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bridals by lori

**BRIDALS BY LORI, INC.**  
**ASSOCIATE HANDBOOK**  
**REVISED September 2023**

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## **Welcome to Bridals by Lori!**

I want to extend to you a warm welcome to our company. Starting a new job is exciting, but at times can be overwhelming. This Associate Handbook has been developed to help you become acquainted with our company and answer many of your initial questions.

As an associate of Bridals by Lori, you are very important. Your contribution cannot be overstated. Our goal is to provide the finest quality products and services to our customers and to do so more efficiently and economically than our competitors. A wedding is special and we want to make dreams come true! By providing exceptional service and helping dreams to come true, we ensure customers will continue to do business with us and recommend our services to others.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Sincerely,

A handwritten signature in black ink that reads "Lori". The signature is written in a cursive, flowing style with a large initial "L" and a long, sweeping tail.

Lori Allen

## Company History

Jean Burns and Lori Allen founded Bridals by Lori in 1980.

We started our Sandy Springs location as a small mother/daughter shop. We outgrew that humble beginning in no time. We moved our Sandy Springs store to a 2,500 square foot location in 1985. Our 2800 square foot store in Gwinnett also opened in 1985. We had envisioned one very large bridal shop for several years and we wanted our own building. That dream became reality in September 1994 when we purchased a 7,000 square foot office building in Sandy Springs and converted it into a bridal shop.

In 2000, we purchased 6021 Sandy Springs Circle. After a 2-year building process, we opened the largest full-service bridal salon in the country. Our new salon encompasses 25,000 square feet and is totally state of the art. As always, our goal has been to work in a business that we truly love, make customers happy, and, in the process, sell a lot of merchandise. More specifically, we have four very important objectives:

1. To provide unequalled customer service. In our industry, word-of-mouth advertising is the best advertising that we can possibly get.
2. To be the very best Bridal Shop in the Country.
3. To be the #1 Bridal Shop in sales volume in the Country.
4. To have a happy and productive working environment for all associates involved with **bridals by lori**.

You, as our employee associates, were carefully selected to fulfill all of these objectives. If you are new with Bridals by Lori or if have been with us for many years, we feel sure that you will find us fair and honest employers.

We are glad to have you working with us!

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## Chapter 1 - The Way We Work

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### A Word About This Handbook

This Associate Handbook contains information about the employment policies and practices of Bridals by Lori (Company). We expect each associate to read this Associate Handbook carefully, as it is a valuable reference for understanding your job and the Company. Company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the associates and Company. This Associate Handbook supersedes and replaces any and all prior Associate Handbooks and any inconsistent verbal or written policy statements.

Except for the policy of at-will employment, which can only be changed by the Company President, Company reserves the right to revise, delete or add to the provisions of this Associate Handbook at any time without prior notice. All such revisions, deletions or additions to the Associate Handbook must be in writing and must be signed by the Company President. No oral statements or representations can change the provisions of this Associate Handbook.

The provisions of this Associate Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Associate Handbook intended to create a contract guaranteeing that you will be employed for any specific time period.

**OUR COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS ASSOCIATE HANDBOOK, EITHER YOU OR COMPANY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS ASSOCIATE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, ASSOCIATE OR REPRESENTATIVE OF COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ANY ASSOCIATE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS WRITTEN AND SIGNED BY THE PRESIDENT OF COMPANY.**

This Associate Handbook refers to current benefit plans maintained by Company. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

## **Associate Handbook Summary**

### **DOs**

#### Dress Code

While on the job associates are required to wear casual business solid black clothes minus any logos or stripes, No thong shoes and visible body piercings excluding earrings are acceptable..

#### Clock in/out policy

You should be at work during your scheduled work time and clocked in approximately 5 to 10 minutes prior to the start of your shift. Successive tardiness will incur disciplinary actions including termination.

You may clock out & leave the store only for lunch, approved break or Manager approved appointment. An unexcused departure or leaving early will not be tolerated.

#### Teamwork

Associates are expected to work well and to 'get along' with other associates. Performing administrative and housekeeping tasks are requested from time to time and associates are expected to do their part. Making improper remarks or spreading ill will about an associate will not be tolerated.

#### Honesty / Integrity

Associates are expected to treat customers and other associates with the utmost integrity & respect.

#### Smoking

Smoking is discouraged, because of health concerns as well as the non-attractive odor it leaves on the smoker and transferred to our gowns. Smoking can take place only during a break (per the guidelines within this booklet) and at the designated smoking location. Smoking is not allowed at any store entrance.

#### Job Performance

Associates must meet minimum job requirements. If you are having difficulty or are unsure of your requirements you should meet with your manager immediately to ask for help. You may request more frequent job performance reviews, additional training, and specific direction.

#### Filming & Photography

From time to time you may be requested to take part in marketing efforts that would include filming and photography. Your cooperation with these efforts is required.

### **DON'Ts**

The purpose of rules and regulations is not to restrict the rights of anyone but to define them and protect the rights of all.

The list to follow is not intended to be all-inclusive, but the offenses listed are among those, which will be considered sufficient grounds for a review and possible disciplinary action:

1. Smoking in non-designated smoking areas.

2. Company seeks to provide a workplace for all employees that is professional and free from distractions. For the purposes of this policy, employees shall not bring children, spouses, relatives or friends to work with them.
3. Employees should not lift anything over 25 pounds.
4. Other than the normal ear piercing, no visible body piercing is acceptable
5. Soliciting unauthorized products or services
6. Excessive tardiness
7. Being disrespectful to a co-worker or customer
8. Making a non-professional scene in front of any customer

**The following violations will result in immediate discharge:**

9. Altering your time card.
10. Failure to clock out when leaving the building, including lunch & breaks
11. Knowingly altering the time card of another employee.
12. Having your time card altered by another employee.
13. Possession of firearms, explosives or weapons on Company premises.
14. Theft, removal or personal use of any Company property from the premises without proper authorization.
15. Willful destruction, or damage to any property of the Company or of an employee.
16. Falsification of records or statements to obtain employment, disability or other insurance, medical records, etc.
17. Failure to return to work for over three (3) working days without notifying the Company (considered as a resignation)
18. Introduction, use or possession of intoxicants on Company premises at any time, or being under the influence while at work.
19. Delivering, revealing, reproducing and/or divulging any company data considered by Bridals by Lori to be confidential and of a proprietary nature.
20. Under Influence - Associates cannot attend work under the mind altering influence of any substance. Prescribed or otherwise.
21. Misappropriation of funds.
22. Making false claims against an associate

## **Building for the Future**

As with any business, revenues are an absolute necessity for maintaining jobs and building for the future. Rather than look at generating sales and revenue as an "undesirable task", we look at it as a "must" situation. How do we continue to generate revenues to ensure a secure future and continued opportunities for all associates? With teamwork. Together we must meet the challenges we face on a daily basis.

At all times, you represent Company, and it is up to each one of you to take this responsibility seriously. Our company exists with your joint efforts. Don't underestimate your contribution to it. Our customers will determine how fast we grow, how many people we will employ, how many gowns we sell, how much service we render and the profit we make. In order to retain these customers, we want to ensure that our good service continues by always giving our customers the best possible value and quality. Working together and working well provides us with a bright future and with the most important commodity, a good reputation.

## **Employee Files**

Bridals by Lori will have a file established for each employee. The file will include:

1. The employee's application and a resume if available;
2. Copy of Employee's W-4 form;
3. Enrollment card for group insurance, if eligible;
4. Computer records for tabulating paid sick leave, vacation and holiday time earned and used;
5. Signed receipt for keys issued, if any;
- 6) Signed receipt for copy of employee manual;
7. Signed confidentiality form.
8. I9 form with photo

## **Associate Personnel Records**

Bridals by Lori keeps records regarding your home address, telephone number, marital status, the person to notify in case of an emergency, and any other pertinent information regarding you and your employment. You are required to keep this information current and correct by reporting to your Manager any changes that might affect these records.

## **Equal Employment Opportunity**

Our company is committed to equal employment opportunity. We will not discriminate against associates or applicants for employment on any legally recognized basis including, veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.

## **Non-Harassment**

While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing.

Any associate who believes that (s)he has been harassed should report the situation immediately to the Operation Manager or the Company President..

Company will investigate all such reports as confidentially as possible. Violations of this policy are not permitted and may result in disciplinary action including discharge.

## Sexual Harassment

Any type of sexual harassment is against company policy and may be unlawful.

While it is not easy to define precisely what sexual harassment is, it may include: unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including sexually related drawings, pictures, jokes, teasing, e-mails, text messages, uninvited touching or other sexually-related comments. The conduct prohibited by this policy includes conduct in any form via e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

Sexual harassment of an associate will not be tolerated. Violations of this policy will result in disciplinary action including termination.

Any associate who believes that (s)he is a victim of sexual harassment or has been retaliated against for complaining of sexual harassment, should report the situation immediately to the following member of management who has been designated to receive such complaints to Operations Manager or the Company President.

Company will investigate every reported incident immediately.

Company will conduct all investigations in a discreet manner. Company recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have and will appropriately respond to any associates that makes a false claim.

The reporting associate and any associate participating in any investigation under this policy has Company's assurance that no reprisals will be taken as a result of a sexual harassment complaint, unless the associate knowingly makes a false claim.

## Categories of Employment

INTRODUCTORY PERIOD: Full-time and part-time associates are on an introductory period during their first 90 days of employment.

During this time, you will be able to determine if your new job is suitable for you and the Department Manager will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time since you are an at-will associate both during and after your introductory period.

REGULAR FULL-TIME ASSOCIATES regularly work at least a 35-hour work week. Additionally, commissioned sales personnel must work two evenings per week and on Saturday to qualify. The benefits available to full time employees are described in this booklet.

REGULAR PART-TIME ASSOCIATES work less than 35 hours each week. Regular Part time associates do not qualify for benefits.

TEMPORARY: If you are hired for a specific assignment or for a specific period of time not to exceed three (3) calendar months with the understanding that your employment may end upon the completion of the

assignment or period of time, you are considered to be a Temporary Employee, and are not entitled to benefits.

In addition to the preceding categories, associates are also categorized as "exempt" or "non-exempt."

NON-EXEMPT ASSOCIATES can earn overtime pay as defined by applicable federal and state law.

EXEMPT ASSOCIATES are exempt from overtime pay due to their status as part of management or due to their level of compensation.

Upon hire, the Department Manager will notify you of your employment classification.

## **New Associate Training Period**

The training period for all new employees is the first ninety (90) days following the date of hire. During this period, you will have the opportunity to learn about Company and the requirements of your job. Also, during this time, we will have an opportunity to observe your skills, abilities and attitude.

After your training period, you may become a regular employee with Company. The satisfactory completion of your introductory period does not, of course, mean that you have any preferred employment status. The Company will continue to monitor your work performance and expect you to do a satisfactory job.

Full time employees will be eligible for certain benefits after satisfactory completion of the required waiting periods for the specific benefit.

## **Anniversary Date**

The first day you report to work will be recorded in company records as your anniversary date. This date may be used to calculate company benefits. If you have any questions regarding your anniversary date, please see your Department Manager.

## **Keys**

You may be given a key(s) for an area within the store -- a desk, a cabinet, or for the store itself. Duplicates of these keys are not to be made. If you should lose or misplace the key in your possession you should notify your Manager immediately. All keys issued to you are entered into your employment file. Should you take a leave of absence, resign or be terminated, the company will require the return all keys issued to you.

## Housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to your Manager

Each employee is responsible for keeping the selling floors, the break areas, the rest rooms and storage areas neat and clean. Refrigerators and any cabinets are not to be used for overnight storage. Merchandise or personal belongings are not to be placed on the floor, under tables or in the immediate vicinity of computer terminals. No food is permitted on any of the selling floors.

## New Associate Orientation

Upon joining our company, you were given this copy of our Associate Handbook. After reading this Associate Handbook please sign the receipt page and return it to Accounting. You will also be asked to complete personnel, payroll and benefit forms.

If you lose your Associate Handbook or if it becomes damaged in any way, please notify the Department Manager as soon as possible to obtain a replacement copy.

The Department Manager is responsible for the operations of your department. (S)he is a good source of information about the Company and your job.

## Suggestions and Ideas

We are always interested in your constructive ideas and suggestions for improving our operations. Your suggestions should be submitted to your Department Manager.

## Talk to Us

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to your Manager so that the problem can be settled by examination and discussion of the facts. We hope that your Manager is able to satisfactorily resolve most matters.

If you still believe that your problem has not been fairly or fully addressed, request a meeting with the Operations Manager.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

## Chapter 2 - Your Pay & Progress

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### Recording Your Time

All associates must record their hours on our timekeeping system by clocking in and out of work by using their finger print.

Accurately recording all of your time is required in order to be sure that you are paid for all hours worked. You are expected to follow the established procedures in keeping an accurate record of your hours worked. Time must be recorded as follows:

- No more than 10 minutes before starting your shift.
- Immediately upon breaking for your meal break.
- Immediately upon returning to work from your meal break.
- Immediately upon the conclusion of your work day.
- Immediately before and after any other time away from work,

All associates subject to this policy are required to accurately record all their time worked.

The work week starts on Tuesday and ends on Monday.

### Payday

For pay purposes, Company's official workweek is seven (7) consecutive days, Tuesday thru Monday, and the pay period covers 14 consecutive days.

You will be paid biweekly on Thursday for the period that ends on the previous Monday.

When our payday is a holiday, you normally will be paid on the last working day before the holiday.

Please review your paycheck for errors. If you find a mistake, report it to accounting immediately. Accounting will assist you in taking the steps necessary to correct the error.

Commissions are paid in the first week of the new month for the preceding month.

### Paycheck Deductions

Company is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security/ Medicare taxes. there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

Deductions include:

Mandatory Deductions:

**Social Security - F.I.C.A. / Medicare**

The Federal Insurance Contributions Act (FICA) requires matching contributions from you and the Company which are deposited in your Social Security account with the Federal government.

In the event you change your name, it is of the utmost importance that you report this fact immediately to the Social Security office in your area and to our accounting department. Payroll records should not be changed before your social security card has been changed.

**Withholding Taxes**

Deductions for federal and state income tax are withheld from your earning in accordance with legal requirements. If the number of your dependents changes, you should report it to our accounting department and complete a new withholding statement. After the end of each calendar year and prior to January 31, you will receive a withholding tax statement (W2) showing your total earnings and tax deductions.

Voluntary Deductions

**Health/Dental Insurance/Life**

Health / Dental / Life insurance coverage for you and for your dependents.

**401K Deductions**

If you enroll in the Company's 401K plan, the amount of your deduction will show on your pay stub. The 401K plan is discussed further in this booklet.

Questions or concerns about any pay deductions should be discussed and resolved through Accounting.

**Garnishment**

When an associate's wages are garnished by a court order, our company is legally bound to withhold the amount indicated in the garnishment order from the associate's paycheck.

## **Direct Deposit**

Your net pay for the period worked will automatically be deposited in your bank account by the payroll system.t program.

## **Performance Reviews**

Your performance is important to our company. New associates will generally be reviewed at the end of their introductory period, at any violation of this handbook and at least annually thereafter. Your Department Manager will review your job progress within our Company and help you set new job performance plans.

Our performance review program provides the basis for better understanding between you and your Department Manager. Reviews will provide insight into to your job performance, potential and development within Company.

## **Counseling**

Company has established a sequence of progressive steps for correcting unsatisfactory performance:

Verbal counseling (informal) with documentation to the personnel file.

- Written warning (formal) with documentation to the personnel file.
- Termination.

Upon termination of employment, an employee shall receive accrued and unused vacation time.

At the time of departure from Company, each employee must turn in any keys, equipment, documents, files or literature collected by or issued to them.

## **Pay Advances**

Pay advances will not be granted to associates.

## **Wage and Salary Policy**

To assure you a fair wage or salary for the work you perform, our policy is to keep wage and salary rates in line with companies of similar size and requiring similar job skills.

**Salaries and wages are of three types:**

1. An hourly pay rate.
2. Commissions or a percentage of sales on certain categories of merchandise.
3. Sales spiffs or bonuses for selling selected merchandise.

Commissioned sales personnel are entitled to commission on sales approved by Management.

Sales Spiffs will be determined and approved by Management.

Sales personnel who leave our employment, for whatever reason, will be paid earned commissions and spiffs for the remainder of the month in which they terminate employment. All others will be forfeited.

## **Overtime**

There may be times when you will need to work overtime so that we may meet the needs of our customers. Although you will be given advance notice when feasible, this is not always possible. Associates must have all overtime approved in advance by the Department Manager.

Non-exempt associates will be paid at a Georgia required rate of time and one-half their regular hourly rate for hours worked in excess of 40 hours in our normal seven-day work week.

Only actual hours worked count toward computing weekly overtime.

## **Chapter 3 - Time Away From Work and Other Benefits**

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### **Associate Benefits**

Our company has developed a benefit program to supplement our associates' regular wages. Our benefits represent a hidden value of additional income to our associates.

This Associate Handbook describes the current benefit plans maintained by Company. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Company reserves the right to modify its benefits at any time. We will keep you informed of any changes.

### **Unemployment Benefits**

The Company pays substantial dollars to the Georgia State unemployment compensation reserve account. You do not make any contributions to this fund. Unemployment compensation normally provides a weekly benefit for a specified period of time should you become unemployed due to no fault of your own. These benefits are established by law and change periodically

## Holidays

Our company observes the following holidays during the year:

New Year's Day  
 Easter (Unpaid)  
 Memorial Day  
 Independence Day  
 Labor Day  
 Thanksgiving Day  
 Christmas Eve  
 Christmas Day

Full time associates receive a paid holiday only if the holiday falls on a day in which they are normally scheduled to work Part Time employees are not eligible for holiday pay..

Full-time associates are eligible for paid holidays after completing their introductory period.

Exempt and Non-exempt associates must work their scheduled workday before and after the holiday in order to be paid for the holiday, unless the absence has prior Management approval

## Vacation

Full-time associates are eligible for paid vacation time.

Vacation is calculated according to your anniversary date as follows:

- After six (6) full anniversary months, you shall be entitled to five (5) days of paid vacation
- After one full anniversary (1) year, you shall be entitled to ten (10) days of paid vacation, but only five (5) days after your anniversary if 5 days of vacation were taken at six (6) months.
  - After six (6) full anniversary years, you shall be entitled to eleven (11) days of paid vacation.
  - After seven (7) full anniversary years, you shall be entitled to twelve days (12) of paid vacation.
  - After eight (8) full anniversary years, you shall be entitled to thirteen days (13) of paid vacation.
  - After nine (9) full anniversary years, you shall be entitled to fourteen days (14) of paid vacation.
  - After ten (10) full anniversary years, and each year thereafter, you shall be entitled to fifteen days (15) of paid vacation.

In no instance may vacations be taken prior to the date in which they would be earned

Submit vacation requests in writing as soon as possible to the Department Manager. When possible, vacation staffing requests are granted, taking into account your departments' requirements. Length of employment may determine priority in scheduling vacation times.

Vacations are not to be taken prior to **March 1** for bridal department or customer service associates.

Vacations are not to be taken **March** thru **June** for tuxedo & Bridesmaid department associates of each year.

If a holiday falls within an employee's vacation, the day is counted as a paid holiday and not as vacation.

Vacation cannot be carried over from one year to the next nor is vacation pay granted in lieu of taking the actual time off.

Vacation should be taken in minimum blocks of five work days at a time.

Upon discharge, eligible associates will be paid for accrued but unused vacation.

## **Sick Days**

After one full year of employment and for each year thereafter, full time associates are eligible for five paid sick days (40 hours). Your manager may require a written doctor's note upon returning to work return from using sick day benefits.

The paid sick leave day benefit program established by Company is to provide employees with paid leave in case of illness. It is not a vacation supplement. It is intended only to provide wage continuation during an illness. If this benefit is abused it will be withdrawn. A sick day taken prior to a holiday or vacation will be counted as a day of vacation or as an unpaid absence.

You may use accrued sick time to care for your sick child.

Sick days cannot be carried over to the following year. Also, you will not be paid for unused sick pay nor can unused sick days be taken as additional time off.

Associates will not be paid for unused sick time upon discharge.

Discuss a leave of absence with your manager when your sickness is lasting for an extended (more than 5 days) period.

## **Jury Duty**

Associates summoned for jury duty receive their regular wages while they are serving as jurors for a maximum of ten (10) days, provided they give reasonable advance notice to the Department Manager that they will need time off to serve.

Associates must provide Company with a copy of the court payment records.

We expect you to return to your job if you are excused from jury duty during your regular working hours.

## **Witness Leave**

Associates are given the necessary time off without pay to attend or participate in a court proceeding. We ask that you notify the Department Manager of the need to take witness leave as far in advance as is possible.

## **Bereavement Leave**

Full-time associates who have completed their introductory period are eligible for three paid days for the death of an immediate family member. Members of the immediate family include spouses, parents, parents-in-law, brothers, sisters, children, grandchildren, grandparents and Grand parents-in-law.

Requests for bereavement leave should be made to the Department Manager.

## **Leaves of Absence**

The following information applies to all Leaves of Absence:

In the event of personal emergencies, an employee may be granted a leave of absence without pay at the discretion of the Company.

A request for a leave of absence must be submitted in writing to your Manager and approved by Operations Manager.

An extended leave of absence will be limited to four (4) weeks in duration. No benefits will accrue during the leave of absence.

To the extent allowed by the insurance contract, medical insurance and dental insurance coverage for associates on an authorized leave of absence can stay in effect for the full length of the leave provided that you continue paying 100% of the monthly premium(s).

Should you fail to return to work at the end of an approved leave, without notice, you will be deemed to have resigned your position.

## **Normal Retirement Date**

The normal retirement date for employees of Company is the first of the month following the employees 65th birthday. All employees are expected to retire on or before their normal retirement date.

## **Disability and Workers' Compensation Leaves**

Disability and Workers' Compensation leaves may be granted for situations in which there is a physician's written statement that a leave of absence is required because of illness, injury, or other physical disability. The physician's statement must provide adequate details acceptable to Company regarding the nature of the disability and the anticipated length of absence from work.

Company, at its discretion, may require another medical opinion by an appointed physician at the Company's expense. Upon expiration of a disability or Workers' Compensation leave and prior to returning to work, the employee must obtain a physician's release. Failure to do so may result in termination. At the Company's sole option, another medical release may be required from an appointed physician at the Company's expense.

## **Maternity Leave**

When, full-time associates are pregnant and have completed their introductory period, they may be granted maternity leave without pay.

Vacation and sick day benefits may be utilized as maternity leave.

As soon as an employee becomes aware she is pregnant, she should promptly provide her Manager with a statement in writing as to her expected continued employment. This statement must state a date after which her doctor no longer feels she may work and at that time the Company will grant a maternity leave of absence, without pay or benefits, for a period not to exceed twelve (8) weeks.

To the extent allowed by the insurance contract, medical insurance and dental insurance coverage for associates on maternity leave can stay in effect for the full length of the leave as long as associate continues paying 100% of the monthly premium(s).

We will make reasonable efforts to return you to the same or similar job you held prior to the leave of absence, subject to our staffing and business requirements.

Should you fail to return to work at the end of an approved leave and you fail to give the Company notice, you will be deemed to have resigned your position.

## **Medical Insurance**

Group medical insurance is not currently available due to lack of staff participation.. Employees are encouraged to acquire healthcare.gov or individual health coverage.

~~Eligible full-time associates may enroll in a single, a single plus one dependent, or a family contract after completing their introductory period~~

~~Information and enrollment forms may be obtained from Accounting.~~

~~To assist you with the cost of this insurance, our company pays a portion of a single contract for all employees enrolled in the plan. You are responsible for paying the balance of a single contract and any dependent or family coverage through payroll deduction.~~

~~Participating associates are also covered under our medical insurance plan's prescription drug program.~~

~~A plan booklet containing the details of the plan and eligibility requirements may be obtained from Accounting.~~

~~Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.~~

~~Upon discharge you may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, see the COBRA section.~~

## **Dental Insurance**

Eligible full-time associates may enroll in a single, a single plus one dependent or a family contract after completing their introductory period.

Information and enrollment forms may be obtained from Accounting.

You will be responsible for the full cost of this insurance through payroll deduction.

A booklet containing the details of the plan and the eligibility requirements may be obtained from Accounting.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

Upon discharge you may be entitled to continuation or conversion of the group dental insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information see the COBRA section.

## **COBRA**

You and your covered dependents will have the opportunity to continue medical and/or dental benefits for a period of up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical and/or dental coverage for you and your covered dependents would otherwise end due to your death or because:

- your employment terminates, for a reason other than gross misconduct; or
- your employment status changes due to a reduction in hours; or

- your child ceases to be a "dependent child" under the terms of the medical and/or dental plan; or
- \* you become divorced or legally separated; or
- you become entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

For more information regarding COBRA, please contact Accounting.

## **Life Insurance**

Eligible full-time associates may enroll in this plan after completing their introductory period.

You must complete an insurance form and designate your beneficiary.

The cost of this insurance is fully paid by the employer.

Participating associates are also covered under the plan's Accidental Death and Dismemberment rider.

Complete details of this plan may be obtained from Accounting.

## **Section 125 Plans**

Our company offers a pretax contribution option for eligible associates. This associate benefit is known as a Section 125 premium only plan.

A Section 125 premium only plan is a benefit plan that allows you to make contributions to premiums for medical insurance, on a pretax basis. Your premium contributions are deducted from your gross pay before income taxes and Social Security/Medicare taxes are calculated.

To participate in this plan, complete an election form and return it to Accounting.

## **Social Security**

During your employment, you and Bridals by Lori both contribute funds to the federal government to support the Social Security/Medicare programs. These programs are intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

## **Workers' Compensation**

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to Accounting. Consistent with applicable Georgia state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management as to any condition that could lead to or contribute to an associate's injury.

## **401K Retirement Plan**

Company provides a Section 401K for all eligible employees. This is a plan that lets you contribute to a retirement/savings plan on a tax deferred basis. The contributions you make are accumulated on pretax basis, i.e. without having income taxes or Social Security/Medicare taxes withheld. An employee becomes eligible after completing one year of service. Enrollment is automatic unless the employee completes a rejection form opting out of the plan. The Company will match your contributions 100% up to 3% of your compensation. (Compensation includes all forms of earnings including commission). Beyond the 3% match, Company will match the next 2% of your 401K contributions @ 50%. Therefore, if you contribute at least 5% of your compensation to the 401K plan the Company will match 4% of your contribution. The maximum contribution in one year is \$18,000 with an additional \$6,000 available for those employees over the age of 50. For further details or questions about the plan, please contact Accounting.

## **Profit Sharing Plan**

From time to time, the Company will elect to contribute to the Company's Profit Sharing Plan. The key factor that drives whether or not the Company contributes to the plan, in any given year, depends entirely upon the strength of Company earnings for the year. This plan is paid for entirely from Company earnings. There are no employee contributions.

Employees who have at least 1 year of service are eligible to participate in the plan. A year of service is defined in the plan as a period of 12 months service in which the employee worked at least 1000 hours.

To be eligible to participate in the plan for any year, the employee must be employed by Company on December 31 of that year. This rule applies regardless of the number of hours worked.

For further information about the plan, please refer to the Summary Plan Description which is available in the Accounting Office.

## **Company Discounts**

All regular full-time and part-time employees are eligible for an employee purchase discount after six (6) months of employment. Eligible employees may purchase merchandise at 25% off off the retail price. Applicable freight and sales taxes must also be paid. Sale merchandise is excluded from the 25% discount.

Purchases must be made through Customer Service and must have the Manager's approval.

## Chapter 4 - On the Job

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### Attendance and Punctuality

Attendance and punctuality are important factors for your success within our company. We work as a team and this requires that each person be in the right place at the right time. Associates should clock in 10 minutes prior to their scheduled work period.

However, there are times when absence or tardiness are unavoidable. In this instance, you should notify your Manager at least one hour before your scheduled work time.

Extreme or excessive tardiness or absenteeism will not be tolerated. Excessive absenteeism is defined as more than five (5)-unscheduled absences in any sixty- (60) day period. Tardiness is defined as more than five (5) minutes late; excessive tardiness is defined as more than five (5) occurrences in any 60-day period.

Each month your Manager will create next month's work schedule. You are required to work your planned schedule. If you are going to be late for work or absent, notify your Manager as far in advance as is possible under the circumstances, but no later than one hour before the start of your workday.

Due to the nature of our business, you may be requested to work weekends and some holidays. If you have any questions about your hours, please contact your Manager.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours if possible.

### Reporting Absences

If it is necessary for you to be unexpectedly absent for any reason, you must notify your Manager by telephone at least one (1) hour before you are due to report to work. This is mandatory so that plans can be made for your duties to be assumed by someone else or divided among your co-workers. Reporting your absence to one of your co-workers does not satisfy this requirement.

You should report daily if your absence extends beyond one (1) day. If you do not report as required for three (3) consecutive days, we will deem you have voluntarily abandoned your position with Company and you will be removed from the payroll and employment terminated.

Absence for personal business should be discussed with your Manager and scheduled prior to making your plans.

## **Business Hours**

Because of the nature of our business, your work schedule may vary depending on your job and department. Our normal business hours are:

Monday, Tuesday, Thursday, Friday & Saturday:: 10:00 a.m. to 6:00 p.m.

Sunday: 1:00 p.m. to 5:00 p.m.

Wednesday: Closed (Except for Accounting and Receiving)

Check with your Manager if you have questions about your hours of work.

## **Meal Time**

All employees who work more than six (6) hours per day are allowed a lunch or dinner period of thirty (30) minutes.

Associates are expected to have had either their breakfast or lunch before they arrive to work.

Associates are not permitted to eat at their work spaces at any time. Associates remaining on work premises during their meal break may eat in the break room. Associates who remain in the building for lunch can remain clocked in but will be on-call for customers.

Any associate who leaves the building for any reason must clock out prior to leaving.

## **Breaks**

You are allowed and encouraged to take one fifteen (15) minute rest period during each four (4) hours worked, provided you haven't taken a meal break. Associates must clock out for a break.

Due to the short workday on Sunday, no break periods are provided.

Schedules for these rest periods will vary depending on customer traffic and must be approved by your Manager each day.

## **Smoking in the Workplace**

Our company is committed to providing a safe and healthy environment for associates and visitors. Smoking is allowed only in the designated area outside the building during lunch or break.

Smoking is only allowed on the second floor stairwell.

Smoking is prohibited at any other store location or entrances, including sidewalk and parking lots. Variations of this policy may result in disciplinary action, including dismissal.

## Standards of Conduct

Associates are an extension of the valuable Company brand and conduct during work or during off hours can negatively impact that brand. Each associate has an obligation to observe and follow Company policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by Company.

Among other things, the following may result in disciplinary action, including discharge: Violation of Company policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in company activities or in company vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; physical harassment; sexual harassment; disrespect toward fellow associates, visitors or other members of the public; performing outside work or use of company property, equipment or facilities in connection with outside work while on company time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

**Nothing in this policy is designed to modify our employment-at-will policy.**

## Payment Card Industry (PCI) Data Compliance

Company, as a merchant that accepts credit cards is required to be compliant with the PCI Data Security Standards. An associate should handle customer's electronic payment (credit & debit cards) with security in mind.

- Use common sense when handling customer's personal information, particularly their credit card (CC) info
- Keep customer personal info and credit CC info private, do not share with anyone outside of the Company
- You and the Company may be liable for fraudulent charges that are traced back to the mishandling of CC info while in your possession
- You should not keep CC info in view on a desk or in personal files.
- All CC info should be kept with customer receipts which eventually are stored in accounting
- Accounting must shred any written CC numbers on a periodic basis
- No email of CC info, if it is emailed thank customer for business but let them politely let them know that we cannot accept emailed CC info in the future for security purposes, we want their information safe and email is not safe
- No eFax of CC info
- It is okay to take CC over the phone, ok for standard fax, ok for CC info to be written on paper and kept with receipts
- Bridals by Lori does not digitally store customer card information on-site

## **Computer Software Licensing**

Company purchases or licenses the use of various computer software programs. Neither Company nor any of Company's associates have the right to duplicate this computer software or its related documentation. Unauthorized duplication of computer software is a federal offense, punishable by up to a \$250,000 fine and up to five years in jail.

Company will not condone the illegal duplication of software. You must use the software in accordance with the license agreement. This policy applies not only to individual desktop computers and laptops but to local area networks as well.

Associates learning of any misuse of software or related documentation within Company must notify a member of management. Associates who reproduce, acquire or use unauthorized copies of computer software will be discharged.

## **Customer and Public Relations**

Our company's reputation is built on excellent service and quality work. Maintaining this reputation requires the active participation of every associate.

The opinions and attitudes that customers have toward our company may be determined for a long period of time by the actions of one associate. It is sometimes easy to take a customer for granted, but if we do we run the risk of losing not only that customer, but his or her family and friends who may also be customers or prospective customers.

Each associate must be sensitive to the importance of providing courteous treatment in all customer relationships.

## **Solicitation and Distribution**

In the interest of maintaining productivity and a proper business environment, associates may not distribute literature or other materials of any kind or solicit for any cause at any time while on the premises of the Company.

Associates may not distribute literature or other materials of any kind in working areas, at any time, whether or not the associates are on working time. Likewise, associates may not solicit for any cause at any time.

Non-associates are also prohibited from soliciting or distributing materials on company premises at any time.

## **Care of Equipment**

You are expected to demonstrate proper care when using Company property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to your Manager at once.

## **Personal Property**

Company is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

## **Visitors**

If you are expecting a visitor, please notify your Manager. All visitors must first check in at the reception area. Visitors are not allowed in any area of the building without the accompaniment of an authorized associate.

## **Severe Weather**

Severe weather is to be expected during certain months of the year. Although driving may at times be difficult, when caution is exercised the roads are normally passable. Except in cases of severe storms, we are all expected to work our regular hours. Time taken off due to poor weather conditions is to be used as vacation or is unpaid absence.

If you come to work and the store is subsequently closed for weather or other reasons, you will be paid, at your regular pay rate, for time at work or a minimum of 2 hours, whichever is greater.

If extreme weather conditions require closing of the building, you will be notified by the Department Manager.

## **Protecting Company Information**

All telephone calls regarding a current or former associate's position/compensation with our company must be forwarded to the Department Manager.

Company's address shall not be used for the receipt of personal mail.

Protecting our company's information is the responsibility of every associate, and we all share a common interest in making sure information is not improperly or accidentally disclosed. Do not discuss Company's confidential business or proprietary business matters, or share confidential, personal employee information with anyone. You will be required to sign a non-compete and/or a nondisclosure agreement as a condition of your employment, in accordance with Georgia state and federal law.

As an associate of the Company, you will be exposed to detailed procedures, practices and confidential customer/prospect data. These procedures and practices have been developed through years of experience, and they are necessary to run a successful bridal and tuxedo business. These practices and procedures as well as the confidential customer/prospect data are proprietary and very important assets of the Company. Therefore, it is essential that you, as an employee of the Company, understand and respect the importance of these practices, procedures and customer/prospect data. With this understanding, you hereby certify, as evidenced by your signature in Section 6, that you will not disclose any of this information to any individual or company outside the confines of the Company. Additionally, you also certify that you will not remove any of the Company's customer/prospect data from the premises in any form. The unauthorized removal of the customer/prospect data is a crime and may result in criminal prosecution.

Further, you agree that you will not use any of the proprietary practices and procedures or the customer/prospect data to assist you in opening a business to compete with Company or to take with you to your new employer should you leave the employment of Company under any circumstance.

## **Conflict of Interest/Code of Ethics**

A company's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other associates. Therefore, associates must never use their positions with Company, or any of its customers, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

Company adheres to the highest legal and ethical standards applicable in our business. Bridal by Lori's business is conducted in strict compliance of both the letter and spirit of all applicable laws and the integrity of each associate is of utmost importance.

Associates of Company shall conduct their personal affairs in such a manner that their duties and responsibilities to Company are not jeopardized or give rise to legal questions with respect to their association or work with Company.

Company prefers that regular full-time employees refrain from accepting employment with another Company. However, your personal activities outside working hours are a private matter and the Company's primary concern is to avoid a conflict of interest and the possible negative effect outside activities may have on your job performance. If you believe a conflict of interest will arise by virtue of outside business or work activities, please discuss them with your Manager.

Associates may not solicit for products or services while on Bridals by Lori premises. Doing so is a direct conflict of interest and will result in immediate disciplinary action, and [possible termination.

## **Personal Telephone Calls and Cellular Phones**

It is important to keep our business telephone lines free for customer calls. Although the occasional use of Company telephones for a personal emergency may be necessary, personal calls must be held to a minimum.

Personal cellular telephones must be turned off or set to a silent alert during working hours while on company premises.

Associates are prohibited from using cellular telephones to text personal message, perform social networking or email during working hours and while on company time.

## Acceptable Use of Electronic Communications

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using company communication systems or equipment and associate provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic Communications" include, messages, images, data social media or any other information used in e-mail, instant messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry, iPhone or similar devices), text messages, pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems."

Associates may use our Systems to communicate internally with co-workers or externally with customers, suppliers, vendors, advisors, and other business acquaintances solely for business purposes.

All Electronic Communications contained in company Systems are company records and/or property. Although an associate may have an individual password to access our Systems, the Systems and Electronic Communications belong to the Company. The Systems and Electronic Communications are accessible to Company's IT personnel at all times. Our Systems and Electronic Communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Our Systems and Electronic Communications are not confidential or private. Company's right to use, access, monitor, record and disclose Electronic Communications without further notice applies equally to associate-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Although incidental and occasional personal use of our Systems that does not interfere or conflict with productivity or Bridals by Lori's business or violate policy is permitted, personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by Bridals by Lori at any time without further notice. Since all Electronic Communications and Systems can be accessed without advance notice, associates should not use our Systems for communication or information that associates would not want revealed to third parties.

Associates may not use our Systems in a manner that violates our policies including Non-Harassment, Sexual Harassment, Equal Employment Opportunity, Protecting Company Information, and Solicitation and Distribution. Associates may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, to, sexually- explicit drawings, messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs, threats, or derogatory comments; or any other message or image that may be in violation of company policies.

In addition, associates may **not** use our Systems:

- To download, save, send or access any discriminatory or obscene material;

- To download, save, send or access any music, audio or video file;
- To download anything from the internet (including shareware or free software) without the advance written permission of the Operation Manager;
- To download, save, send or access any site or content that Company might deem “adult entertainment;”
- To access any “blog” or otherwise post a personal opinion on the Internet;
- To solicit associates or others;
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of Company or any other person or entity;
- In connection with any infringement of intellectual property rights, including copyrights; and
- In connection with the violation or attempted violation of any law.

An associate may not misrepresent, disguise, or conceal his or her identity or another’s identity in any way while using Electronic Communications or make changes to Electronic Communications without clearly indicating such changes; or use another person’s account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author.

Associates must always respect intellectual property rights such as copyrights and trademarks. Associates must not copy, use, or transfer proprietary materials of Company or others without appropriate authorization.

All Systems passwords and encryption keys must be available and known to Company. Associates may not install password or encryption programs. Associates may not use the passwords and encryption keys belonging to others.

Numerous state and federal laws apply to Electronic Communications. Company will comply with applicable laws. Associates must also comply with these laws and should recognize that they could be personally liable and/or subject to fine and imprisonment for violation of these laws.

Violations of this policy may result in disciplinary action including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, Company may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our Systems or the content of Electronic Communications, contact the Operations Manager.

## **Social Media**

Company has in place policies that govern use of its own electronic communication systems, equipment, and resources which associates must follow. Company may also have an interest in your electronic communications with co-workers, customers, vendors, suppliers, competitors, and the general public including those made on the associates own time and resources. Inappropriate communications, even if made on your own time using your own resources, may be grounds for discipline including immediate termination. We encourage you to use good judgment when communicating via blogs, online chat rooms, networking internet sites, social internet sites, and other electronic and non-electronic forums. The following is a general and non-exhaustive list of guidelines you should keep in mind:

- Make it clear that the views expressed in social media are yours alone. Do not purport to represent the views of the Company in any fashion.
- Do not disclose confidential or proprietary information regarding Company, your co-workers or Company's vendors and suppliers. Use of copyrighted or trademarked company information, trade secrets, or other sensitive information may subject you to legal action. If you have any doubt about whether it is proper to disclose information, that should be sufficient indication to tell you that you shouldn't do it.
- Do not use company logos, trademarks, web addresses, email addresses or other symbols in social media. You may not use Company's name or other identifying information to endorse, promote, denigrate or otherwise comment on any product, opinion, cause or person.
- Be respectful of the privacy and dignity of your co-workers. Do not use or post photos of coworkers without their express consent.
- Harassing or discriminatory comments, particularly if made on the basis of gender, race, religion, age, national origin, or other protected characteristic, may be deemed inappropriate even when Company's name is not mentioned. If social media communications in any way may adversely affect your relationships at work or violate company policy, you may be subject to discipline including immediate termination.

Social media and similar communications have the potential to reflect on both you and Company. We hope that you will show respect for our associates, customers, affiliates and competitors.

## **Dress Policy**

Associates are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

Our customers' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct customer contact, you represent Company with your appearance as well as your actions. The properly-attired individual helps to create a favorable image for Company, to the public and fellow associates.

Bridal by Lori maintains a business casual environment. All associates should use discretion in wearing attire which is appropriate for the office and customer interaction.

- All Black attire is required
- No flip flops
- No visible piercings except for traditional stud earrings
- No shorts
- No perfumes

## **Personal Hygiene**

Maintaining a professional, business-like appearance is very important to the success of our company. Part of the impression you make on others depends on your choice of dress, personal hygiene and courteous

behavior. A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. While at work, you are required to be clean, dressed appropriately and well groomed.

## **Parking**

Parking facilities are available to associates.

Company is not responsible for loss, damage or theft of your vehicle. Therefore, we suggest that you lock your car and remove your personal belongings.

## **Break Room**

A break room is available for your use for meals and breaks. Although Company provides general custodial care, you are expected to clean up after eating. This room should be kept clean for the next person's use. Also, food in the break room belongs to the store or other associates. It should not be taken or eaten unless marked to be shared with everyone.

## **Contact with the Media**

All media inquiries regarding Company and its operations must be referred to the Operations Manager. Only the Operations Manager is authorized to make or approve public statements on behalf of Company. No associates, unless specifically designated by the Operations Manager, are authorized to make statements on behalf of or as a representative of Company.

## **Office Supplies**

Our company maintains a stock of basic office supplies such as pens, paper clips, staples, note pads, etc. used on a day-to-day basis by associates. All office supplies can be located in the copy room.

If you need additional items not regularly stocked, please speak to your Manager to place a special order.

All office supplies are for business use only and should not be removed from the premises. Violations of this policy may result in disciplinary action including discharge.

## **Recording Devices in the Workplace**

Except as otherwise provided for in this policy, no associate may photograph, tape, or otherwise record any person, document, conversation, communication, or activity that in any way involves Company or associates of Company, any customers or any other individual with whom Company is doing business or intending to do business in any capacity (for example, vendors, suppliers, consultants, attorneys, or independent contractors). The authorized copying of documents in the ordinary course of business for the benefit of Bridals by Lori is not prohibited by this policy.

Violations of this policy may result in disciplinary action against the offending associate(s) including discharge. Additionally, violators may also be subject to prosecution under applicable federal, state, or local laws.

## **Lost and Found**

The Company cannot assume responsibility for personal belongings which are lost. However, lost or found articles should be reported immediately to your Manager.

## **TV Filming**

As a condition of employment, consultants hired after March 15, 2010, must agree to participate in the filming of "Say Yes to the Dress Atlanta" and "Say Yes to the Dress" – Bridesmaids or any other future show when asked to participate by the producers. Refusal to do so may result in termination.

## **If You Must Leave Us**

Should you decide to leave your employment with us, we ask that you provide the Department Manager with at least two weeks' advance written notice. Without this advance notice associates are not eligible for rehire. The Company, at its sole discretion, may choose to waive the two weeks' notice and terminate employment on receipt of your written resignation letter.

Associates, who are rehired following a break in service, other than an approved leave of absence, must serve a new initial introductory period whether or not such a period was previously completed. Such associates are considered new associates from the effective date of their reemployment for all purposes, including eligibility for benefits.

Generally, we will confirm upon request our associates' dates of employment, salary history, and job title.

Additionally, all resigning associates should complete a brief exit interview prior to leaving. All company property, including this Associate Handbook, must be returned upon discharge. Otherwise, Company may take legal action to recoup any replacement costs and/or seek the return of company property through available appropriate legal action.

You should notify the Company if your address changes during the calendar year in which discharge occurs so that your tax information can be sent to the proper address.

## Chapter 5 - Safety in the Workplace

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### Each Associate's Responsibility

Safety can only be achieved through teamwork at our Company. Each associate and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify your Manager of any emergency situation. If you are injured or become sick at work, no matter how slight, you must inform your Manager immediately.
2. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on Company property is forbidden and will result in termination.
3. Use, adjust and repair machines and equipment only if you are trained and qualified.
4. Know the proper lifting procedures. Get help when lifting or pushing heavy objects. You should not lift any item that weighs over 25 pounds.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; ask your Manager.
6. Know the locations, contents and use of first aid and firefighting equipment.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action including discharge.

### Workplace Violence

Violence by an associate or anyone else against an associate, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to associates while at work and to reduce the possibility of damage to Company property.

If you receive or overhear any threatening communications from an associate or outside third party, report it to the Department Manager or Operations Manager at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an associate or visitor to our premises, call 911 immediately and/or depress the alarm PANIC button. Three Panic buttons exist within the building, one on each floor. Know where they are and their operation.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Associates are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in Company's investigation, may result in disciplinary action including discharge.

## **Workplace Searches**

To protect the property and to ensure the safety of all associates, customers and Company, Company reserves the right to conduct personal searches consistent with Georgia state law, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes or any other possessions or articles carried to and from Company property. In addition, the Company reserves the right to search any associate's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the Company and are issued for the use of associates only during their employment. Inspection may be conducted at any time at the discretion of the Company.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Associates working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as associates who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of Bridals by Lori's security procedures or any other company rules and regulations.

## **No Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises at any time is forbidden except where expressly authorized by Company and permitted by Georgia state and local laws. This policy applies to all associates, including those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the associate's locked motor vehicle.

Associates who are aware of violations or threats of violations of this policy are required to report such violations or threats to the Department Manager immediately.

Violations of this policy will result in disciplinary action including discharge.

## **In An Emergency**

Your Supervisor should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If your Manager is unavailable, contact the nearest company official. Contact local emergency government agencies by calling 911 to report a verified emergency.

Should an emergency result in the need to communicate information to associates outside of business hours, your Manager will contact you. Therefore, it is important that associates keep their personal emergency contact information up to date. Notify your Manager when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of your Supervisor or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the predetermined location as communicated to you by your Manager to await further instructions or information.

Please direct any questions you may have about Company's emergency procedures to your Manager.

## **Substance Abuse**

Company has vital interests in ensuring a safe, healthy and efficient working environment for our associates, their co-workers and the customers we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with Company the following substance abuse policy:

Associates are prohibited from reporting to work or working while using illegal or unauthorized substances. Associates are prohibited from reporting to work or working when the associate uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the associate that the substance does not adversely affect the associate's ability to safely perform his or her job duties. When you report to work, having taken a controlled substance on advice of your doctor, you must make your Manager aware of the fact that you have taken a controlled substance on the advice of your doctor..

In addition, associates are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace or at any time on company premises. Our associates are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Associates are further prohibited from consuming alcohol during working hours, including meal and break periods. This does not include the authorized use of alcohol at company-sponsored functions or activities.

Consistent with its fair employment policy, Company maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage associates to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. Company will attempt to assist its associates through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with Company's policies and applicable federal, state or local laws.

Company further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including the inspection of company issued lockers, desks or other suspected areas of concealment, as well as an associate's personal property when Company has reasonable suspicion to believe that the associate has violated this substance abuse policy.

## Chapter 6 – Handbook Receipt

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This is to acknowledge that I have received a copy of the Company, Inc. Associate Handbook and I understand that it contains information about the employment policies and practices of Company. I agree to read and comply with this Associate Handbook. I understand that Company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the associates and Company. I understand that this Associate Handbook supersedes and replaces any and all prior Associate Handbooks and any inconsistent verbal or written policy statements.

I understand that, except for the policy of at-will employment, which can only be changed by the President of Company, Company reserves the right to revise, delete and add to the provisions of this Associate Handbook at any time without further notice. All such revisions, deletions or additions to the Associate Handbook will be in writing and will be approved by the President of Company. I understand that no oral statements or representations can change the provisions of this Associate Handbook.

I understand that this Associate Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

**THIS COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS ASSOCIATE HANDBOOK, BRIDALS BY LORI OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS ASSOCIATE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, ASSOCIATE OR REPRESENTATIVE OF BRIDALS BY LORI IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY ASSOCIATE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF BRIDALS BY LORI.**

I understand that this Associate Handbook refers to current benefit plans maintained by Companyi and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I have read and understand the “**Conflict of Interest/Code of Ethics**” Section and the obligation to maintain the confidential nature of company practices and procedures as outlined in the “**Protecting Company Information**” section of this Associate Handbook.

Initials \_\_\_\_\_ Date \_\_\_\_\_

I also understand that if a written contract is inconsistent with the Associate Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Associate Handbook, I will ask my Manager or a member of management.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

ASSOCIATE SIGNATURE \_\_\_\_\_