

Innowave Marketing Group

Employee Handbook



January 18, 2023

ABOUT THIS HANDBOOK/DISCLAIMER

We prepared this handbook to help employees find the answers to many questions they may have regarding their employment with Innowave Marketing Group. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Your Manager and Human Resources also serve as major sources of information. This handbook states only general Innowave Marketing Group guidelines. Innowave Marketing Group may modify anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will.

Employment at Innowave Marketing Group is employment at will, which permits Innowave Marketing Group or the employee to end the employment relationship at any time, for any reason, with or without cause or notice. No Innowave Marketing Group representative other than the CEO and/or Human Resources may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment. Any such modification must be in a written agreement between Innowave Marketing Group and the prospective employee and signed before the first day of work. No other verbal or written statements, including this handbook, represent an agreement or contract of employment, nor do they confer any contractual rights whatsoever.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Innowave Marketing Group documents. These Innowave Marketing Group documents are always controlling over any statement made in this handbook or by any member of management.

This handbook supersedes all prior handbooks.

When only one appears without the other, the words "manager" and "supervisor" are interchangeable in the context of this handbook and the accompanying state addendums.

If any employee feels information provided within the handbook is incorrect according to Innowave Marketing Group operations or is in violation of a federal or state law, they should contact HR hr@innwavemarketing.com.

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Section 1 - GOVERNING PRINCIPLES OF EMPLOYMENT

1-1. Introduction

For employees who are commencing employment with Innowave Marketing Group, let me extend a warm and sincere welcome.

For employees who have been with us, thank you for your past and continued service.

I extend my personal best wishes for success and happiness here at Innowave Marketing Group. We understand it is our employees who provide the services our customers rely upon, and who will enable us to create new opportunities in the years to come.

Stu Birger, CEO

1-2. Equal Employment Opportunity

Innowave Marketing Group is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. Innowave Marketing Group's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.

Innowave Marketing Group will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's: physical or mental disability; sincerely held religious beliefs and practices; and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon Innowave Marketing Group's business operations.

Any applicant or employee who needs an accommodation in order to perform the essential functions of the job should contact Human Resources hr@innwavemarketing.com to request such an accommodation. The individual should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. Innowave Marketing Group then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made. Innowave Marketing Group will evaluate requested accommodations, and as appropriate, identify other possible accommodations, if any. The individual will be notified of Innowave Marketing Group's decision regarding the request within a reasonable period. Innowave Marketing Group treats all medical information submitted as part of the accommodation process in a confidential manner.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources hr@innwavemarketing.com. Innowave Marketing Group will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should

contact Human Resources hr@innwavemarketing.com. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

1-3. Non-Harassment

It is Innovave Marketing Group's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, manager, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as “protected characteristics”). Such conduct will not be tolerated by Innovave Marketing Group.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on Innovave Marketing Group premises, while on Innovave Marketing Group business (whether or not on Innovave Marketing Group premises) or while representing Innovave Marketing Group. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

This policy also covers non-employees. We prohibit harassment, discrimination, or retaliation of our employees in connection with their work by non-employees, including vendors, customers, and employees of contractors or subcontractors. In addition, we prohibit harassment, discrimination, or retaliation by our employees toward non-employees. Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual

activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to Employee's Manager. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Human Resources hr@innwavemarketing.com. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, Innowave Marketing Group will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

1-4. Drug-Free And Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Innovave Marketing Group property, and to ensure efficient operations, Innovave Marketing Group has adopted a policy of maintaining a workplace free of illegal drugs and alcohol. This policy applies to all employees and other individuals who perform work for Innovave Marketing Group.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on Innovave Marketing Group premises, while on Innovave Marketing Group business (whether or not on Innovave Marketing Group premises) or while representing Innovave Marketing Group, is strictly prohibited. Employees and other individuals who work for Innovave Marketing Group also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work.

1-5. Workplace Violence

Innovave Marketing Group is strongly committed to providing a safe workplace. Innovave Marketing Group specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, Innovave Marketing Group does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Prohibited Conduct

Threats, threatening language or violence made toward or by any Innovave Marketing Group employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, flashing of weapons, stalking or any other action deemed a threat by HR.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede Innovave Marketing Group's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If Innovave Marketing Group determines, after an appropriate good faith investigation, that someone has violated this policy, Innovave Marketing Group will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for Innovave Marketing Group to be aware of any potential danger in its offices. Innovave Marketing Group wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

Section 2 - OPERATIONAL POLICIES

2-1. Employee Classifications

For purposes of this handbook, all Innovave Marketing Group employees fall with one time classification, one overtime classification, and one department classification, as listed below. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

Time Classifications

Full-Time Employees - Employees who regularly work at least 40 hours per week who were not hired on a short-term basis.

Part-Time Employees - Employees who regularly work fewer than 40 hours per week, including seasonal employees.

Seasonal Employees - Employees who are not regularly scheduled to work or may be hired on a short-term basis. Seasonal employees may be asked to work during peak times or during other times when needed to properly staff the location. Seasonal employees are typically used only in retail locations and the warehouse.

Overtime classifications

Non-exempt Employees - Employees who are paid for the exact number of hours worked and are eligible to receive overtime pay in accordance with federal and state wage and hour laws.

Exempt Employees - Employees who are exempt from receiving overtime pay and generally receive the same weekly salary regardless of hours worked.

Location classifications

Retail Employees - Employees who work at:

- Rove Outfitters and Rove Home inside Mohegan Sun Casino in Uncassville, CT
- Splendeur Luxury Boutique inside Mohegan Sun Casino in Uncassville, CT
- Cowlitz Trading Post inside Iliani Casino in Ridgefield, WA

Warehouse Employees - Employees who work at:

- Innovave Marketing Group's Warehouse in Worcester, MA

Admin Employees - Employees who work remotely in:

- Account Management
- Business Development
- Customer Service
- Finance
- IT

- Operations
- Procurement

2-2. Anniversary Date

The first day you report to work will be recorded as your anniversary date. This date may be used to calculate different company benefits.

2-3. Probationary Period

The first 90 days of employment is a probationary period. This is an opportunity for Innowave Marketing Group to evaluate the employee's performance. It also is an opportunity for employees to decide whether they are happy being employed by Innowave Marketing Group. Innowave Marketing Group may extend the probationary period if it desires. Completion of the probationary period does not alter the employee's at-will status. Employment may be terminated at any time during or after the probationary period, by either the employee or Innowave Marketing Group.

2-4. Your Employment Records

In order to obtain their position, employees have provided personal information, such as address and telephone number. This information is contained in their personnel file.

Employees should keep their personnel file up to date by updating the information in Gusto. Changes that are needed for the next payday, such as changes to address or tax withholding, should be entered no later than 11am Eastern on the Monday before payday.

For details that cannot be updated through Gusto, notify Human Resources hr@innwavemarketing.com of any changes. Employees also should inform Human Resources hr@innwavemarketing.com of any specialized training or skills they acquire, as well as changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.

2-5. Working Hours And Schedule

The working hours for Innowave Marketing Group vary depending on department and location.

Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the business, at some point Innowave Marketing Group may need to change individual work schedules on either a short-term or long-term basis. Retail employees can expect their schedule to vary from week to week.

Employees will be provided meal and rest periods as required by law. Your Manager will provide further details.

2-6. Remote Work/Telecommuting

This policy provides general information regarding remote work/telecommuting. Employees who are approved to work remotely should consult their individual agreement and/or Manager for specific details of their remote work/telecommuting arrangement, such as expected work hours, equipment provided, and other important information.

At-Will Employment

This policy and any individual agreement addressing this work arrangement do not create a contract of employment and are not intended to be considered or construed as a promise of continued employment. Employment is at will and may be discontinued at any time by Innowave Marketing Group or employee without notice, cause, or liability.

Hours of Work

Employees hired on a remote basis will typically work full time from home. Scheduled hours of work will be set by the employees' Manager or Supervisor. Employees should maintain regular contact with their Manager or Supervisor and receive prior approval before making any changes to the work schedule.

Location

Employees will provide, at their expense, a secure, dedicated work area with a reliable high speed internet connection. Employees are responsible for maintaining the work area in a safe, secure, and nonhazardous condition at all times. Employees will maintain security devices and procedures necessary to prevent unauthorized access to Innowave Marketing Group's systems and information.

Duties

Employees are expected to follow all existing Innowave Marketing Group policies and procedures when working remotely. Employees must stay engaged with work throughout the workday and be fully available during normal business hours. If employees do not successfully perform their job duties, their employment with Innowave Marketing Group may be terminated. Employees are expected to follow existing Innowave Marketing Group policies with respect to scheduled and unscheduled time off, including the obligation to speak with their Manager or Supervisor before the scheduled start time in the event of an unscheduled absence, tardy, or early departure.

Accidents and Injuries

Employees agree to maintain safe conditions in the remote work space and to practice the same safety habits and rules applied on Innowave Marketing Group premises. If employees incur an injury arising out of the course and scope of the assigned job duties while working in the remote work space, the workers' compensation provisions in place for the state in which the employees are working may apply. Employees must notify their Manager or Supervisor immediately and complete all necessary and/or requested documents regarding the reported injury. Innowave Marketing Group assumes no responsibility for injuries occurring in the remote work space outside normal working hours or for injuries that occur as a result of a reasonably recognizable unsafe remote work space.

Equipment

Employees agree to use electronic equipment that has been encrypted and meets all of Innowave Marketing Group's security requirements. If Innowave Marketing Group provides equipment for home use, employees agree to provide a secure location for Innowave Marketing Group-owned equipment and will not use, or allow others to use, such equipment for purposes other than Innowave Marketing Group business. Employees have no expectation of ownership in such equipment, linkages, property, or other items installed or provided by Innowave Marketing Group. Innowave Marketing Group will bear the expense of removal of any such equipment, linkages, and installations provided by Innowave Marketing Group upon the termination of the remote work/telecommuting arrangement but not modification of or repairs to the work location. Employees hereby release Innowave Marketing Group from any damage or liability incurred in the installing or removal of the equipment provided by Innowave Marketing Group.

Return of Innowave Marketing Group Property

All equipment, records, and materials provided by Innowave Marketing Group will remain Innowave Marketing Group property. Employees agree to return Innowave Marketing Group equipment, records, and materials upon request. All Innowave Marketing Group equipment will be returned by employees for inspection, repair, or replacement as needed or requested or immediately upon termination of the remote work/telecommuting arrangement. All equipment must be returned within 48-hours of written notice to the employees.

Expenses

Upon presentment of receipts and in accordance with the Business Expense Reimbursement policy, Innowave Marketing Group will reimburse employees for certain preapproved expenses.

Regular household utility charges, such as electricity, water, phone, Internet service, auto, homeowners' insurance, etc., are not reimbursable.

Confidentiality

Employees agree that they are subject to Innowave Marketing Group's policies prohibiting the nonbusiness use or dissemination of Innowave Marketing Group's confidential business information. Employees will take all appropriate steps to safeguard Innowave Marketing Group's confidential business information, including segregating it from personal papers and documents, not allowing nonemployees to access such information, and keeping such information in locked drawers or file cabinets when not in use. Employees will maintain confidential information, including, but not limited to, information regarding Innowave Marketing Group's products or services, processing, marketing and sales, client lists, client e-mail addresses and mailing addresses, client data, orders, memoranda, notes, records, technical data, sketches, designs, plans, drawings, trade secrets, research and development data, experimental work, proposals, new product and/or service developments, project reports, sources of supply and material, operating and cost data, and corporate financial information.

Contact

If employees have any questions concerning this policy, they should contact Human Resources hr@innwavemarketing.com.

2-7. Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. It is the employee's responsibility to work the schedule assigned and accurately record their time worked. All non-exempt employees are responsible for recording their own time in Gusto and should not leave it for their manager to enter.

Non-exempt (hourly) employees may not clock in more than 5 minutes prior to their scheduled starting time or work more than their scheduled number of hours, unless otherwise approved by their Manager or Supervisor. Hours worked as overtime must be pre-approved.

For non-exempt employees who work past midnight, hours worked after midnight must be recorded on the date actually worked, regardless of when the shift began.

Example:

- Hours worked: Friday 6 p.m. until Saturday 2 a.m.
- Gusto shows: Friday 6 p.m. to 11:59 p.m. and Saturday 12 a.m. to 2 a.m.

All non-exempt employees are urged to use the Gusto Wallet app to clock in and out for each shift. Altering, falsifying or tampering with time records to reflect inaccurate time worked is prohibited and subjects the employee to discipline, up to and including discharge. Legitimate corrections to time entries are permissible, but a reason for editing the time must be entered into Gusto.

Exempt employees are required to enter full days of absence from work into Gusto for reasons such as leaves of absence, sick leave or personal business.

Paid time off (vacation), sick, and/or bereavement leave requests must be entered into Gusto by all employees, whether exempt or non-exempt, and approved by that employee's manager. See the policies for each in this handbook for additional information. For employees who have specific leave policies listed in the Documents section of Gusto, those specific policies supersede applicable policies in this handbook.

Contact

If employees have any questions concerning this policy, they should contact Human Resources hr@innwavemarketing.com.

2-8. Overtime

Like most successful companies, Innowave Marketing Group experiences periods of extremely high activity. During these busy periods, additional work is required from all of us. Managers are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their normal hourly wage for all time worked in excess of 40 hours each week, unless otherwise required by law.

Employees may work overtime only with prior management authorization.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Sunday and ends 168 hours later at 12 a.m. on the following Sunday.

2-9. Safe Harbor Policy For Exempt Employees

It is Innowave Marketing Group's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for Innowave Marketing Group. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);
- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- an absence because Innowave Marketing Group has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If employees believe they have been subject to any improper deductions, they should immediately report the

matter to Human Resources hr@innwavemarketing.com.

2-10. Your Paycheck

Employees will be paid bi-weekly on every other Friday for all the time worked during the previous pay period. The workweek begins at 12 a.m. on Sunday and ends 168 hours later at 12 a.m. on the following Sunday. Each pay period is composed of two workweeks. Payroll calendars listing specific dates and holidays will be sent out by HR each year.

Payroll stubs itemize deductions made from gross earnings. By law, Innowave Marketing Group is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in any employee's pay, the employee should bring the matter to the attention of Human Resources hr@innwavemarketing.com immediately so Innowave Marketing Group can resolve the matter quickly and amicably.

Pay is distributed only electronically. No printed paychecks will be issued. Payroll stubs are not mailed or emailed, but can be accessed through Gusto on payday.

2-11. Direct Deposit

Innowave Marketing Group requires employees to use direct deposit. Employees can split their paycheck deposit into a maximum of (5) bank accounts and bank account information can be updated by the employee in the Gusto at any time.

Changes that are needed for the next payday should be entered no later than 11am Eastern on the Monday before payday.

2-12. Salary Advances

Innowave Marketing Group does not permit advances on paychecks or against accrued paid time off.

2-13. Performance Review

Depending on the employee's position and classification, Innowave Marketing Group endeavors to review performance on or near the anniversary date. However, some departments or sites may conduct reviews on a different schedule. A positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management. Employees may also receive a performance review at the end of their introductory period.

In addition to these formal performance evaluations, Innowave Marketing Group encourages employees and managers to discuss job performance on a frequent and ongoing basis.

2-14. Record Retention

Innowave Marketing Group acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against Innowave Marketing Group and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the CEO to inform them of potential or actual litigation, external audit, investigation or similar proceeding involving Innowave Marketing Group that may have an impact on record retention protocols.

Section 3 - BENEFITS

3-1. Benefits Overview

In addition to good working conditions and competitive pay, it is Innowave Marketing Group's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully constructed. These benefits include time-off benefits, such as vacations and holidays, insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies are periodically refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs Innowave Marketing Group provides employees and their families. The information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from Human Resources hr@innowavemarketing.com. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

If employees have any questions regarding benefits, they should contact Human Resources hr@innowavemarketing.com.

3-2. Paid Holidays

Full-time employees will typically be paid 8 hours of pay at their regular rate for the following holidays:

New Year's Day
Martin Luther King, Jr. Day
President's Day
Good Friday
Memorial Day
Juneteenth National Independence Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Christmas Eve

Christmas Day

New Year's Eve

Non-exempt employees must work their scheduled workday before and after the holiday, or have pre-approved time off scheduled, to be paid for the holiday.

HR will publish a payroll schedule each year that includes the paid holidays to be observed that year. The specific holidays are subject to change. If the paid holidays listed on the annual payroll calendar vary from the list of paid holidays above, the payroll calendar is the accurate list.

Paid holidays for retail and warehouse

Retail and warehouse employees who work on the actual holiday are paid 1.5x pay for the hours worked on that holiday. For full-time employees who receive paid holidays and work on the actual holiday, the hours worked are paid out at 1.5x and any remaining hours up to 8 are paid at the regular rate of pay.

Paid holidays for admin

Hourly admin employees who work on the observed holiday when it is different from the actual holiday are paid 1.5x pay for the hours worked on that observed holiday. For full-time employees who receive paid holidays and work on the observed holiday, the hours worked are paid out at 1.5x and any remaining hours up to 8 are paid at the regular rate of pay. Prior approval must be obtained from the department manager before working on an observed holiday. For admin employees, no additional pay is given for working on the actual holiday.

3-3. Paid Vacations

Innowave Marketing Group appreciates how hard employees work and recognizes the importance of providing time for rest and relaxation. Innowave Marketing Group fully encourages employees to get this rest by taking vacation time. Full-time employees accrue paid vacation time as follows:

Standard accrual rates are as follows:

- First year - 3.08 hours accrued per 80 hours worked, or approximately 2 weeks per year
- After the first anniversary date - 4.62 hours accrued per 80 hours worked, or approximately 3 weeks per year

The amount accrued per year will vary depending on actual hours worked. Overtime counts as hours worked. Paid holidays, vacation hours, sick hours, or other leave types do not count as hours worked.

The maximum vacation entitlement for part-time employees is pro-rated based on hours worked.

Full time employees can accrue a maximum of 120 hours per year, a maximum of 120 hours can be carried over to the following calendar year, and the available balance can be no more than 120 hours at any given time. Once the maximum balance of 120 hours is reached, accruals will cease until the balance is lowered. Accruals will begin with the second pay period worked and will be reflected on the second paycheck received.

Every effort will be made to grant employees' vacation preference, consistent with operating schedules. However, if too many people request the same period of time off or there is a black-out period due to client program demands, Innowave Marketing Group reserves the right to decline vacation requests during that

period. Vacation requests must be submitted through Gusto at least two (2) weeks in advance of the requested vacation dates.

New employees with pre-scheduled vacations or other prior obligations and no accrued time may submit a request for Time off without Pay through Gusto. Approval of the time is at the manager's discretion.

For hourly employees using accrued time to cover regularly scheduled weekend shifts, weekend days must be entered into Gusto individually (one day per request). Because Gusto recognizes Monday-Friday as being a standard workweek, it will not pay out time entered for weekend shifts when entered with other days in the same request.

Accrued, unused vacation is paid out upon separation.

If an employee has a negative vacation accrual balance upon separation, the value of the negative accrual will be deducted from the final paycheck to the extent permitted by law.

3-4. Sick Time

All employees accrue sick time at a rate of 1 hour per 30 hours worked. Overtime counts as hours worked. Paid holidays, vacation hours, sick hours, or other leave types do not count as hours worked.

Employees can accrue a maximum of 40 hours per year, a maximum of 40 hours can be carried over to the following calendar year, and the available balance can be no more than 80 hours at any given time. When an employee reaches 40 hours accrued for the calendar year, accruals will stop until the following year. Accruals will begin with the second pay period worked and will be reflected on the second paycheck received.

Requests for Sick Time due to scheduled doctor's appointments and other health needs should be submitted through Gusto at least two weeks in advance, when possible.

If an employee will be unexpectedly out of work due to illness, they must call in and notify their Manager or Supervisor as early as possible, but at least by the start of the workday. The employee must then enter the Sick Time request into Gusto. If the employee does not have any sick time accrued or does not want to be paid for the time, it should be entered as Time off without Pay.

Employees who will be out on sick time (paid or unpaid) for more than five scheduled work days in a row must contact HR hr@innwavemarketing.com as soon as it is known the leave will be needed, or as soon as is feasible after the leave begins, if it was not preplanned.

If an employee calls in sick for three (3) or more consecutive days, they may be required to provide their Manager or Supervisor with a doctor's note on the day they return to work.

For hourly employees using accrued time to cover regularly scheduled weekend shifts, weekend days must be entered into Gusto individually (one day per request). Because Gusto recognizes Monday-Friday as being a standard workweek, it will not pay out time entered for weekend shifts when entered with other days in the same request.

While sick days are intended to cover only the employee's own illnesses, if required by applicable state or local law, sick days may be used to care for a family member's (including civil union partners') illness or for any other reason required by applicable state or local law.

Unused sick time is not paid out upon separation. If an employee has a negative sick time accrual balance

upon separation, the value of the negative accrual will be deducted from the final paycheck to the extent permitted by law.

3-5. Lactation Breaks

Innowave Marketing Group will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law. Innowave Marketing Group may not be able to provide additional break time if doing so would seriously disrupt Innowave Marketing Group's operations, subject to applicable law.

Employees should advise their Manager if they need break time and an area for this purpose. The Manager will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall to express milk in private.

Please consult Human Resources hr@innwavemarketing.com with questions regarding this policy. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

3-6. Workers' Compensation

On-the-job injuries are covered by Innowave Marketing Group's Workers' Compensation Insurance Policy, which is provided at no cost, or by the state's Workers' Compensation policy in specific states that provide their own program. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their Manager so the injury can be treated and Human Resources can be notified. Failure to follow Innowave Marketing Group procedures may affect the ability of employees to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who require an extended absence due to a workplace injury must request a formal leave of absence through Human Resources. See the Leaves of Absence section of this handbook for more information.

3-7. Jury Duty

Innowave Marketing Group realizes it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law.

Employees are expected to promptly notify their Manager when a Jury Summons has been received. Employees are also expected to keep management informed of the expected length of jury duty service. If the required absence presents a significant negative impact to business operations, employees may be asked to request a postponement of jury duty.

Hourly employees will not be paid wages for time served on jury duty, unless paid leave time is used or where required by state law. Exempt employees must spend a portion of the week on work performed for Innowave Marketing Group to receive their regular salary for the week.

3-8. Bereavement Leave

Full-time employees will receive three (3) days of paid bereavement leave immediately upon hire and each year on their anniversary date. Unused days do not carry over to the next year.

Part-time employees must work with their Manager to adjust their schedule for time off due to the death of a family member.

All employees must notify their Manager prior to commencing bereavement leave. In administering this policy, Innowave Marketing Group may require verification of death.

3-9. Voting Leave

In the event an employee does not have sufficient time outside of working hours to vote in a state or federal election, the employee will be granted a reasonable amount of time off to vote.

The employee must notify their Manager at least two (2) days in advance if they need time off to vote. Managers reserve the right to select the hours the employee will be allowed to leave and the amount of time granted will be in accordance with state law. Hourly employees will not receive pay for the time granted except where required by law.

3-10. Insurance Programs

Full-time employees may participate in Innowave Marketing Group's insurance programs. Under these plans, eligible employees may receive comprehensive health, dental, and vision insurance coverage for themselves and their families. Innowave Marketing Group covers 75% of the premium cost for employees. The employees are responsible for the remaining 25% of the premium for their coverage and 100% of the premium for additional persons covered. All insurance plans are effective the first day of the month following the 60th day of employment and payroll deductions begin two paydays prior to the effective date.

During employee onboarding, or if an employee changes from part-time to full-time, employees will receive an invitation to enroll in benefits online. Enrollment must be completed before the deadline provided by HR. Changes will not be permitted until the next Open Enrollment period except in cases where there has been a qualifying life event, as defined by federal law.

At the end of employment, employees may be entitled to a continuation of the insurance benefits through COBRA.

Any questions about the benefits should be directed to Human Resources hr@innwavemarketing.com.

3-11. Life Insurance And Ad&D Benefits

Full-time employees are automatically enrolled for \$25,000 coverage under the company's Life Insurance and AD&D (Accidental Death & Dismemberment) Plan, at no cost to the employee. This benefit is subject to all terms and conditions of the agreement between Innowave Marketing Group and the insurance carrier.

Full-time employees may also purchase a Voluntary Life Insurance and AD&D plan, at their cost. Changes to the Voluntary Life Insurance and AD&D plan can be made at any time during the year, and are not limited to Open Enrollment.

The employee will designate beneficiaries for the plans during benefits enrollment.

Upon separation, employees have the option of converting the group policies to individual policies at their cost. Information about the conversion option will be provided by HR upon separation.

This is solely a monetary benefit and not a leave of absence. Employees who require an extended absence due to an AD&D claim must request a formal leave of absence through Human Resources. See the Leaves of Absence section of this handbook for more information.

3-12. 401K Plan

Full-time employees and part-time employees who regularly work 20 or more hours per week are eligible to participate in Innowave Marketing Group's 401K plan. Plan participants can make pre-tax contributions to a Traditional 401K or post-tax contributions to a Roth 401K, up to the maximum annual amounts allowable by law. Enrollments and contribution amounts for 401K plans can be changed by the employees at any time and are not limited to Open Enrollment periods. Changes should be submitted through the 401K vendor's website.

Upon becoming eligible to participate, employees will receive information from our 401K vendor on the plan and how to enroll. Full-time employees reach eligibility after 90 days of employment. Part-time employees reach eligibility after working 1000 hours in a calendar year.

Innowave Marketing Group does not currently offer a company match for the 401K plan.

Questions about the 401K plan or eligibility should be directed to Human Resources hr@innwavemarketing.com.

Section 4 - LEAVES OF ABSENCE

4-1. Personal Leave

Innowave Marketing Group may, under certain circumstances, grant employees a personal leave of absence without pay. To request leave, employees must complete and submit the Leave of Absence Request form to Human Resources at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons, medical certification may be required. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records.

Normally, a Innowave Marketing Group leave of absence will be granted for a period of up to eight (8) weeks. The amount of time granted may vary depending upon state leave plans and applicable state and federal laws. Managers who are asked to approve a leave of absence for an employee must refer the employee to Human Resources. Because of the legal considerations pertaining to leave requests, they must be submitted to and reviewed by Human Resources.

Human Resources will notify employees of the leave decision and work out a plan with employees to prepay benefits premiums that will accrue during leave, if applicable. For employees who know they will be going on leave in the future, such as for the birth or adoption of a child, notice should be given to Human Resources as early as possible to reduce the additional benefit premium payment amount that will be applied to each paycheck leading up to leave.

During the leave approval process, the employees will indicate an anticipated return date. The employees have a responsibility to notify Human Resources at least one (1) week prior to their actual return date, when on leave. The anticipated return date may not be extended without approval from Human Resources. Upon completion of the personal leave of absence, Innowave Marketing Group will attempt to return employees to their original job or a similar position, but reinstatement is based on business need and is not guaranteed.

During a leave of absence, employees will not earn vacation, personal days or sick days or receive pay for holidays. If leave is granted, employees may, at their discretion, submit accrued vacation and/or sick time requests to cover time they are on leave, until accrual balances reach zero (0).

Innowave Marketing Group will continue employees' health insurance coverage during the leave if employees adhere to the Leave of Absence Benefit Payment Plan designed with Human Resources. If, when employees return from leave they have not fully paid the amount of premiums accrued during leave, the payment plan will continue until the balance is satisfied.

Failure to advise Human Resources of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by Innowave Marketing Group will be considered a voluntary resignation of employment.

Innowave Marketing Group and its employees are not eligible for FMLA (Federal Medical Leave Act). Employees requiring leave for medical reasons may be covered by state medical leave plans, but must contact HR to receive information related to possible eligibility. Nothing in this handbook or the state addendums shall be interpreted as a blanket statement of eligibility for any medical leave plans or policies.

Any questions regarding future or current leaves of absence should be directed to HR
hr@innwavemarketing.com.

4-2. Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that Innowave Marketing Group can maintain proper coverage while employees are away.

Section 5 - GENERAL STANDARDS OF CONDUCT

5-1. Workplace Conduct

Innowave Marketing Group endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in Innowave Marketing Group's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing Innowave Marketing Group property or a co-worker's property.
3. Disclosure of confidential information.
4. Violation of safety rules and policies.
5. Violation of Innowave Marketing Group's Drug and Alcohol-Free Workplace Policy.
6. Fighting with, threatening, or disrupting the work of others, or other violations of Innowave Marketing Group's Workplace Violence Policy.
7. Bullying a coworker, vendor, client, or customer.
8. Engaging in speech or behaviors deemed to be racist, sexist, or hate-speech while on company property, during working hours, or while using company systems or equipment.
9. Any other violation of Innowave Marketing Group's Harassment or Equal Employment Opportunity Policies.
10. Failure to follow lawful instructions of a manager.
11. Failure to perform assigned job duties.
12. Violating Innowave Marketing Group's Conflict of Interest and Business Ethics policy, including accepting gifts, bribes, or kickbacks for the purpose of influencing business decisions without the approval of upper management, or working for/with a competitor of Innowave Marketing Group.
13. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness, or unexcused absences.
14. Falsifying/altering time records to conceal lateness or early departures, or increase the amount of pay received.
15. Completing another employee's time records.
16. Willful or careless destruction or damage to Innowave Marketing Group assets or to the equipment or possessions of another employee.
17. Performing work of a personal nature during working time without approval.
18. Violation of the Solicitation and Distribution Policy.
19. Violation of the Communication and Computer Systems Policy.
20. Unsatisfactory job performance.
21. Any other violation of Innowave Marketing Group policy, as identified by management or Human Resources.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and

Innowave Marketing Group reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. Innowave Marketing Group will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

5-2. Punctuality And Attendance

Employees are hired to perform important functions at Innowave Marketing Group. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and managers. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify their Manager as early as possible, but no later than the start of the work day. Employees should contact their Manager, stating the nature of the illness and its expected duration, for every day of absenteeism.

Unreported absences of three (3) consecutive work days generally will be considered a voluntary resignation of employment with Innowave Marketing Group.

5-3. Use Of Communications And Computer Systems

Innowave Marketing Group's communication and computer systems are intended primarily for business purposes. Users have no legitimate expectation of privacy in regard to their use of Innowave Marketing Group equipment or systems.

Innowave Marketing Group may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail, e-mail, and chat messages, without notice to users of the system, in the ordinary course of business when Innowave Marketing Group deems it appropriate to do so and when allowable by law. The reasons for which Innowave Marketing Group may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Innowave Marketing Group operations continue appropriately during the employee's absence.

Innowave Marketing Group's policies prohibiting harassment, in their entirety, apply to the use of Innowave Marketing Group's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

5-4. Use Of Social Media

Innowave Marketing Group respects the right of any employee to maintain a blog or web page or to participate in a social networking sites. However, to protect Innowave Marketing Group interests, all rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Additionally, if an employee mentions Innowave Marketing Group and also expresses either a political opinion or an opinion regarding Innowave Marketing Group's actions that could pose an actual or potential conflict of interest with Innowave Marketing Group, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not Innowave Marketing Group's position. This is necessary to preserve Innowave Marketing Group's good will in the marketplace. The employee should never mention Innowave Marketing Group in posts that are not permissible by law, such as ones containing discriminatory, obscene, defamatory, libelous or violent content.

Innowave Marketing Group encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their Manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

5-5. Personal And Company-Provided Portable Communication Devices

Innowave Marketing Group-provided portable communication devices (PCDs), including laptops and cell phones provided by Innowave Marketing Group, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law and company policies.

All conversations, text messages and e-mails must be professional. When sending a message or using a PCD for business purposes, whether it is a Innowave Marketing Group-provided or personal device, employees must comply with applicable Innowave Marketing Group guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles.

Please note that whether employees use their personal PCD or a Innowave Marketing Group-issued device, Innowave Marketing Group's electronic communications policies, including but not limited to, proper use of communications and computer systems, and the right of Innowave Marketing Group to review communications that occur through their systems, remain in effect.

Portable Communication Device Use While Driving

Employees who drive on Innowave Marketing Group business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Employees may accept calls while driving on company business only if permitted by law and the employees

must use a hands-free option. Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Texting and e-mailing while driving is prohibited in all circumstances. Employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

5-6. Inspections

Innowave Marketing Group reserves the right to require employees while on Innowave Marketing Group property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Innowave Marketing Group or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to Innowave Marketing Group or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

5-7. Smoking

Retail employees must follow the smoking/vaping policies of the property owner and smoke/vape only in designated areas, if allowed. Smoking, including the use of vaping devices, is prohibited at all other Innowave Marketing Group premises, except in designated areas when permitted by state or local law.

Employees working remotely should never engage in smoking or the usage of e-cigarettes/vaping devices when they can be seen or heard by others affiliated with Innowave Marketing Group. This includes during phone calls or video meetings with other Innowave employees, Innowave clients, customers of Innowave clients, Innowave vendors, or anyone else who has a relationship with Innowave Marketing Group or their clients.

As a general rule, use this guideline: If you wouldn't do it in the office or an in-person meeting, don't do it in a virtual meeting.

5-8. Personal Visits And Telephone Calls

Personal telephone calls during working hours should be made or taken during lunch or break times, except in the case of an emergency.

Employees are generally prohibited from having friends and family members visit them during working hours, except during break times or when otherwise approved by management. Retail & warehouse employees should defer to the rules of site management regarding visitors and the areas they can access.

5-9. Solicitation And Distribution

Solicitation or distribution of advertising materials in any working areas of Innowave Marketing Group is prohibited at all times. Employees may share fundraising and other solicitation materials only when off the clock and only in a non-working area approved by site management, such as the break room or a bulletin board.

Employees working remotely may share fundraising materials with other employees via email, chat, or other methods with approval. Multi-level marketing materials should never be shared using company systems.

Solicitation and distribution by non-employees on Innowave Marketing Group is prohibited at all times, except when a relationship exists between Innowave Marketing Group and the solicitor or when approved by site management.

5-10. Confidential Company Information

During the course of work, employees may become aware of confidential information about Innowave Marketing Group's business, including but not limited to information regarding Innowave Marketing Group finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers and customers and potential customers. Employees also may become aware of similar confidential information belonging to Innowave Marketing Group's clients and customers of the clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to Innowave Marketing Group's competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of Innowave Marketing Group may be subject to disciplinary action up to and including termination. Employees sign a Nondisclosure Agreement reiterating these obligations during onboarding.

5-11. Conflict Of Interest And Business Ethics

It is Innowave Marketing Group's policy that all employees avoid any conflict between their personal interests and those of Innowave Marketing Group. The purpose of this policy is to ensure that Innowave Marketing Group's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of Innowave Marketing Group.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with Innowave Marketing Group, by any employee who is in a position to directly or indirectly influence either Innowave Marketing Group's decision to do business, or the terms upon which business would be done with such organization;
2. holding any interest in an organization that competes with Innowave Marketing Group;
3. being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with Innowave Marketing Group or which competes with Innowave Marketing Group; and/or
4. profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with Innowave Marketing Group.
5. accepting bribes from or engaging in bribery of others, including employees, vendors, clients, customers, regulatory agencies, or government officials foreign or domestic.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and Innovave Marketing Group.

5-12. Use Of Facilities, Equipment And Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using Innovave-owned equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines, whether the equipment is at an Innovave Marketing Group site or is provided to remote employees for use in their homes.

Employees should notify their Manager if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Managers can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of Innovave Marketing Group's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, Innovave Marketing Group is not responsible for any damage to employees' personal belongings unless the employee's Manager provided advance approval for the employee to bring the personal property to or use the personal property for work.

5-13. Health And Safety

The health and safety of employees and others on Innovave Marketing Group property are of critical concern to Innovave Marketing Group. Innovave Marketing Group intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on Innovave Marketing Group's premises, or in a product, facility, piece of equipment, process or business practice for which Innovave Marketing Group is responsible should be brought to the attention of management immediately.

Periodically, Innovave Marketing Group may issue rules and guidelines governing workplace safety and health. Innovave Marketing Group may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's Manager as soon as possible, regardless of the severity of the injury or accident.

5-14. Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, Innowave Marketing Group may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of Innowave Marketing Group.

5-15. Employee Dress And Personal Appearance

Employees at retail and warehouse sites are expected to report to work well groomed, clean, and dressed according to the requirements of their position. Some employees may be required to wear uniforms or safety equipment/clothing. If employees report to work dressed or groomed inappropriately, they may, at management's discretion, be prevented from working until they return dressed or groomed appropriately.

Employees working remotely should use their own discretion, but consider how their appearance will reflect on Innowave Marketing Group as a whole when participating in video meetings or meeting in person with others outside of the company.

Employees should contact their Manager for specific information regarding acceptable attire for their position.

5-16. Publicity/Statements To The Media

All media inquiries regarding the position of Innowave Marketing Group as to any issues must be referred to CEO, Stu Birger. Only CEO, Stu Birger is authorized to make or approve public statements on behalf of Innowave Marketing Group. No employees, unless specifically designated by CEO, Stu Birger, are authorized to make those statements on behalf of Innowave Marketing Group. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of Innowave Marketing Group must first obtain approval from CEO, Stu Birger stu@innwavemarketing.com.

5-17. Operation Of Vehicles

All employees authorized to drive Innowave Marketing Group-leased vehicles or personal vehicles while conducting Innowave Marketing Group business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations while representing Innowave Marketing Group. Employees are responsible for any tickets

received for violations of driving laws while conducting business on behalf of Innovave Marketing Group or in Innovave Marketing Group-leased vehicles.

5-18. Business Expense Reimbursement

Employees will be reimbursed for reasonable expenses incurred in the course of business when approved by their Manager. Expense reports and receipts should be submitted to the Employee's Manager in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their Manager in advance if they have any questions about whether an expense will be reimbursed.

Remote employees should refer to the Remote Work/Telecommuting information in section 2 of this handbook for details on specific expenses related to remote work.

5-19. Verification Of Employment And References

Employment verification and reference requests must be sent to Human Resources hr@innwavemarketing.com. For employment verifications, Innovave Marketing Group will provide general information concerning the employee such as date of hire, date of discharge, and positions. Additional details that are needed must be clearly specified by the employee in the request.

Only Human Resources hr@innwavemarketing.com is authorized to provide employment verifications. Managers who receive requests for employment verifications must forward the request to HR or have the employee send the request to HR.

5-20. If You Must Leave Us

Should an employee decide to leave Innovave Marketing Group, we ask that they provide their Manager or HR with at least two (2) weeks advance notice of departure.

All Innovave Marketing Group property, including but not limited to keys, security cards, parking passes, laptop computers, monitors, etc., must be returned upon separation. If employees have any confidential information related to Innovave Marketing Group, their clients, or customers of the clients in their possession, it must also be returned upon separation. To the extent permitted by law, employees will be required to repay Innovave Marketing Group (through payroll deduction, if lawful) for any lost, damaged, or unreturned Innovave Marketing Group property.

Unless required by law, all employees will receive their final paycheck on the regular payroll date. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

5-21. Exit Interviews

Employees who resign or are released from employment with Innovave Marketing Group may be invited by HR to complete an exit interview. All exit interviews are reviewed by HR and we appreciate thorough and honest responses.

Responses may be shared with the appropriate departments or people, regardless of whether they are positive or negative. We love sharing positive feedback with our employees, and we identify opportunities for improvement within negative feedback.

5-22. A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about Innowave Marketing Group. The information in this handbook is general in nature and, should questions arise, HR should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, Innowave Marketing Group may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to HR if they have any questions about Innowave Marketing Group or its personnel policies and practices.

Section 6 - STATE-SPECIFIC INFORMATION

6-1. Accessing State-Specific Information

State-specific information, such as handbook supplements for specific states and required labor law posters, is available on our employee website <http://www.innowaveHR.com>. The website also contains other information that is useful for employees, such as payroll calendars, instructions for clocking in and out using Gusto Wallet, and FAQs.

The password needed to access specific pages of the website is located in your Gusto account under Documents.

If you are unable to locate the password or access the pages, contact HR hr@innwavemarketing.com.