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Welcome

Welcome to Best Interiors, Inc.

This Handbook is designed to acquaint you with Best Interiors, Inc. and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You need to read, understand, and comply with all provisions of the Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Best Interiors, Inc. to benefit employees.

No employee handbook can anticipate every circumstance or question about policy. As Best Interiors, Inc. continues to grow, the need may arise and management reserves the right to revise, supplement, or rescind any policies or portion of the Handbook from time to time as it deems appropriate, at its sole and absolute discretion. The only exception to any changes is our employment at-will policy permitting you or Best Interiors, Inc. to end our relationship or for Best Interiors, Inc. to make changes in an employee's employment for any reason, at any time. Employees will be notified of any changes to the Handbook as they occur.

We believe that each employee contributes directly to Best Interiors' growth and success, and we hope you will take pride in being a member of our Team. We hope that your experience here will be challenging, enjoyable and rewarding. Your welfare and progress are very important to us.

Should you need further information or have any questions concerning these policies or your employment, please feel free to speak to your supervisor.

Employment At-Will

All employees are employed on an "at-will" basis. At-will means that both you and the Company have the right to terminate employment at any time, for any reason, with or without prior notice or cause. Furthermore, the Company may change your duties or compensation or transfer, reassign, promote, suspend or otherwise change the terms and conditions of your employment (other than the at-will relationship) with or without cause or prior notice.

Equal Opportunity Employer

Best Interiors, Inc. is an equal opportunity employer, and makes employment decisions without regard to race, religious creed, color, age, sex, sexual orientation, national origin, religion, marital status, military service, pregnancy, physical or mental disability, or medical condition as defined under state and federal laws, or any other legally protected category. Our management is dedicated to ensuring the fulfillment of this policy with respect to hiring, placement, promotion, transfer, demotion, layoff, termination,

recruitment advertising, pay and other forms of compensation, training and general treatment during employment.

Open Door Policy

Best Interiors, Inc. promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their supervisor any problems so appropriate action may be taken. If the supervisor cannot be of assistance, Human Resources is available for consultation and guidance. Best Interiors, Inc. is interested in all of our employees' success and happiness with us. We, therefore, welcome the opportunity to help employees.

Policy Against Harassment and Sexual Harassment

Best Interiors, Inc. is committed to providing a work environment free of unlawful discrimination or harassment.

The Company maintains a strict policy prohibiting harassment based upon race, religion, color, national origin, ancestry, sex, physical or mental disability, medical condition, sexual orientation, age, or any other legally protected basis. This policy prohibits unlawful harassment, including verbal, physical and visual harassment.

The Company strictly prohibits sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature such as uninvited touching, sexual epithets, jokes of a sexual nature, derogatory comments or slurs, sexually suggestive notes, cartoons or photographs and any interference with a co-employee's or customer's work or movement because of his or her sex.

Violations of this policy will not be permitted and may result in discipline up to and including immediate termination.

Any employee who feels that he or she is a victim of sexual harassment or any other type of unlawful harassment should immediately report the matter to any member of management. Failure to report claims of harassment prevents the Company from taking necessary steps to remedy such situations.

All reports of harassment will be thoroughly and discreetly investigated by a member of management who is not involved in the alleged harassment.

Workplace Violence

The Company strongly believes that all employees should be treated with dignity and respect. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the company or occur on company property, will not be tolerated.

Any instances of threats or acts of physical violence must be reported to your supervisor, a member of management or Human Resources.

The Company will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including termination.

Drug and Alcohol-Free Workplace Policy

Best Interiors, Inc. is concerned about the use of alcohol, illegal drugs or controlled substances as it affects the workplace. Use of these substances whether on or off the job can adversely affect an employee's work performance, efficiency, safety and health and therefore seriously impair the employee's value to Best Interiors, Inc. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes Best Interiors, Inc. to the risk of property loss or damage, or injury to other persons.

Furthermore, the use of prescription drugs and/or over-the counter (OTC)-drugs also may affect an employee's job performance and seriously impair the employee's value to Best Interiors, Inc. Employees using prescription or OTC drugs are required to notify their Supervisor of such use immediately before starting or resuming work.

Best Interiors, Inc. strictly prohibits the following;

- Possession or use of alcohol, or being under the influence of alcohol while on the job.
- Driving a company vehicle while under the influence of alcohol and or illegal substances.
- Possession, distribution, manufacture, transfer, sale, purchase or use of an illegal or controlled substance while on the job.

If Best Interiors, Inc. has a reasonable suspicion that an employee has violated any portion of this policy; it will conduct an investigation, which may include the immediate removal of the employee from the workplace or worksite, and a search of Company premises, property and/or all personal property that is on Company premises or property.

Best Interiors, Inc. may also order any employee reasonably suspected of using or being under the influence of illegal drugs or alcohol, or of misusing legal drugs, while on duty or

on Company premises, to immediately present themselves for a drug or alcohol test. Best Interiors, Inc. also reserves the right to order employees to undergo drug or alcohol testing in any situation deemed appropriate, including but not limited to post-accident testing. An independent laboratory will perform all tests at the Company's expense. Any employee asked to undergo such a test may be suspended from work until further notice.

Every employee must acknowledge receipt of this policy and agree, as a condition of employment, to:

1. abide by the terms of the policy, and;
2. notify the Company of any criminal drug conviction for a violation occurring in the workplace not more than five days after such conviction.

Refusal or failure to abide by this policy, including promptly submitting to a drug and/or alcohol test when asked to do so, may result in immediate termination of your employment.

Best Interiors, Inc. will encourage and reasonably accommodate employees with chemical dependencies (alcohol or drug) to seek treatment and/or rehabilitation. To this end employee desiring such assistance should request a treatment or rehabilitation leave. Best Interiors, Inc. is not obligated, however to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is Best Interiors, Inc. obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. This policy on treatment and rehabilitation is not intended to effect Best Interiors, Inc.'s treatment of employees who violate the regulations describe above. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment.

Smoking

Smoking is not allowed on company premises. Employees who wish to smoke must limit their smoking to breaks and meal periods, and in areas designated for this purpose.

Safety

Your safety, and that of those who work with you, is one of our greatest concerns. With an alert safety attitude, you can help eliminate accidents. It is your responsibility to:

- Follow all safety rules and procedures.
- Keep your work areas clean and clear.

- Report hazards or unsafe conditions to your supervisor.
- Refrain from smoking on Company property [or only in designated areas].
- Report all injuries, however minor, to your supervisor immediately.
- Keep aisles clear.
- Never perform a job that you feel is unsafe. Report it to your supervisor immediately.
- Your supervisor will inform you of any additional safety rules that apply to your particular job or work location.

In order to provide a safe and healthy workplace, the company has developed an Injury and Illness Prevention Program.

Accidents on Company Premises

Any accident that occurs on Company premises should be reported immediately to your supervisor. For your own safety and the safety of our guests, please do not attempt to give medical aid to an injured guest or fellow employee unless it is an emergency and other assistance is not available. Generally, you should seek the assistance of a supervisor. In addition, please remember that only the supervisor can answer questions about the Company's liability to injured guests.

If an employee is injured on the job, he or she will usually be entitled to workers' compensation benefits. Best Interiors, Inc. carries workers' compensation insurance and will assist employees in obtaining all benefits to which they are legally entitled.

Off-duty Recreational, Social and Athletic Activities

The Company or its insurance carrier shall not be liable for any payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social or athletic activity which is not part of the employee's work related duties.

Employee participation in post-work parties or other activities is not required, authorized or encouraged by the Company and your participation in these activities is strictly voluntary and at your own risk. The Company assumes no liability for any injury or accident arising out of any post-work party or activity.

Employee Status

Job classifications determine whether or not you are eligible for various employment benefits, such as paid holidays and paid time off, overtime and health insurance benefits. The following classifications have been established:

1. Date of Hire

a. Introductory Period of Employment. The first ninety (90) days of your employment is an introductory period. It is designed to give you a chance to become familiar with the Company and to learn your job and for you and the Company to evaluate whether this is the right place for you. During this period, you may be placed in different tasks, if needed.

Upon completion of your introductory period, you will become eligible for applicable employee benefits. Completion of the introductory period is not an unqualified acceptance by the Company of your performance or an assurance of continued employment. Please remember that your employment is at will and may be terminated with or without cause or notice at any time during or after the introductory period.

b. Full-Time Employees. Full-time employees are employees who have completed the introductory period and who are regularly scheduled to work at least thirty (30) hours per week. Regular full-time employees are eligible for Company benefits.

c. Part-Time Employees. Part-time employees are employees who are regularly scheduled to work less than thirty (30) hours per week. Part-time employees are not eligible for Company benefits.

2. Exempt and Non-Exempt Status and Overtime Pay.

a. Non-exempt employees. Non-exempt employees are hourly or salaried employees who, by the nature of their positions, are covered by the state and federal overtime laws. Non-exempt employees are entitled to an overtime premium in accordance with current state and federal law.

Your supervisor will notify you when you are required to work overtime. We expect and will appreciate your cooperation, and will try to provide you with advance notice of any overtime that will be required of you. Please remember that you are not allowed to work overtime unless it has been authorized in advance by your supervisor and properly documented on a time card.

- b. Exempt employees. Exempt employees are salaried employees whose work duties exempt them from the overtime provisions of state and federal wage and hour laws.

Timekeeping

It is the responsibility of each non-exempt employee to maintain accurate records of the hours he or she works. Time cards must be completed accurately on a daily basis. Any falsification of records, including the failure to provide accurate information on your time card or recording another employee's time, is grounds for immediate termination.

Lunch and Rest Periods

All employees who work an eight (8) hour shift are entitled to two 10-minute breaks, one in each four-hour period. Breaks are provided on company-paid time. In addition, each employee who works more than six (6) hours in a day must take a thirty (30) minute unpaid lunch period before they have worked more than five (5) hours. Your supervisor will advise you of the exact times of your lunch and rest periods.

Paychecks

For payroll purposes, the workweek starts on Saturday at 12:00 a.m. and ends on Friday at 12:00 p.m. All employees will be paid on Friday of each week by either direct deposit or by mail. The Company will not release your paycheck to another individual unless you provide written authorization.

Payroll Deductions

The company will deduct all applicable Federal, Local, and State states required by law. If you are required to pay premiums toward the cost of group health insurance, these will be deducted from your check on a pre-taxed basis, unless you specifically request not to in written.

Upon receiving a legal document ordering the garnishment of your wages, the Company will notify you by giving you a copy. The Company will comply with the order as indicated. The Company will deduct a one-time setup fee of \$5.00 for each order received and a deduction fee of \$1.50 for each weekly garnishment.

Business Expenses and Reimbursement

Employees shall be entitled to reimbursement by the Company for any reasonable expenses approved in advance and properly incurred in the performance of their duties.

Reimbursement of expenses may be denied to any employee who fails to obtain advance approval without proper justification. All requests for reimbursements must be submitted in writing, accompanied by original receipts with an explanation of the expenditure. Reimbursement requests should be submitted to your supervisor within thirty (30) days of the date the expense was incurred. Falsification of expense reports will result in disciplinary action, including termination of employment.

Personnel Records

It is important that your personnel records are accurate and up to date so that you can continue to receive uninterrupted benefits. The information is also necessary to determine the amount of wage deductions for federal and state income tax. You should notify the Company of any change in your name, address, telephone number, marital status, number of dependents or emergency contact telephone number.

Employee Benefits

The Company offers regular full time employees who have been employed for 30 days a variety of benefits, including Medical, Dental, Vision, Life, LTD, 401(k) Savings Plan and Administrative Pension Plan. For more information regarding any of your benefit programs, please refer to the Summary Plan Descriptions, which were provided to you at time of eligibility or contact the Human Resources Department. If you have lost or misplaced those descriptions, please contact the Human Resource Department for another copy.

Vacation Leave

Regular fulltime eligible employees who have completed 90 days of active employment begin to accrue vacation at the rate of .154 hours per day, or one week per year. After two years of service, the accrual rate becomes .308 hours per day, or 10 days each year. After 5 years, the accrual rate is .462 hours per day, or 15 days per year. The Company does not normally allow any employee to take vacation that has not yet accrued.

The maximum vacation benefit an employee may accrue is 120 hours (15 days). If an employee's earned but unused vacation reaches the maximum, the employee will not accrue additional vacation until the employee uses enough vacation to fall below the

maximum, at which time the employee will resume earning vacation benefits from that date forward.

You must have advance written approval before taking a vacation day. Vacation requests must be submitted in writing to your supervisor, normally at least 30 days in advance. Although efforts will be made to accommodate your vacation requests, approval is discretionary depending on the business needs of the Company at that time.

Upon termination of your employment for any reason, you will be paid for all accrued but unused vacation.

Sick Leave Pay

Sick leave is a form of insurance that is accumulated in order to provide a cushion for incapacitation due to illness. It is intended to be used only when you are actually required to recover from illness or injury; sick leave is not for “personal” absences. Time off for medical and dental appointments will be treated as sick leave. Employees may use up to one-half of their yearly sick leave accrual to attend to a child, parent, spouse, domestic partner, or domestic partner’s child who is ill.

After six months of continuous employment eligible employees will receive 20 hours of sick leave available to use throughout the remainder of the year. On January 1, of each year after your completion of six months of service you will receive 40 hours of sick leave. Any unused sick leave at the end of each calendar year will expire. Sick leave does not carry over to the next calendar year.

In order to be paid for sick leave you must complete the Vacation/Sick Time-Off Request Form in advance whenever possible. In those situations where your absence is unexpected, please call to notify your supervisor or management at least one hour before the start of your scheduled shift.

If you are absent longer than 2 days due to illness, medical evidence of your illness and/or medical certification of your fitness to return to work satisfactory to the Company may be required before the Company honors any sick pay requests. The Company may withhold sick pay if it suspects that sick leave has been misused.

Sick leave is not paid out in lieu of time off, nor is sick leave paid out at termination or retirement.

Employee Medical Leave of Absence (FMLA)

Best Interiors, Inc. will provide an unpaid medical or disability leave of absence due to a verified illness, injury or pregnancy, childbirth or related medical condition.

Requests for such leave should be submitted to your supervisor thirty (30) days in advance, if possible, or as soon as practicable. Medical leave requests must include a doctor's certificate stating the need for the leave, your inability to perform the functions of your position, the dates you are unable to work, and your anticipated date of return to work. Any request for a leave extension must be accompanied by further medical verification.

If approved, the Company provides unpaid leaves of absence for a period of up to twelve (12) weeks in any twelve (12) month period (including time off taken under the Family Care Leave policy), or in the case of disability due to pregnancy or a pregnancy-related condition, up to four (4) months for the period of actual disability. An employee returning to work at the end of the approved leave period will be returned to his or her former position, or one with equivalent terms and conditions, unless the position has been eliminated for legitimate business reasons, or a termination would have occurred had the employee continued working. An employee returning from an approved pregnancy-disability leave will be returned to her former position, unless her job has been eliminated for legitimate business reasons, or she would have been terminated regardless of the pregnancy. Before returning to work, you are required to provide the Company with a release to work, with or without restrictions, from your health care provider.

When appropriate, leave may be taken on a reduced work schedule basis or intermittently to accommodate the disability or serious health condition. In that case, the Company may change your job duties or position for the duration of the leave to accommodate the altered schedule.

Except in the case of pregnancy disability, you must apply any accrued vacation or sick leave to the period of the approved medical leave.

If you have been employed for twelve (12) months or more and have worked at least 1250 hours in the previous twelve (12) months, the Company will continue to pay its share of your medical insurance premium during the bona fide leave period up to a maximum of twelve (12) work weeks (less any weeks already compensated for under a medical, pregnancy or family leave taken in the preceding twelve (12) months), so long as you continue to timely pay your share of the premium during that time. The premiums paid by the Company during your leave may be recovered from you if you choose not to return to work after your leave has expired. Medical insurance for non-qualifying employees or for a period of time beyond the twelve (12) weeks will be maintained only if you make the full contribution necessary to maintain the insurance coverage.

You do not earn additional holiday pay, paid time off or any other benefits while on leave.

Workers' compensation leave may run concurrently with your approved medical leave. In such cases no vested vacation or personal leave time will be deducted.

If you do not return at the end of your medical leave of absence, you will be terminated unless you notify the Company that you continue to suffer from a legally-recognized

disability, or a work-related injury. To avoid termination, before your approved leave expires you must also provide the Company with medical verification that you are unable to return to work due to disability or injury.

Workers' Compensation

The Company provides workers' compensation insurance as required by law to protect employees who are injured on the job. This insurance provides medical, surgical and hospital treatment in addition to payment for loss of earnings that result from work-related injuries.

If you are injured while working or on Company premises, please report it immediately to your supervisor, regardless of how minor the injury may be. Please contact your supervisor if you have any questions regarding the workers' compensation insurance program.

Holidays

Full-time employees who have completed 90 days of active employment are eligible for holiday pay. Holidays will be determined at the beginning of each year.

You will receive up to eight hours of compensation at your regular rate of pay for each of these holidays. These hours are not considered "time worked" for purposes of overtime. Holidays that fall on a Sunday will be observed the following Monday.

Family Care Leave

If you have worked for the Company at least one year and 1250 hours in the twelve (12) months immediately preceding the leave, and you work in a facility with at least fifty (50) employees within a seventy-five (75) mile radius, you may be eligible for up to twelve (12) weeks of unpaid family care leave in any twelve (12) month period for the birth, adoption or serious illness of a child, or to care for a parent, spouse or registered domestic partner who has a serious health condition.

Employees wishing to take family care leave must provide at least thirty (30) days advance notice, or notice as soon as practicable. Failure to provide appropriate notice may result in deferral of the leave until you comply. All requests for a leave of absence under this policy, and the duration of the leave, will be handled on a case-by-case basis in accordance with applicable state and federal law.

In order to obtain family care leave, you must submit written certification from a health care provider that your child, parent, or spouse or registered domestic partner has a serious health condition, and that you are needed to care for the family member. In the case of a birth, adoption or placement of a child into your home, the leave must be completed within one year of the birth or placement of the child. The Company may require written verification of the placement.

Family care leave is provided on an unpaid basis only, although you are required to use any accrued but unused paid time off at the beginning of the leave period. During the approved leave period, the Company will maintain your health insurance benefits as if you were not on leave, for a maximum of twelve (12) weeks total, including benefits continuation during a leave taken for your own serious health condition or pregnancy. No paid time off, seniority or other benefits will accrue during the unpaid portions of your leave.

The twelve (12) weeks allowed for time off under this policy will be reduced by any time taken for your own serious medical condition, as described in our employee medical leave policy, unless the leave is taken for disability due to pregnancy. If both you and your spouse or registered domestic partner work for the Company, your combined leaves for the birth, adoption or placement of a child may not exceed twelve (12) weeks.

Leave may be taken all at once or, in some cases, on an intermittent or reduced leave schedule basis. The Company reserves the right to transfer you to another position in order to accommodate an intermittent or reduced leave schedule.

You must notify the company of your return from leave at least one week before your scheduled return date. Failure to return to work at the end of your approved leave period will be considered a voluntary resignation.

Any employee who seeks or obtains family care leave through misrepresentation or fraud will be terminated. If you have any questions, please discuss them with your supervisor.

Military Leave

The Company provides unpaid military leaves of absence in accordance with applicable law. To be eligible, you must notify the Company in advance and provide written verification of your completion of service.

Jury or Witness Duty Leave

You will be granted unpaid time off if you are called for jury duty. Non-exempt employees may use accrued vacation leave for this purpose, or take unpaid time off. Exempt employees should check with Human Resources regarding leave or unpaid time off for this purpose. Of course, you are expected to report to work during hours or days that your presence is not required on the jury panel. An employee who does not report to work when available will not be on approved leave for the day.

You must present your jury summons to your supervisor as soon as you receive it.

Victim of Domestic Violence or Sexual Assault

Victim of domestic violence or sexual assault may request time off from work if needed to testify or appear in court, to obtain protection for yourself or your children, to obtain services from a domestic violence or sexual assault program, to obtain treatment for physical or mental injury resulting from the domestic violence or sexual assault, or to participate in safety planning. You are required to provide reasonable advance notice whenever possible, and to present your subpoena or other pertinent documentation verifying the purpose for the absence to your supervisor or Human Resources as soon as reasonably possible. Non-exempt employees may use accrued vacation leave or unpaid personal leave for this purpose. Exempt employees should check the Human Resources regarding available leave or unpaid time off for this purpose. Of course, you are expected to report to work during hours or days that you are available for work. An employee who does not report to work when available will not be on approved leave for the day. To the extent reasonable possible, the reason for such an absence will be treated as confidential.

Victim of Serious or Violent Felony

You will be granted time off to attend judicial proceedings related to the commission of a qualifying serious or violent felony if (a) you are subpoenaed to appear as a witness, (b) you are a victim of the crime, or (c) the victim of the crime is an Immediate Family Member. "Immediate Family Member" means (a) the employee's spouse or registered domestic partner, (b) the child of the employee, spouse or registered domestic partner (c) the employee's parent or step-parent, or (d) the employee's sibling or step-sibling.

You are required to provide reasonable advance notice whenever possible, and to present your subpoena or other pertinent documentation regarding the appearance to your supervisor or Human Resources as soon as you receive it. Non-exempt employees may use accrued vacation leave or unpaid personal leave. Accrued sick leave may also be used, only if you are the victim or the Immediate Family Member of the victim (not if you are subpoenaed as a witness). Exempt employees should check with Human Resources regarding leave or unpaid time off for this purpose. Of course, you are expected to report to work during hours or days that your presence is not required in court. An employee who does not report to work when available will not be on approved leave for the day. To the extent reasonably possible, the reason for such an absence will be treated as confidential.

Voting

If you are unable to vote during non-work hours and you advise the Company in advance, the Company may grant you up to two (2) hours paid time off in order for you to vote in a public election. Upon your return to work, you must present your supervisor with a voter's receipt.

School Leave

The Company provides up to a total of forty (40) hours (but no more than eight (8) hours in any one-month) of time off each school year to allow for a parent, guardian or custodial grandparent to attend school activities regarding the children in their custody. You are required to use any accrued paid time off to attend these events. You must provide reasonable notice in writing to your supervisor of the upcoming activity, and you may be asked for written verification that you attended the school event.

California State Disability and Paid Family Leave

You may be eligible for California State Disability or Paid Family Leave benefits. For more information on either benefit see the Human Resource Department.

Attendance and Job Abandonment

You are important to the overall success of our operations. When you are not here, someone else must do your job. Consequently, you are expected to keep regular attendance, be on time, and work as scheduled.

Absence is any time you are scheduled to work and fail to report. This does not include approved leave or company-initiated time off. Tardiness is any time you arrive late at your workstation and/or are not ready to work at your scheduled starting time.

Absence and tardiness may lead to disciplinary action, up to and including termination. We recognize that there may be times when your absence or tardiness cannot be avoided. In that event, you must personally notify your supervisor or management at least one hour before your scheduled shift, if at all possible. Unless you have made other arrangements with your supervisor, you should call your supervisor each day of your absence. Failure to notify us may result in disciplinary action.

If you are absent for two consecutive days without personally notifying your supervisor or Company management, we will assume that you have resigned. Your last day worked will be considered the date of separation.

Failure to return from an approved leave of absence will also be considered a resignation. In that case, the date of the expiration of the leave is the separation date.

Personal Appearance

Because of our relations with customers and the nature of our business, neatness and cleanliness are absolutely necessary at all times. Employees should dress conservatively, in good taste and according to the requirements of the position. If you have any questions about proper attire in your department, you should ask your supervisor.

Personal Telephone Calls

Employees are requested to keep all personal phone calls at work to a minimum. Excessive use of company time to conduct personal business may be grounds for disciplinary action, up to and including termination. Under no circumstances should an employee make or charge a long distance call to the Company unless it is work-related and approved in advance.

Use of Computers, Electronic & Telephonic Systems

As with all Company assets, data transmission equipment such as computers, voice mail and electronic mail is Company property and is intended for authorized business use only. Specifically, electronic mail and other information systems, including the Internet, are not to be used for personal business, solicitation or personal causes. In addition, you may not use the Company's communication systems for a communication which would in any way be disruptive, insulting, offensive to others, or harmful to morale. Examples of forbidden transmissions include harassing, disparaging or sexually explicit messages or

jokes. Use of Company-provided systems in violation of this guideline will result in disciplinary action, up to and including immediate termination.

For business purposes, authorized personnel must have unrestricted access to certain information stored on Company-owned equipment. Thus, with or without passwords, the Company cannot guarantee the privacy of documents and messages stored in Company-owned files, desk, storage areas, voice or electronic media. A review or search of these areas may occur without prior notice. The contents of communication or documents reviewed or retrieved by the Company for legitimate business reasons, may be used and disclosed without your permission.

The Company has provided access to the Internet for authorized users to support the business purposes of the Company. The Company's policy prohibiting improper access, use and downloading of information on the Internet applies equally to accessing and transmitting information from the Internet. In addition, employees are prohibited from doing any of the following with respect to the Company's computers and Internet access:

- Encrypt files or take any steps that block access to files, other than the use of Company passwords, or approved encryption programs. Employees must not change their passwords or log-on codes without notifying the Company.
- Create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, or religious or political beliefs.
- Send, receive, or solicit sexually oriented messages or images.
- Download, disseminate, copy or post any of the copyrighted materials that is available on the Internet. Permission to copy the material must be obtained from the publisher.
- Download software from the Internet without prior permission, as the download could introduce a computer virus onto the Company's network.
- Use the Internet to participate in chat rooms or transmit personal comments or statements.

General Standards of Conduct

To ensure orderly operations and provide the best possible work environment, the Company requires that employees follow rules of conduct that will protect the interests of the Company and the safety of its employees.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, at the discretion of the Company, up to and including immediate termination of employment:

- Theft or removal of Company property.
- Falsification of application for employment, time cards or other company records.
- Working or reporting for work under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs, in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Negligence or improper conduct leading to the likelihood of or actual damage of employer-owned or customer-owned property.
- Insubordination or other disrespectful or uncooperative conduct.
- Violation of safety or health rules.
- Sexual or other harassment of any kind.
- Possession of dangerous or unauthorized materials, such as weapons, explosives or firearms, in the workplace.
- Excessive or unauthorized tardiness and/or absenteeism or any absence without notice.
- Unauthorized use of telephones, mail system, or other employer-owned equipment.
- Unauthorized use or disclosure of business "secrets" or confidential information.
- Unsatisfactory performance or conduct.
- Inappropriate disparagement of the Company.
- Unprofessional conduct, including harassment or any conduct which disrupts or interferes with the workplace.

The above list is not all-inclusive, and may be revised at any time. Notwithstanding the foregoing rules of conduct, employment with the Company is strictly at-will and may be terminated at any time, with or without cause and with or without notice.

Conflict of Interest

As an employee of the Company, you are expected to avoid any activity, investment or interest which could be construed as a conflict with the interests of the Company or its customers, including any behavior which gives the appearance of taking money, merchandise or services from a customer or vendor for personal gain.

If you engage in any activity or transaction which might cause a conflict between personal and Company interest, information about that potential conflict must be disclosed in advance with your supervisor. Please contact your supervisor if you have any questions regarding this matter.

Confidentiality

As an employee of Best Interiors, Inc. you will directly or indirectly gain access to information about the Company and its operations which is confidential. This confidential information, includes, but is not limited to, our modes and methods of conducting business, the way in which we produce and market our services, our employee, customer, vendor and referral source lists, all copyrighted and non-copyrighted or non-protected computer software programs, our techniques of operation, financial structure, and work product.

Upon termination of your employment for any reason, or at any other time upon request you shall deliver promptly to the Company any and all property, material and documentation relating to the Company, whether or not of a confidential nature, and you agree not to retain any document or data containing any confidential information upon the termination of your employment.

If you leave our employment for any reason, you must continue to treat as private and privileged any confidential Company information, including but not limited to the information described in the prior paragraph. You should not use or release any information concerning the Company to any person, firm or institution without the express written approval of the Company's President or Vice President.

Searches of Company and Employee Property

To protect employees and the Company from theft, and to enforce Company policy prohibiting other misconduct, including the possession or use of drugs and alcohol, the Company reserves the right to search employees and their personal property (e.g., vehicles, clothing, packages, purses, brief cases, lunch boxes, or other containers brought onto Company premises) when there is reason to believe that Company policy is

being violated. Employees are expected to cooperate in the conducting of such searches.

The Company also may conduct unannounced random searches of Company facilities and property (e.g., Company vehicles, desks, file cabinets, employee lockers, etc.). Searches of Company facilities and property, including Company property in the possession of the employee, can be conducted at any time and do not have to be based upon reason to believe that Company policy is being violated.

Acknowledgment of At-Will Status and Company Policies

I have received, read and understood the Best Interiors, Inc. Employee Handbook. I understand and agree that:

- a) this handbook does not create any express or implied contractual obligation on the part of Best Interiors, Inc.;
- b) employment with Best Interiors, Inc. is not for any specified term;
- c) employment with Best Interiors, Inc. is strictly at-will, and I may quit or be transferred, reassigned, suspended, demoted and/or discharged at any time, with or without cause and with or without prior notice; and
- d) this Acknowledgment of At-Will Status is an integrated agreement concerning my at-will employment status, which can be modified or amended only by a written agreement signed by the President or Vice President of Best Interiors, Inc.

In reviewing the Company handbook, I have read and understood the Company's drug and alcohol-free workplace policy and the Company's policy against harassment, including sexual harassment. I agree to abide by these and all other Company policies. I understand that any violation of a Company policy may result in serious disciplinary action, up to and including immediate termination.

I also understand that all Company equipment, including computer systems, voice mail and e-mail, are intended for business use only and that the Company maintains the right to access and disclose any and all information contained in these systems.

In addition to receiving the Employee Handbook, I have received the California Paid Family Leave Pamphlet, the Department of Fair Employment and Housing Pamphlet regarding Sexual Harassment and a Personal Physician pre-designation form.

Date: _____ Print Name: _____

Signature: _____