity policy;
- Violation or disregard for the company's electronic policy;
- Making false statements or omitting pertinent facts on an employment application or in an employment interview;
- Threatening, assaulting, fighting with, or harassing another employee or anyone else encountered during the course of business;
- Stealing or deliberately damaging the company's or other employees' property;
- Clocking in or out another employee
- Possessing a weapon at work;



- Reporting to work under the influence of alcohol, narcotics, or other drugs, unless the drug was prescribed for the employee by a physician;
- Smoking in inside farm;
- Conviction of a felony offense and/or imprisonment; and
- Taking unauthorized leave or failing to show up at work for more than two (2) consecutive days without notifying a supervisor.

9.4. Dismissal - Termination of Employment by the Employer

As an at-will employee not subject to an employment contract, Martin Family Farms is entitled to terminate your employment at any time and for any reason or for no reason at all, regardless of your work performance or compliance with the rules set forth this manual.

9.5. Exit Interview

Upon termination of employment, voluntary (by the employee) or involuntary (by the employer), with or without cause in both cases, a representative of Martin Family Farms may choose to have an exit interview with the departing employee.

During such interview, if any, you will be informed whether you are entitled to certain post-termination benefits such as non-vested retirement benefits and credits that may be due, full or pro-rated vacation pay, and other post-employment related matters.

Any employee who terminates his or her employment, or is terminated by the company, shall return all files of any kind, keys, tools, and any other materials whatsoever that is the property of the company.

Unless otherwise prohibited by applicable state or federal law, final settlement of your pay will not be made until all property owned by the company is returned in satisfactory condition. The cost of replacing any items not returned will be deducted from your final paycheck, or, if this is not possible, due to legal restrictions or otherwise, legal action may be taken to recover any property or monies due the company.

(10) Security

10.1. Video & Audio Surveillance

In order to promote the safety of employees and company visitors, as well as the security of its facilities, Martin Family Farms may conduct audio and video surveillance of any portion of its premises at any time, the only exception being private areas of restrooms, showers, and dressing rooms, and that video cameras will be positioned in appropriate places within and around Martin Family Farms buildings and used in order to help promote the safety and security of people and property



10.2. Electronic Equipment Policy

For the security of the facility, cameras, cell phones, video cameras, radios, Walkman’s, CD players or any other electronic devices are not permitted in the farm at any time. Cell phones may only be used in the parking lots. Management reserves the right to allow these devices in the production areas for specific business purposes.

Anyone found to be in possession of any such electronic device in any area other than what is described with this policy will be subject to disciplinary action up to and including termination of employment.

(11) Communication Policy

Any questions with respect to any of the provisions of this employee manual should be addressed to your immediate supervisor or the company human resources representative.

You are entitled to express your point of view on work-related matters in a constructive manner, as well as to make any productive suggestions in any of the communication avenues available within the company.

(12) Acknowledgement Forms

Acknowledgement Form – New Employee

An Acknowledgement Form appears on the following page. Please sign, date, and return this form to your supervisor after reading this employee manual. Doing so is a prerequisite for employment with Martin Family Farms.

Acknowledgement Form – Revision to Handbook

An Acknowledgement Form for handbook revisions is also included. As updates are made, you will be asked to sign, date, and return this form to your supervisor after reading the updates and placing them in your employee manual.



Acknowledgement Form – New Employee

This employee manual has been prepared for your understanding of the policies, practices, and benefits of Martin Family Farms. It is important to read this entire manual. We reserve the right to make changes at any time without notice and to interpret these policies and procedures at the discretion of the company. This employee manual supersedes all prior manuals and previously-issued policies, memos, e-mails, or other written communications dealing with the same subject matter.

It is your responsibility to read the employee manual. Then sign, date, and return this Acknowledgement Form. Make a copy of this page for your records before submitting it.

You agree to keep this manual in your possession during your employment and to update it whenever new information is provided to you. You acknowledge that this manual remains the property of the company and must be returned immediately upon request, or upon the termination of your employment.

By signing below, you acknowledge that you have read and understood the policies outlined in this employee manual. You agree to comply with the policies contained in this manual and to read and understand any revisions to it and be bound by them. You understand this manual is intended only as a general reference and is not intended to cover every situation that may arise during your employment. Employment with the company is at-will, which means that the company retains the right to end employment of any individual at any time, for any reason, with or without cause. Statements in this manual or in any other company publication are not to be construed as affecting or modifying, in any way, the at-will status of company employees. This manual is not a full statement of the company policy. Any questions regarding this manual can be discussed with your supervisor or human resources representative.

You acknowledge that this manual is not intended to create, nor shall be construed as creating, any express or implied contract of employment for a definite or specific period of time between you and the company or to otherwise create express or implied legally enforceable contractual obligations on the part of the company concerning any terms, conditions, or privileges of employment. If you are subject to a written employment agreement, and any terms of that agreement conflict with this manual, your employment agreement shall control.

Please sign and return to your supervisor or manager.

Employee Name (PRINT)

Employee (SIGN)

Employee Badge or ID Number

Date

TO BE FILED IN EMPLOYEE’S PERSONNEL RECORDS

Acknowledgement Form – Handbook Revision



EMPLOYEE HANDBOOK

This employee manual has been revised for your understanding of the policies, practices, and benefits of Martin Family Farms. It is important to read this entire manual. We reserve the right to make changes at any time without notice and to interpret these policies and procedures at the discretion of the company. This employee manual supersedes all prior manuals and previously-issued policies, memos, e-mails, or other written communications dealing with the same subject matter.

It is your responsibility to read the employee manual. Then sign, date, and return this Acknowledgement Form. Make a copy of this page for your records before submitting it.

You agree to keep this manual in your possession during your employment and to update it whenever new information is provided to you. You acknowledge that this manual remains the property of the company and must be returned immediately upon request, or upon the termination of your employment.

By signing below, you acknowledge that you have read and understood the policies outlined in this employee manual. You agree to comply with the policies contained in this manual and to read and understand any revisions to it and be bound by them. You understand this manual is intended only as a general reference and is not intended to cover every situation that may arise during your employment. This manual is not a full statement of the company’s policies. Any questions regarding this manual can be discussed with your supervisor or human resources representative.

You acknowledge that this manual is not intended to create, nor shall be construed as creating, any express or implied contract of employment for a definite or specific period of time between you and the company or to otherwise create express or implied legally enforceable contractual obligations on the part of the company concerning any terms, conditions, or privileges of employment. Employment with the company is at-will, which means that the company retains the right to end employment of any individual at any time, for any reason, with or without cause. Statements in this manual or in any other company publication are not to be construed as affecting or modifying, in any way, the at-will status of company employees. If you are subject to a written employment agreement, and any terms of that agreement conflict with this manual, your employment agreement shall control.

Please sign and return to your supervisor or manager.

Employee Name (PRINT)

Employee (SIGN)

Employee Badge or ID Number

Date

TO BE FILED IN EMPLOYEE’S PERSONNEL RECORDS