



KENNEY
communications, inc
travel media

**KENNEY
COMMUNICATIONS, INC.**

**1215 SPRUCE AVENUE
ORLANDO FL 32824**

EMPLOYEE HANDBOOK

*REVISION DATE:
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EMPLOYMENT AT WILL

This personnel policy manual is the property of Kenney Communications, Inc. Its contents are confidential, and employees should not reveal them to anyone who is not employed by our Company. The policies, procedures, rules, benefits, and other elements of this handbook pertain only to our employees and have no bearing on persons outside the Company.

We want our employees to be happy, satisfied and safe while working here at Kenney Communications, Inc. That's one reason we provide good pay, good benefits, and good working conditions. We want you to enjoy working here in a warm, friendly, professional, and productive environment.

Kenney Communications, Inc. is an equal opportunity employer. However, since the State of Florida is an "at will" state, this means that Kenney Communications, Inc. does not offer, guarantee, contract or promise employment for any specific length of time. You have the right to leave our Company at any time and the Company has the right to terminate the employment relationship at any time, with or without notice and with or without cause. This is our employment "at will" policy and is good business practice for everyone.

The employment policies we describe in the handbook are general guidelines and are not conditions of employment. The language in the handbook does not create a contract between Kenney Communications, Inc. and its employees.

KENNEY COMMUNICATIONS, INC.

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WELCOME TO KENNEY COMMUNICATIONS, INC.

We're glad to present you with this copy of your Employee Handbook. This document has been designed to help you to better know Kenney Communications, Inc. Whether you have been with us for a short time or for many years, we want you to know that we appreciate the contribution you are making to the continued success of Kenney Communications, Inc. In return for your loyalty and cooperation, we believe that it is our responsibility to keep you accurately informed of our policies and procedures. This Employee Handbook is a summary of the principles for which we stand, the benefits you receive and the obligations and responsibilities you have as an employee.

As the Company grows, we want you to grow. You and your job are important to our continued growth and security because we are all working toward a common goal of building a stronger and better place in which to work together.

We don't intend for any rule or policy to cause an undue hardship for anyone. We set them forth in this Employee Handbook simply to let you know what to expect from Kenney Communications, Inc. and what we expect from you. These policies are not unchangeable but will remain in effect unless changes are conditions pertaining to our particular industry. Management reserves the right to make personnel policy changes when, in the opinion of management, those changes are in the best interests of Kenney Communications, Inc. Management also reserves the right to interpret policy and make policy decisions.

Please read your Employee Handbook carefully and keep it for future reference. If you have any questions concerning the policies or benefits outlined in this document, please speak to management.

It is a pleasure to welcome new employees and to extend best wishes for continued success to those who have become a part of the growth and progress of Kenney Communications, Inc. We are sincerely proud to have you as a member of our team.

KENNEY COMMUNICATIONS EMPLOYEE DEFINITIONS

Kenney Communications provides both full-time and part-time employment. Full-time is defined as an employee working an average of 40 hours per week. Part-time is defined as an employee that works an average of 25-32 hours per week. Employees are designated as full-time or part-time at the time of hire.

Employees hired to work 25 hours or more each week are eligible for all employee benefits. Any employee that is scheduled to work less than 25 hours per week is not eligible for employee benefits, except those mandated by the government, such as Social Security and Workers' Compensation.

If employment status (full-time, part-time) change occurs, PTO and other benefits will change accordingly. PTO hours earned will be adjusted to the new employment status at time of employment anniversary.

Your employment anniversary date is the date of your initial employment or re-employment with Kenney Communications, Inc. and reflects your experience with the Company. This date is used in determining your eligibility for a number of employee benefits which are related to length of service.

Exempt employees are those who do not keep a daily time record, do not receive overtime compensation, and are paid by a salary. Non-exempt employees are those who maintain an accurate record of their hours worked each day, who receive overtime compensation for all hours worked in excess of 40 per week, and who are paid an hourly rate.

OUR WORK PHILOSOPHY

OUR EMPLOYEE RELATIONS POLICY IS FAIR TREATMENT FOR ALL EMPLOYEES

At Kenney Communications, Inc., we recognize the importance of our employees and regard them as our greatest assets. With that philosophy in mind, we have developed the following employee relations policy:

We believe in . . .

- Treating each employee as an individual. Your rights are respected with courtesy, dignity, and consideration
- The value of cooperative, well trained, efficient, and loyal people working together for the benefit of each other and Kenney Communications, Inc.
- Providing fair wages, satisfactory employment, and good working conditions
- Frank and open discussion of any problems and/or misunderstandings
- Promotions on the basis of merit and ability, with preference given to those with greater length of service if all other factors are equal

OUR STAFF

Kenney Communications, Inc. conducts its business operations in a professional, efficient, ethical and resourceful manner. This makes the Company strong and contributes to the excellent reputation, which we enjoy. A progressive, well-respected Company can offer the best working relationship to its employees – good pay, good benefits, good working conditions and a good opportunity for professional growth and job satisfaction.

The loyalty and the reliable work performance of the Kenney Communications, Inc. staff has been a huge factor in the success of the Company. We consider our staff members to be our most valuable and important assets. It is our hope that our association with you will be satisfying and rewarding, and you will strive daily to improve your position on the Kenney Communications, Inc. team by providing the highest quality of service to our customers.

OUR CUSTOMERS

The continued growth and professional success of Kenney Communications, Inc. depends on the attitude and effort of each member of our staff. Maintaining a reputation for quality, integrity, professionalism, and service to our customers is our primary objective. All other purposes of our Company are dedicated to attaining this primary objective. In your contacts with our customers, you, for these moments, represent Kenney Communications, Inc. so far as they are concerned.

Our reputation with the customers is at stake every time we experience a customer transaction. We have everything to gain by being courteous, neat, friendly, and helpful. We expect all employees to maintain a cheerful, positive, and respectful attitude, not only to the public, but in contact with each other. No matter what work you perform, it is vitally important to our basic objective to provide quality service to our customers.

PERSONAL RESPONSIBILITIES

Kenney Communications, Inc. employees must conduct their personal affairs in an exemplary fashion which will reflect well on the Company and not jeopardize their duties and responsibilities to the Company or create a conflict of interest with respect to their obligations to the Company. In particular, employees must conduct themselves so that ethical, legal or professional questions do not arise with respect to their association or work with Kenney Communications, Inc. and/or its customers. We expect all Company employees to conduct themselves with the highest degree of honor, integrity and character.

EMPLOYMENT POLICIES AND PROCEDURES

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Kenney Communications, Inc. to grant equal employment opportunities to all qualified persons without regard to race, creed, color, sex, religion, age, national origin, physical or mental handicap, disability, veteran's status, marital status, citizenship status or any other category protected by federal, state or local statute. In addition, we will provide reasonable accommodation to the needs of disabled applicants or employees who have a known disability, so long as it does not create an undue hardship for the Company or threaten the health and/or safety of others at work.

To deny a qualified person the chance to contribute to our effort because the person is a member of a minority group is unfair to everyone. It is our intent and desire to provide equal opportunities in employment, promotion, wages, benefits, and all other privileges, and in terms and conditions of employment. This policy has the total support of the owners of the Company as well as the entire management team.

HOW AND WHY YOU WERE SELECTED

Kenney Communications, Inc.'s continued growth and your job satisfaction depend to a large degree on you and your work performance. This is why we carefully select our employees through a detailed written application, careful interviewing and thorough reference and background checks. Every applicant for employment must be drug-free, must possess the qualifications for the position, and must thoroughly complete an application form with accurate information.

The company will not consider an incomplete or inaccurate application, and providing incomplete or inaccurate information on the application form or during the employment process constitutes grounds for discharge. In addition, each applicant may provide a resume, and must sign a certification authorizing the Company to conduct the following background checks, where the information gathered is job-related:

- Former employers
- Personal references
- Academic and licensing credentials
- Criminal records
- Other background checks

Kenney Communications, Inc. is committed to hiring only authorized workers. Each new employee will be asked to (1) provide documents which verify both identity and authorization to work in this country and (2) to complete the I-9 form. Both the employee and the Company representative will sign the I-9 form certifying that the documents are valid. You must provide these documents and complete the I-9 form within 3 business days of your initial employment date. If you have applied for these documents but they have not yet arrived, you must provide the Company with a receipt certifying that you have applied, and you must provide the actual verification documents to the Company within 21 business days. Employees who do not meet this requirement are not "authorized" in the eyes of the federal government, and thus are not eligible to be employed and will be separated. The purpose of these comprehensive employment procedures is to find employees who want to do a good job. We need people who can effectively and cheerfully carry on the work of our Company and who find themselves comfortable and at home here. After we carefully considered and evaluated all available information, we selected you to become a member of the Kenney Communications, Inc. team. We look forward to a satisfying and rewarding work relationship and we will always appreciate your loyalty and good work performance.

THE FIRST SIXTY DAYS -- YOUR INTRODUCTORY PERIOD

We consider the first 60 days that you work for us as an introductory period. It gives us an opportunity to find out whether your work, your attitude and your attendance measure up to our standards of performance, and it gives you the opportunity to see if you will enjoy working here.

At any time during this introductory period, you may decide to resign without stating a reason, or you may be released by the Company on the same basis, without any effect on your employment record. This policy is a fair one in that both of us will have this 60-day period of time to adapt to our working relationship and the expectations of the Company with respect to our corporate goals and objectives.

POLICY AGAINST HARASSMENT

SEXUAL, RACIAL, ETHNIC AND RELIGIOUS HARASSMENT IS PROHIBITED

Kenney Communications, Inc. is committed to providing a work environment that is free from discrimination. In keeping with this commitment, we maintain a strict policy prohibiting any kind of unlawful harassment, including racial, sexual, ethnic, or religious harassment. This policy prohibits harassment in any form, such as verbal, physical, and visual harassment.

The definition of sexual harassment includes (1) *quid pro quo* (this for that) sexual harassment where employment or continuing employment is based on the granting of a sexual favor, and (2) the creation of a hostile work environment, to the extent that an employee feels coerced or intimidated. A hostile work environment can be created by words and/or actions. Words or actions are considered unlawful sexual harassment if, among other things, they are (1) sexual in nature and (2) unwelcome. While at work, we expect all employees to act in a professional, business-like, and friendly manner.

Any employee who believes that they have been harassed by a co-worker, supervisor, member, or agent of our Company (or outside vendor or salesperson), should promptly report the fact of the incident or incidents and the names of the individuals involved to management. Management will investigate all such claims and take appropriate corrective action.

SOCIAL RELATIONSHIPS AT WORK

During business operations, we have found that work relationships are usually more productive and rewarding if these relationships remain professional in nature and business oriented. If a sound and secure business relationship is impaired by emotional or personal involvement, all of us can be affected adversely – employees, management, and customers. For example, a manager's dating an employee could be viewed by others as favoritism or discrimination and could provide basis for a serious employee morale problem.

For these reasons, we have established a policy on social relationships at work which states that no member of management is allowed to date or maintain a social or romantic relationship with any employee under their direct or indirect supervision. In addition, no member of management may date or maintain a romantic relationship with any employee whose duties could create a real or apparent conflict of interest. Should a social or romantic relationship develop, it is the employee's responsibility to notify management so that appropriate preventive action may be taken. Violation of this policy may be grounds for disciplinary action up to and including dismissal from employment.

EMPLOYMENT OF RELATIVES

As a matter of policy, Kenney Communications, Inc. does not permit the employment of relatives of current employees, except under special circumstances and in compliance with our policy of equal employment opportunity. If consideration is being given to the employment of a relative, approval by management is required. Marital status is not an automatic bar to employment unless the employment of a spouse creates a job-related conflict of interest. However, a relative may not be employed in a payroll, accounting, or personnel function, or in any other position which might create a conflict of interest of a job-related, unsuitable working arrangement which could have a negative impact on employee morale or customer service.

OUTSIDE EMPLOYMENT (MOONLIGHTING) POLICY

Kenney Communications, Inc. recognizes that some employees may need or want to hold additional jobs outside their employment with the company. Employees of Kenney Communications, Inc. are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable business concerns. Kenney Communications, Inc. applies this policy consistently and without discrimination to all employees, and in compliance with all applicable employment and labor laws and regulations.

The following rules for outside employment apply to all employees notifying management of their intent to engage in outside employment:

Work-related activities and conduct away from Kenney Communications, Inc. must not compete with, conflict with, or compromise the Company's interests or adversely affect job performance and the ability to fulfill all responsibilities to Company.

Employees are prohibited from performing any services for customers of Kenney Communications, Inc. that are normally performed by the Company. This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use of application of any company confidential information. In addition, employees may not solicit or conduct any outside business during company work time for Kenney Communications, Inc.

Employees must carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems, the employee will be asked to discontinue the outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting problems.

Employees may not use the Company's unscheduled Personal Time Off (PTO) to perform work for another employer. Fraudulent use of company's PTO, or an employee's refusal to comply with the Company's reasonable request to terminate outside employment, may result in immediate termination of employment.

Any injury that occurs while employee is working for an outside employer, will not be covered under Kenney Communications, Inc workers' compensation policy, and may not be covered under our Company provided health insurance benefits if the incident happens in the workplace of the outside employer. The health insurance coverage will be at the discretion of the insurance provider.

SHOULD YOU RESIGN

It is the Company's hope that you will find Kenney Communications, Inc. to be an enjoyable and satisfying place to work. Sometimes, however, employees have personal circumstances and interests that result in a job change and that might require you to resign. If you decide to resign from the Company, please provide management at least two (2) weeks written notice. This courtesy will allow the Company enough time to adjust working schedules and secure a replacement. Also, your advance notice represents a professional courtesy and will reflect positively on your employment record and will be noted favorably in your personnel file.

Employees who leave in "good standing" may receive consideration if they wish to return to work at a later date. "Good standing" means that you leave with a satisfactory work record and with proper notice. Employees leaving between pay periods will be paid on the next regularly scheduled payday. Commissioned employees will receive

any commissions due once the month in which they resign has been closed out. The Company reserves the right to adjust commissions, based on the status of the client.

TERMINATION OF EMPLOYMENT – DISMISSAL

If, in the opinion of the Company, an employee's performance is unsatisfactory due to lack of ability, failure to fulfill the requirements of the job or other reasons, the employee will be notified of the problem by management and the manager will work with the employee to correct the situation. If an employee's failure is due to mismatching of the person and the job, we will attempt to find a more suitable job, if this is possible and if one is available within the Company.

An employee may be dismissed for other reasons, such as violating a Company rule or policy or engaging in an activity that is detrimental to the best interests of the Company. Under these unpleasant circumstances, it may be necessary to terminate the employment relationship. Dismissals are unpleasant and costly, so the Company regards them seriously and handles them with the proper attention, concern and consideration of good management principles and fair treatment.

If you believe you have been treated unfairly, you have a right to an interview with the owners. Normally, advance notice is not given in dismissal cases or to those employees who are terminated within the introductory period. Employees who are dismissed from Kenney Communications, Inc. do not receive accrued PTO.

Regardless of the reason for dismissal from employment, please remember that we operate under an employment "at will" policy, as described earlier in this handbook. Prior to receiving your final paycheck, you must do the following:

- Surrender all Kenney Communications, Inc. property including keys, documents, shirts, cell phones, and other items.
- Fulfill all financial obligations to the Company.

WHEN YOU RETIRE

Kenney Communications, Inc. has no mandatory retirement age. Deciding upon the time at which you will retire is a decision which, normally, you will make individually and communicate to the Company with adequate notice. Of course, the Company reserves the right to take other job-related factors into consideration, such as job performance, economic considerations, and others, just as it would for any other employee.

When you decide to retire, please give the Company at least a six-month notice or more if possible. This will give management enough time to process the administrative matters related to your retirement, such as your retirement account, insurance, social security, and other related items.

In addition, a member of management would like to talk with you and counsel with you regarding the kind of information you will need to have when you retire.

EMPLOYEE PROBLEM-SOLVING PROCEDURE

The management of Kenney Communications, Inc. is interested in how you feel about your job. Your work-related complaints concerning problems, no matter how large or small, are of concern to us because we know that

if you are satisfied with your job and your working conditions, you will work more effectively and be of more value to the Company, your co-workers and yourself.

We want to provide you with an effective and acceptable means of bringing your problems and complaints to our attention. Therefore, we have established a Problem-Solving Procedure, or grievance procedure, to be used by all of us. If you follow the steps in this procedure, no one will criticize you or penalize you in any way.

The sole purpose of our Problem-Solving Procedure is to help you work out to the satisfaction of both you and anyone else concerned any complaint or problem that you might have. Remember, the only way we can understand and help you with your problems or complaints is if you come to us and explain your individual situation. We regard the use of the Problem-Solving Procedure as an opportunity to correct dissatisfaction in job-related practices and policies, and we appreciate your help in accomplishing this goal.

The Problem-Solving Procedure has the following purposes:

- To resolve employee problems in a just and equitable manner
- To provide a formal mechanism with time limits to ensure prompt handling of employee complaints
- To alert management to causes of employee dissatisfaction and to provide an opportunity to explain and/or to eliminate the causes of dissatisfaction
- To resolve employee problems without reprisal against the employee using this procedure
- To create an atmosphere conducive to a high level of employee morale

Here's how the procedure works:

Your first step is to discuss the problem with management. Every effort should be made to resolve the problem at this level to the satisfaction of both parties. The complaint should be discussed with management within two (2) consecutive workdays.

If management's answer is not satisfactory to you, you have the right to submit your complaint to the owner(s). They will review all of the facts and circumstances and give you an answer within five (5) consecutive working days. The decision of the owner is final.

Remember, the only purpose of our Problem-Solving Procedure is to give you and Kenney Communications, Inc. an opportunity to resolve any problems or complaints of any kind. In order for this Problem-Solving Procedure to work, you must want it to work and use it. It's for your benefit. Our door is always open. When problems arise, we would like to have an opportunity to correct them if we can.

EMERGENCY CLOSING

Kenney Communications, Inc. realizes that emergency conditions such as storms may develop, which, for the safety of our employees, might require the temporary closing of the Company's facilities. Should that situation occur, a representative of the Company will announce that emergency conditions exist and that the Company will close its facilities.

If emergency conditions develop during non-working hours, it is your responsibility to make every effort to be in contact with management during these emergency situations to determine what the work schedule may be.

YOUR JOB

Your job duties and responsibilities have been developed to be consistent with the needs of Kenney Communications, Inc., as well as good management principles and procedures. Our first responsibility is to our customers. We must be ready to meet any need they may have, and we must remain flexible to adapt to changing situations. Most of the time, your job duties will remain the same; however, the Company may occasionally ask you to perform job duties other than your regular job and to work hours which are different from your regularly assigned hours. When those situations occur, the Company expects you to cooperate. Management reserves the right to establish work schedules for employees and create work assignments for employees as necessary to meet the goals and objectives of Kenney Communications, Inc.

RULES FOR DRIVERS

COMPANY OWNED VEHICLES

It is essential that employee assigned vehicles be kept clean, neat and tidy at all times. All company vehicles are smoke free so please eliminate all smoking in our vehicles. The vehicle safekeeping is the responsibility of each driver. You must lock your vehicle and remove the keys at every stop that is made on your route. Failure to do so is cause for termination of employment.

STOCKING TRUCKS

It is necessary that service vehicles be fully stocked, especially during the busy seasons. If you should run out of brochures and magazines for any reason, you must contact Management for instructions. It is the responsibility of all drivers to appropriately stock your assigned vehicle for your route's daily needs, including switch outs. We are aware that switch outs may take up extra space in your vehicle. Please use your best discretion to back off certain materials according to your routes requirements.

RACKS

All racks must be cleaned on a regular basis, and you must pack the rack so that it is completely full when you walk away from it. Do not leave racks with half-empty pockets unless otherwise instructed to do so.

DRUGS AND ALCOHOL IN THE WORKPLACE

The manufacturing, distribution, dispensation, or possession and/or use of illegal drugs or any controlled substance on Kenney Communications, Inc. property is absolutely prohibited and will be severely dealt with by management. Employees who report to work under the influence of alcohol, illegal drugs, or any controlled substance, will be subject to dismissal. Kenney Communications, Inc. reserves the right to require a drug test of any employee whenever, in the opinion of the Company, this is necessary. Employees who have injured themselves or another person may be required by the Company's workers' compensation carrier to take a drug test. Employees who refuse to take a drug test when requested will be subject to dismissal. Employees who refuse to take a drug test when required by workers' compensation may be denied full benefits for injury.

DISABILITIES AND MEDICAL CONDITIONS IN THE WORKPLACE

It is the policy of Kenney Communications, Inc. to provide a safe and healthful workplace for all employees, and to make reasonable accommodation to the work needs of applicants and employees who have a known physical

or mental disability, so long as this does not create an undue hardship on the Company or threaten the safety and/or health of others at work.

If an employee contracts a disease or develops a physical or mental disability which limits the employee's ability to successfully perform job duties, which is communicable to others, or which threatens the health or safety of others at work, the employee may be placed on a leave of absence, based on the advice of a physician and the Company's leave of absence policy. Before being allowed to return to work, the employee must provide the Company with a written doctor's statement, indicating that the employee is able to perform all regular job duties satisfactorily, with or without accommodation, and does not pose a threat to the health and/or safety to the employee and to others at work.

If an employee contracts a non-communicable disease or disability, the employee will be allowed to continue to work as long as they are physically and mentally able. The Company will make reasonable accommodation to the employee's work needs, so long as this does not create an undue hardship for the Company or threaten the health and/or safety of others at work. The Company will require a doctor's statement verifying the status of the disease or disability. Management reserves the right to make all work-related decisions based on the best interests of the Company and our customers.

ACCOMMODATION POLICY

Under our Accommodation policy, we define reasonable accommodation as any modification or change to a job, employment practice, or work environment which makes it possible for a qualified applicant or employee with a known mental or physical disability to enjoy equal employment opportunity. Our Company will attempt to provide reasonable accommodation to an applicant or employee, unless the accommodation (1) would impose an undue hardship on the Company, or (2) if the applicant or employee would pose a direct, significant, and an identifiable threat to the health and safety of others or themselves.

Management reserves the right to make all work-related decisions concerning reasonable accommodation, disabilities, handicaps, and diseases based on the business interests of our firm. These decisions will exemplify and take into consideration our commitment to equal employment opportunity.

SAFETY POLICY

It is the policy of Kenney Communications, Inc. to provide a safe and healthy work environment for the protection of our most vital resource – our employees. The safety of our employees is of the greatest interest to all levels of management and supervision, ranking in importance above production, quality, costs and service.

Kenney Communication, Inc.'s basic philosophy is that all personal injuries can be prevented. While the responsibility for safety begins and ends with the owners, that responsibility is shared throughout the organization. All employees, at every level, are expected to fully accept responsibility for their own safety and for the safety of those with whom they work. There is no place in the organization for an unsafe employee.

Kenney Communications will maintain a vigorous safety and injury prevention program and will allocate the necessary resources to assure a safe and healthful work environment.

WORKPLACE VIOLENCE

The Company provides a safe workplace for all employees. All employees should review and understand the provisions of this workplace violence policy to ensure a safe workplace and reduce the risk of violence.

PROHIBITED CONDUCT

The company does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

- Causing physical injury to another person
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging company property or property of another employee
- Possession of a weapon while on company property or while on company business
- Committing acts motivated by, or related to, sexual harassment or domestic violence

REPORTING PROCEDURES

Any potentially dangerous situations must be reported immediately to management. Reports can be made anonymously and all reported incidents will be investigated. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on a company-controlled site.

Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. The Company will actively intervene at any indication of a possibly hostile or violent situation.

EMAIL POLICY

In order to facilitate communications at the Company, each workstation is assigned a computer with email capability. All employees should treat the email system with respect and only use it for official Company business. It is very important to compose email messages that are professional, business-like and in good taste. You should compose email messages with the same care as hard-copy correspondence.

Employees may not use email for private or personal messages and employees have no privacy rights with regard to messages they place on the email system. Email messages may not contain material that is offensive, nor should they contain racial, ethnic, religious, or sexual slurs, or anything else that is inappropriate. Remember that even when you delete an email message, it will remain in the computer's memory system and can be retrieved at a later date. The Company reserves the right to monitor email messages.

RISK REDUCTION MEASURES

SAFETY

The Company conducts annual inspections of the premises to evaluate and determine any vulnerabilities to workplace violence or hazards. Any necessary corrective action will be taken to reduce all risks.

INDIVIDUAL SITUATIONS

While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform management if any employee exhibits behavior that could be a sign of potentially dangerous situations. Such behavior includes:

- Discussing weapons or bringing them to the workplace
- Displaying overt signs of extreme stress, resentment, hostility, or anger
- Making threatening remarks
- Sudden or significant deterioration of performance
- Displaying irrational or inappropriate behavior

DANGEROUS/EMERGENCY SITUATIONS

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If management can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, cooperate and follow the instructions given.

ENFORCEMENT

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on company premises will be reported to the proper authorities and fully prosecuted.

All individuals who apply for and obtain a protective or restraining order which lists company locations as being protected areas, must provide a copy of the petition and order to management.

YOUR HOURS OF WORK AND YOUR PAY

YOUR WORKWEEK

Your work schedule will depend on your job and the department to which you are assigned. Management will explain your work schedule to you. Should you ever have any questions about when you are to be at your workstation, please ask management.

The needs of your department may be different depending on the needs of the customer and the goals and objectives of the Company, and management may change this work schedule where necessary. When extra hours

are necessary, the Company expects employees to cooperate and work whatever hours the Company requires, including additional hours.

YOUR MEAL BREAK

Each Kenney Communications, Inc. employee receives a 30-minute lunch break at the Company's expense. Any time taken over the 30-minutes, including meal consumption, must be brought to management's attention immediately. Management will address any time adjustment necessary.

YOUR PERFORMANCE REVIEW

All employees should want to know how they are progressing in their work. We need to know what work we are doing successfully as well as where we need to make improvement. Therefore, management will review your job performance with you periodically to discuss these matters. There is no set timeframe for performance reviews, nor does a review guarantee an increase in pay. The performance review will consider job traits such as the following:

- Quality and quantity of work
- Job knowledge
- Cooperation with co-workers
- Dependability of performance
- Attitude in job performance
- Attendance and initiative on the job

Our performance review program gives you the opportunity to discuss your job privately and personally with management. The purpose of these discussions is to help you understand how the Company feels about your contributions to the team effort, and to allow you to express your feelings about your own job, the people with whom you work and the department in which you work.

OUR PAY POLICY AND YOUR MERIT INCREASES

It is the policy of Kenney Communications, Inc. to pay wages, salaries and commissions which are comparable to those paid for similar jobs and services in our surrounding area. We maintain our wage and salary structure by periodically conducting compensation surveys.

The Company bases pay increases upon your record of performance on the job, your particular job classification, your length of service with the Company, the financial condition of the Company and other economic and job considerations such as the following ones:

- Loyalty to the Company
- Attitude toward work, accepting responsibility and independence of action in carrying out duties
- Attitude toward customers & fellow workers
- Responsibility
- Willingness to help others
- Attendance and tardiness records
- Personal appearance and conduct
- Training and experience
- Job skills and special aptitudes

WHY TIME RECORDS ARE IMPORTANT FOR NON-EXEMPT EMPLOYEES

For non-exempt employees, the government's employment requirements and regulations today are very strict about recording the exact number of hours you work. It is the Company's responsibility to set time keeping and payroll policy and it is your responsibility to maintain your individual time record. A time record is required because the Company uses the information on it for compliance with government regulations, payroll computation and for giving you an accurate record of your earnings. All designated employees must maintain a true and accurate time record each day.

PAYDAY

The payroll period is weekly, although each week stands alone for compensation purposes. You will receive your paycheck on the first Friday following the last day of the previous pay period. There will be a total of 52 paydays per year. The Company does not provide paychecks in advance. The official work week extends from 12:01 a.m. on Sunday through midnight on Saturday.

If payday falls on an official Company holiday, you will be paid on the preceding workday.

SHOULD YOU FIND AN ERROR IN YOUR PAY

We take every precaution to avoid errors in your pay. However, if an error does occur inadvertently, please inform management who will obtain the correct information from you and determine whether an adjustment is in order. If the paycheck contains an error, you will receive an adjustment on the next regular payday.

YOUR PAYROLL DEDUCTIONS

Your pay represents the full amount of your earnings each pay period, minus the appropriate deductions that the U.S. government requires the Company to make. For example, we are required to deduct your federal withholding tax (income tax) and Social Security tax from your earnings. The Company deposits the deducted amount to the U.S. Treasury, and you receive credit for it on your income tax at the end of the year. Your earnings and the number of your dependents determine the amount of your tax deduction. You record the number of your dependents on your W-4 form. Each employee is responsible for completing his W-4 form properly and updating it when necessary. Each year, you will receive a W-2 slip showing your total earnings for the year and the amount of taxes that have been withheld.

Also, deductions for Social Security come out of your paycheck at the rate established by law. As you know, this rate can change frequently, depending on Congressional actions. Kenney Communications, Inc. pays part of your total Social Security tax, and you pay the other part. Any other deductions must be authorized in writing by you.

WHEN YOU ARE PROMOTED OR TRANSFERRED

At Kenney Communications, Inc., we believe in promotion from within and we will exercise that policy whenever possible. We do not anticipate employing someone from outside the Company unless we have no current employee with the necessary qualifications. If you are interested in a transfer, please make this request with management. You must be in your job at least six months in order to be eligible for a transfer.

If you are promoted, you will normally receive an increase in pay which reflects your new responsibilities. Temporary or regular transfers to jobs in the same pay grade are not accompanied by an increase. Kenney Communications, Inc. reserves the right to transfer employees to whatever job or location may be necessary to accomplish the objectives of the Company.

YOUR RESPONSIBILITIES

YOUR RESPONSIBILITIES TO KENNEY COMMUNICATIONS, INC.

Along with the advantages and opportunities offered by our Company go certain responsibilities and obligations that you should meet. Your most important responsibility, of course, is to do a good job on the work that you are assigned. Completing each assignment to management's satisfaction is the surest way to make progress.

Always remember that our Company is not content with average work – we want you to achieve a high degree of success by calling forth your best efforts and helping you achieve your work goals. In addition to following instructions, doing a good job requires you to think for yourself, ask questions and make constructive suggestions. You will find that management is interested in your ideas and will appreciate your efforts to do an outstanding job and improve the Company.

Doing a good job also implies certain obligations on your part, such as being alert, using good judgment, being prompt and regular in your attendance, cooperating with your co-workers, and being loyal to Kenney Communications, Inc.

CALLING IN SICK, ATTENDANCE & TARDINESS

In order for all of our jobs to work together satisfactorily, it is important to be present and on time every day. If, for any reason, you are unable to be present and/or on time, please call your assigned call-in manager as soon as possible so that they can make schedule adjustments. If you cannot get through to your assigned call-in manager, you must call another manager. Do not leave messages on voicemail. If you only get voicemails, call back. The employee must call, not the spouse, child, friend or relative, unless the employee is incapacitated. If you are unable to report to work because of illness or emergency, please notify management at the earliest possible time. You are required to call in daily for each day you are going to be absent. Excessive absence is a serious problem, regardless of whether the absence is excused or unexcused. The Company classifies absence as follows:

- Excused Absences are to be approved prior to the absence and are to be granted for such absences as training for work, and sickness with a doctor's note.
- Unexcused absences are those, which are not approved prior to the absence or where the reason for the absence is unknown. Excessive unexcused absences may seriously affect an employee's continuation of employment and advancement.

Kenney Communications, Inc.'s policy on excessive absences is as follows:

- Absences – Any employee who is absent three (3) unexcused times within a one-month period will be spoken to by management. The second time the employee has exceeded the limit, the employee will receive a written warning by management. The third time within one year the employee will be subject

for dismissal. Kenney Communications, Inc. reserves the right to dismiss any employee who has a history of absences whether the employee is subject to the above terms or not.

CONFIDENTIAL NATURE OF OUR WORK

During your employment with Kenney Communications, Inc., you may have access to information of a highly sensitive and confidential nature. This information will be contained in Company records, correspondence with customers and other similar documents. As an employee of Kenney Communications, Inc., you are in a position of trust, and you have an obligation to this Company and to its customers to strictly maintain and protect the confidentiality of this information. Unauthorized use or disclosure, even if inadvertent, compromises both you and the Company and seriously erodes customer confidence.

Information regarding Kenney Communications, Inc. or its customers, including the names of these customers or descriptions of their business with us, is considered confidential and proprietary information. You may not disclose, duplicate, or use this information in any other way except as required in the performance of your duties with Kenney Communications, Inc. This includes both hard copies, digital copies, or other computerized information.

RUMORS AND THE COMPANY GRAPEVINE

Rumors have a habit of flying around from time to time and some people seem to delight in passing them on as the gospel truth. When you hear a rumor, please ask management if there is any truth to it. If they don't know, they can find out for you. We want to keep the lines of communication clear and uncluttered, and we want you to have the answers to all of your questions.

CARE OF EQUIPMENT

Kenney Communications, Inc. has a substantial investment in Company equipment, which is designed to enable you to do your work more efficiently. Your cooperation in the care and use of this equipment is necessary to maintain it in good condition. If any of our equipment is working improperly or is not best for the job, please notify management immediately.

GOOD HOUSEKEEPING

One indication of a good Company is the condition and appearance of the building, the equipment and the work area. We want to reduce or eliminate accidents, provide healthy and sanitary working conditions, eliminate fire hazards, become more efficient in our work, continually improve the quality of our service and portray a favorable image to our customers.

We can all help by placing trash in the containers provided and applying a few simple rules of good housekeeping. It is everyone's responsibility to help keep Kenney Communications, Inc.'s premises clean and in good order.

DRESS CODE, UNIFORMS AND PERSONAL APPEARANCE

Clothes are important and help create the first impression you make on our customers. Although first impressions may be wrong, they are likely to be lasting. Employees who must meet our customers or other members of the general public must dress in an appropriate, professional and business-like manner.

DRESS CODE FOR DRIVERS

Kenney Communications, Inc. provides shirts and jackets to all drivers. Drivers are responsible for laundering and maintaining them so that they are always clean, pressed, and professional looking. Shirts should be worn with matching black, navy or khaki shorts or pants. No stretch or sweatpants are permitted. Jeans are acceptable providing that they are nice and neat. Shorts are to be no shorter than mid-thigh. Pants need to be worn on waste. Tennis shoes are the only shoes permitted for this position. Tennis shoes must be of a neutral color. Neon and vivid colors are not permitted.

Baseball and visor hats are acceptable providing that they do not advertise any business of any kind other than the designer brand name of the hat. Headbands and scarves are acceptable if they are worn in a headband manner and not tied around the entire head.

DRESS CODE FOR OFFICE STAFF / SALESPERSONS

Employees who meet the public inside or outside the office must wear daytime, professional attire. This means no eveningwear such as low-cut tops, midriff shirts or miniskirts. Clothes need to fit your body and are not to be too tight or oversized. Sweatpants are not acceptable. Jeans are acceptable within the office providing that they are nice and neat. Dress shoes, summer sandals and boots are acceptable. Sweaters need to be presentable even if they are just cover-up sweaters.

GENERAL DRESS CODE PRINCIPLES

Men's hair must be combed and neatly tied back if it is below the collar. Women's hair must be combed, arranged in a professional and conservative manner and not excessively long so as to be dangerous. All employees must pay close attention to personal hygiene such as breath and odor. No employee may report to work with any piercing, other than earrings, which can be seen by the public.

Management reserves the right to determine whether an employee is dressed in an acceptable manner. If management decides that an employee's dress is inappropriate for business, the Company may require the employee to return home and change. If the employee has been warned before, management reserves the right to take further action.

SMOKING

Smoking is an activity that some people enjoy and others dislike. Therefore, smokers must take into account the feelings and sensitivities of others. In addition, particularly in our industry, smoking can be a fire hazard and can cause an unpleasant atmosphere. Employees may not smoke in customers' homes or businesses nor at any time while servicing our customers. In addition, employees wishing to smoke must do so in an authorized smoking area or outside in the designated smoking area of the building during non-work times on your scheduled break.

PERSONAL PHONE CALLS

Kenney Communications, Inc. does not object to your making or receiving an occasional personal call in an emergency, but it must be brief and rare and may not be long distance without prior approval by management. Excessive personal use of the phones will not be tolerated. Abuse of telephone privileges may result in disciplinary action. Please limit personal phone calls to no more than three (3) minutes per call. This privilege

should not be abused and applies to both outgoing and incoming calls. When a customer approaches, you must immediately end your personal call.

RECEIVING BUSINESS GIFTS

Kenney Communications, Inc. employees are prohibited from accepting large or unusual gifts, gratuities, or entertainment from individuals or companies doing business with the Company. Receiving gifts or other items places the employee in a difficult position which could create embarrassment or a conflict of interest for the employee and the Company. Therefore, all gifts of this nature must be courteously refused.

SOLICITATION

Solicitation and distribution of literature by employees on Company property during worktime, which in any way interferes with housekeeping, work production or customer service, is prohibited.

Employees of Kenney Communications, Inc. will not solicit any special considerations of Kenney's clients, including complimentary attraction tickets, food and beverage discounts, or discounts for any product or service offered by a client of Kenney. Additionally, employees will not use their association with Kenney to solicit business for any sideline service or business in which that employee may be involved. Failure to adhere to this policy will result in the immediate termination of that employee.

Solicitation and distribution of literature on Company property by non-employees at any time is prohibited.

PERSONAL LETTERS ON COMPANY STATIONERY

Kenney Communications, Inc. stationary is to be used for authorized business only. Employees may not use this stationary for personal letters or other non-Company matters because it may give a wrong impression to someone who sees it used this way.

REMOVAL OF DOCUMENTS

Removal of official documents or equipment from Kenney Communications, Inc. without the expressed written consent of the Company is prohibited. Failure to comply with this policy may result in immediate dismissal. This includes hard copies, digital copies and other computerized information.

ACCIDENTS

If an accident occurs on Company property, whether to customers, visitors, or employees, you must immediately refer the matter to your management, regardless of how insignificant the accident may appear to be. This procedure is necessary in order to provide immediate medical aid to an injured person and to facilitate a full and prompt report to the insurance company. If the accident involves customers or visitors, you should not make any statements to the injured person as to your opinions on the cause of the accident; instead, report the complete circumstances to management.

When an accident occurs on Company time, off property, employees must report the accident to management that same day. If it is an emergency, call the office immediately. If it is not an emergency, the employee can discuss it with management when they return to the office later that day.

CONTROLLING COSTS

The proper control of materials and time helps make all of us more successful. On the other hand, waste of time, materials, equipment, and utilities is costly to the Company and to you. We ask every employee to make Kenney Communications, Inc. and your individual job more successful by monitoring the amount and quality of the work you produce. Each employee should eliminate waste of time and materials whenever possible. In the long run, we will all benefit by reducing operating costs. Wasting time is just as inefficient as excessive absenteeism or tardiness. We expect all employees to help Kenney Communications, Inc. control costs to the maximum degree possible.

AUTHORITY TO ENTER CONTRACTS

No employee, other than a person duly authorized by management, has the authority to enter a contract on behalf of Kenney Communications, Inc. In addition, employees should incur no unauthorized expense on the part of the Company. Otherwise, the employee may be responsible for this cost.

PUBLIC ANNOUNCEMENTS AND THE NEWS MEDIA

No employee, other than a person duly authorized by management, may make any public announcements or comments regarding Kenney Communications, Inc. or the communications industry to newspaper, radio, television or other outside media or public relations representatives. If you are requested to make a public statement regarding Kenney Communications, Inc., its products or services, its customers, or other matters relating to the Company or industry business, you should courteously decline and refer the contact to the management.

SOCIAL MEDIA AND THE INTERNET

At Kenney Communications, Inc., we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to Kenney Communications, Inc., you are expected to follow our guidelines for appropriate use of social media.

This policy applies to all employees who work for Kenney Communications, Inc.

GUIDELINES

For purposes of this policy, *social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with Kenney Communications, Inc., as well as any other form of electronic communication.

Kenney Communications, Inc. principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, you are solely responsible for what you communicate in social media. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any customer, manager, owner, or employee of Kenney Communications, Inc.

KNOW AND FOLLOW THE RULES

Ensure your postings are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

BE RESPECTFUL

Kenney Communications, Inc. cannot force or mandate respectful and courteous activity by employee on social media during nonworking time. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or Kenney Communications, Inc. policy. Your personal posts and social media activity should not reflect upon or refer to Kenney Communications, Inc.

MAINTAIN ACCURACY AND CONFIDENTIALITY

When posting information:

- Maintain the confidentiality of trade secrets, intellectual property, and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to Kenney Communications, Inc.
- Do not create a link from your personal blog, website, or other social networking site to a Kenney Communications, Inc. website that identifies you as speaking on behalf of Kenney Communications, Inc.
- Never represent yourself as a spokesperson for Kenney Communications, Inc. If Kenney Communications, Inc. is a subject of the content you are creating, do not represent yourself as speaking on behalf of the Kenney Communications, Inc. Make it clear in your social media activity that you are speaking on your own behalf.
- Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

USING SOCIAL MEDIA AT WORK

Do not use social media while on your work time, unless it is work related as authorized by your manager or consistent with policies that cover equipment owned by Kenney Communications, Inc.

RETAILIATION AND YOUR RIGHTS

Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent employees from communications regarding wages, hours, or other terms and conditions of employment, or to restrain employee in exercising any other right protected by law. All employees have the right to engage in or refrain from such activities.

POLITICAL ACTIVITIES

Kenney Communications, Inc. encourages employees to be good citizens and become involved in civil and political matters, and no employee's job will be adversely affected by becoming involved in this way. On the other hand, employees may not conduct political affairs while on duty and should not identify themselves as Kenney Communications, Inc. employees with respect to any political activity nor in any communication to any news source. In addition, employees may not wear political buttons or other similar paraphernalia while at work and may not wear political buttons on Company uniforms at any time.

WEAPONS AT WORK

Kenney Communications, Inc. employees are not allowed to have weapons such as but not limited to knives, guns or rifles in their possession on Company property, unless the weapon is necessary to perform the job – such as a security guard position -- and unless this is approved in-advance in writing by management. A small pocket-knife is permissible, but larger knives such as hunting knives are not allowed. "Possession" is defined to mean in a private vehicle parked on Company property, in lockers or tool boxes, in an employee's personal possession, or anywhere else on Company property. Employees who violate this policy will be subject to immediate dismissal.

STAFF SEARCH AND SECURITY POLICY

Kenney Communications, Inc. reserves the right to conduct an investigation of missing property or other suspected rule or policy violations. When that occurs, it may become necessary to conduct a search of an employee's working area, possessions and belongings. Please understand that offices, desks, lockers, and file cabinets are the property of the Company and are subject to search by the Company at any time. In addition, packages, lunch boxes, bags and cars are subject to search at any time while they are on the premises of the Company.

The Company expects employees to comply with this policy and cooperate with investigations including searches. Employees who do not cooperate will be subject to disciplinary action.

If the Company conducts an investigation which involves an employee search, this does not imply that any individual employee is guilty. It is simply an investigation to determine if any person is in unauthorized possession of Kenney Communications, Inc. property or the property of another employee, customer or other person. Searches will be conducted with prudence and propriety, and employees will be treated with dignity and respect. It is not the intention of this policy to embarrass or humiliate anyone, but simply to protect the rights of all of us and help make the workplace more safe and comfortable. We will appreciate your help in complying with this policy.

EMPLOYEE SUGGESTION PROGRAM

Employees are encouraged to provide the Company with suggestions and comments about policies and programs. Suggestions are welcome. Suggestions may be discussed at departmental meetings or given directly to management.

YOUR PERSONNEL RECORD

When you were first employed by Kenney Communications, Inc., you completed an application form supplying us with various facts which we must know about you. This information was transferred to a permanent and confidential file, which is the Company's employment record of you as an individual. Keeping this record correct and up to date is important to you because it enables the Company to reach you in an emergency, forward your mail, properly maintain your insurance and other benefits, and compute your payroll deductions. Management should be notified promptly of changes in:

- Name
- Address and telephone number
- Marital status (for insurance and withholding tax purposes)
- Beneficiary or dependents listed in your insurance policy
- Number of dependents listed in your insurance policy
- Person to notify in case of emergency

In addition, please let us know about the completion of any training or educational courses, so that you may receive proper consideration as better job opportunities arise throughout the Company. The Company will maintain all of this information in your official personnel file.

BULLETIN BOARDS

Periodically, we post information of general interest to you on our Company bulletin boards. Please form the habit of checking these boards frequently so that you will be familiar with the information that is located there.

YOUR EMPLOYEE BENEFITS

THE PAYCHECK ISN'T ALL – THERE'S MORE

Your paycheck is important, but it does not represent all of the compensation you receive from Kenney Communications, Inc. Not only do you receive your wages each payday, you also receive a substantial number of employee benefits which, while not paid in cash, still represent a real financial asset to you and your family. These benefits include PTO, paid holidays, and various types of insurance. We want you to have a full understanding of your staff benefits so we are devoting a full section to the discussion of each one. If you ever have any questions concerning any of your staff benefits, ask the management to help you. Employee benefits are available to regular full-time employees who have completed 60 days of employment. Regular part-time employees are eligible for partial employee benefits as defined in the policy or interpreted by management.

YOUR PAID TIME OFF (PTO)

Paid Time Off (PTO) can be used for sick days, vacation days and personal days. We believe that PTO is important to both you and the Company by providing you with a time of relaxation to be away from your work and enjoy personal activities. PTO is one of the ways we show our appreciation to you for your length of service and good work.

<u>Length of Service</u>	<u>Part Time Employee</u>	<u>Full Time Employee</u>
Within first year of employment		
After 60 Day Probation	8 hours	16 hours

Upon January 1 of each calendar year, each employee that has completed their probationary period will receive either 16 hours (part-time employee) or 24 hours (full-time employee). Hours will automatically be added to your PTO pool of hours.

The following earned PTO schedule refers to hours earned upon employment date anniversary.

<u>Length of Service</u>	<u>Part Time Employee</u>	<u>Full Time Employee</u>
After Year 1	Regular Scheduled Hours	40 hours
After Year 2	Regular Scheduled Hours x 2	80 hours
After Year 3	Regular Scheduled Hours x 2	80 hours
After Year 4	Regular Scheduled Hours x 2	80 hours
After Year 5	Regular Scheduled Hours x 2	80 hours
After Year 6	Regular Scheduled Hours x 2 plus 8 hours	88 hours
After Year 7	Regular Scheduled Hours x 2 plus 16 hours	96 hours
After Year 8	Regular Scheduled Hours x 2 plus 24 hours	104 hours
After Year 9	Regular Scheduled Hours x 2 plus 32 hours	112 hours
After Year 10	Regular Scheduled Hours x 2 plus 40 hours	120 hours

If a change occurs during employment regarding your employment status (full-time, part-time), PTO and other benefits will change accordingly. PTO hours earned will be adjusted to the new employment status at time of employment anniversary.

Out of respect for the company, we ask that you schedule PTO as least two weeks in advance. PTO is approved on a first-come, first-served basis and must be submitted in writing. Drivers may not take PTO during blackout dates (refer to calendar), the week preceding or the week after Thanksgiving and Christmas, or the workday prior to or following any holiday. It is preferred that those employees entitled to more than one week PTO take the weeks separately unless there are extenuating circumstances. One full consecutive week must be scheduled and taken each year. For scheduling purposes, a week is defined as Monday through Friday.

We understand that sometimes circumstances arise where you are not able to schedule time off in advance. Although PTO is for your use at any time, when three (3) or more are used in a 30-day period without a doctor's

note or being scheduled, further management action may be taken. The Company does not allow excessive unexcused absences whether they are paid or not. PTO will automatically be given when an employee takes time off from work under any circumstances unless requested otherwise. All PTO must be taken within 13 months of eligibility. Unused PTO will not be compensated unless authorized by an owner. In order to properly serve our customers, the Company expects all employees to help with the work loads of those employees who are on PTO.

Exempt employees are required to use their PTO hours when they are absent from work for partial or full days. If an exempt employee is absent from work and does not have PTO available, their salary for that workweek will be docked.

If you leave the Company in good standing and with proper notice (at least a two-week notice), you will receive pay for any PTO you have earned but not used. Employees who do not leave in good standing will not receive earned PTO. You will receive your regular paycheck on the normal payday while you are on vacation.

YOUR PAID HOLIDAYS

At Kenney Communications, Inc., we observe a number of official paid holidays each year. These holidays include New Year's Day, Labor Day, Independence Day, Thanksgiving Day and Christmas Day. Drivers will be consulted regarding certain Monday holidays. Kenney may request volunteer workers for certain holidays.

If a paid holiday falls on a regularly scheduled workday and the employee does not work, the employee will receive only their eight (8) hours holiday pay. If a paid holiday falls on a regularly scheduled workday, and the employee works voluntarily, that employee will then receive their hours worked plus their eight (8) hours holiday pay. If a holiday falls on a Saturday or Sunday, holiday pay will not apply. Paid holidays are paid only on a regular work week, Monday through Friday.

To be eligible for holiday pay, you must be on the active payroll and must work the last regularly scheduled day before the holiday and the first regularly scheduled day following the holiday. The only exception to this rule will be absences that have been excused, in advance, by management. If you are unexpectedly ill, you must produce a doctor's note to be paid for the holiday.

Employees observing other religious holidays will be granted time off without holiday pay, if requested in advance and if it does not create an undue hardship on the Company. Employee may request PTO hours.

INSURANCE PROTECTION FOR YOU AND YOUR FAMILY

For the protection of you and your family, Kenney Communications, Inc. provides you with a comprehensive health and life insurance program. You are eligible for this benefit if you are a full-time employee and fulfill the waiting period.

HEALTH INSURANCE

Each employee who is scheduled to work 25 hours or more is entitled to full medical coverage with the health care provider of Kenney's choice or that which may be legislated by State or Federal law. Coverage will begin on the 1st day of the month following sixty (60) days of employment, providing you qualify. There is no compensation for any employee that declines Kenney provided coverage or cannot qualify for health insurance. Full details of the plan will be explained when enrollment is applied for. A benefit credit is offered to each employee to subsidize the cost of the employees' health insurance. The benefit credit amount is decided annually at the beginning of each benefit year. Dependents can be covered under this policy, but the cost of each dependent

is different. Kenney Communications, Inc. does not pay premiums for dependents. If you require rates for dependents, please see management and rates will be obtained for you.

LIFE INSURANCE

Employees will have life insurance coverage for \$50,000 provided to them by the company of Kenney's choice. Employees are eligible on the 1st day of the month following sixty (60) days of employment, providing you qualify. Full details of the plan will be explained when enrollment is applied for.

It is to be understood that the above-mentioned benefits apply to the current plan and may be subject to change. All the benefits are set forth in the insurance booklet and we suggest that you review it thoroughly so that you can understand the type and amount of benefit which you receive. If you have any questions regarding these benefits, please see management. The Company will supply you with the necessary forms upon request, which are used to make claims under the insurance program.

YOUR RETIREMENT PLAN

Kenney Communications, Inc. employees have the opportunity to participate in a retirement plan. This is a way for you to invest in your future with tax deferred contributions to the plan. Here is how the plan works. You contribute each payday with a specific percentage that is deducted from your paycheck. This deduction is tax-deferred, which means that you don't pay taxes on it until you draw it out from the plan later on. Kenney Communications, Inc. matches a portion of your contribution. You are eligible to join the plan in July or January following one year of continuous service if you are 21, have completed one year of service and have worked at least 1,000 hours during the past year. Details will be provided at the time of the employee's eligibility.

YOUR SOCIAL SECURITY INSURANCE BENEFITS AND PAYMENTS

The Federal Social Security Program provides you with a variety of benefits including retirement, death benefits, disability insurance, and monthly income payments to certain dependent survivors of covered employees. According to federal regulations, both you and the Company contribute to your social security account.

Normally, you will be eligible to receive monthly income from Social Security when you retire or become totally or permanently disabled. If you have questions about your Social Security benefits, please contact the Social Security office.

WORKERS' COMPENSATION

If you are injured while you are at work, you will receive certain benefits under the Workers' Compensation policy, which Kenney Communications, Inc. carries on each employee. These benefits normally include the cost of your medical attention as well as a certain percentage of your weekly income for a specified number of weeks.

If you become injured on the job, please report it immediately to management so that we can provide you with the proper medical attention and ensure that your Workers' Compensation claim is filed properly.

For additional questions refer to Kenney Communications, Inc. Safety Handbook.

INSURANCE AGAINST EMPLOYMENT

Unemployment Compensation Insurance provides you with a certain amount of income, should you become unemployed through no fault of your own. The entire cost of this insurance is paid by Kenney Communications, Inc. When eligible, you receive weekly income benefits, to be determined by the amount of wages you have received.

EMPLOYEE BENEFITS UPON SEPARATION

Insurance for yourself and any dependents will terminate at the end of the month following the termination of your employment with the Company. However, you and your covered dependents may continue coverage and remain a member of the health insurance plan after you leave the Company, for a period of 18-36 months, under the provisions of COBRA. COBRA is only available if Kenney meets the standard number of employees required. You will be given the details of this option at the time you leave.

Employee will be responsible for their elected insurance payments for the remainder of final month of service. This amount will be deducted from the employee's final paycheck.

ORDINARY LEAVE OF ABSENCE

If you need extended time away from the Company because of illness, disability, pregnancy and related conditions, and if you are not covered by the Family and Medical Leave policy, discuss the matter with management. If you have completed the introductory period, you may be granted a leave of up to 90 days. This leave is without pay and must be approved by management.

During this absence, you must provide management with a letter from your physician stating when you must stop working as well as one when you return to work stating that you are able to perform the full duties of the position for which you were hired.

If you return from leave within 90 days, you will be considered for the next available opening for which you are qualified, which may be a different job at a different pay rate. Employees whose leave lasts longer than 90 days will be separated, and employees who fail to return from leave will be presumed to have resigned. Employees, who refuse a job offer, even if it is a different job at a lower pay rate, will be separated.

Paid holidays are not provided to employees who are on leave. You must make arrangements to pay your insurance premiums while you are on leave. PTO does not accrue during leaves of absence.

MILITARY RESERVE OR NATIONAL GUARD TRAINING LEAVES

If you are a member of the Reserve or National Guard and you are called upon to serve a tour of active duty (usually two weeks but sometimes longer), you will be granted a military leave of absence for the time required. You should give management as much advance notice as possible of your intent to be away. If you wish, you may take your normal vacation during this time, but this is not required.

MILITARY SERVICE LEAVE FOR ACTIVE DUTY

If you are inducted into the United States Armed Forces, please show your orders to management as soon as you receive them. All regular employees are eligible for re-employment after completing military service, under the following conditions:

- You must receive an honorable discharge.
- Your military service was not in excess of four (4) years after August 1, 1969, unless involuntarily retained in the service.
- You apply for reinstatement (a) within 90 days after release from active duty or (b) within 31 days after release from initial active duty for training if not less than three (3) months or (c) on the next regularly scheduled work period following other types of training duty, absence for induction or examination, or after rejection.

If you are an honorably discharged veteran, you will be reinstated in the same position you left (or a similar one in terms of status, pay, and seniority) and will receive full credit for time spent in the Armed Forces, provided you meet the above requirements.

JURY DUTY OR SERVING AS A WITNESS

If you are summoned for jury duty, or if you appear in court as a witness, please tell management as soon as possible. As good citizens, any of us is subject to being called for civil duty at any time. While you are serving on the jury, you will not receive pay from Kenney Communications, Inc. unless you choose to use your PTO days. If you are called for jury duty but you are not selected for the jury, you must call the office as soon as you are released. Proof of jury service is required.

FUNERAL LEAVE

If you are scheduled to work and you receive news of a death in your immediate family, you may arrange for funeral leave in order to make necessary arrangements, attend the funeral, or handle other affairs immediately associated with the funeral.

Authorized leave for funerals will be unpaid. However, employees may choose to use PTO during this absence.

VOTING TIME

We encourage Kenney Communications, Inc. employees to vote in all municipal, state, and national elections. You should try to arrange your voting time either before or after work or during lunch. If necessary, due to unforeseen situations, the Company may grant unpaid time off to vote, if there is no other alternative, and if the Company's business considerations allow it.

RULES FOR US ALL TO LIVE BY

EMPLOYEE CONDUCT

The purpose of these rules is to define the rights of everyone, not to restrict these rights. By staying informed of your rights, you will be more satisfied, and the Company can operate in an orderly and efficient manner. We have found that most employees have a keen sense of appropriate behavior and strive to exhibit the best and highest professional conduct at all times. Most employees abide by the rules.

Our rules here are very simple – if any employee engages in activity detrimental to the best interests of Kenney Communications, Inc., our customers, or our employees, then the employee will receive appropriate discipline. Discipline may include a verbal or written correction notice, suspension, or discharge.

Activity detrimental to the Company includes habitual tardiness and/or absenteeism, destruction of property, fighting, reporting to work under the influence of drugs or alcohol, staling, insubordination, refusing to perform an assignment, etc. The following list is not all-inclusive but provides an example of improper and unacceptable behavior:

IMPROPER CONDUCT

1. Inefficiency, unsatisfactory performance, or lack of application or effort on the job
2. Committing actions which affect the safety of equipment or personnel
3. Violating a safety rule or safety practice
4. Not being responsible in keeping your own work-time recorded daily
5. Being late without proper notice
6. Being absent without proper notice or excuse
7. Spending unnecessary time away from the job
8. Leaving work before end of regular workday or not ready to work at normal starting time
9. Reporting to work in an intoxicated condition or under the influence of drugs, or possession of illegal drugs on Company property, or consuming alcohol or illegal drugs on Company property
10. Disorderly conduct or indecency reflecting on the Company
11. Immoral conduct or indecency reflection on the Company
12. Harboring a disease that will endanger customers or co-workers
13. Misrepresentation of facts in seeking employment
14. Removal of another employee's property or Company property without permission
15. Willful destruction of Company property
16. Insubordination (refusal to perform service connected with an employee's job as required by management)

17. Possession of firearms, fireworks, or explosives or any other weapons on Company property without management's permission
18. Contribution to unsanitary conditions
19. Theft of any amount of money or property from the Company, co-workers, customers, or visitors
20. Engaging in unprofessional behavior, such as obscene language and loud or abusive behavior

Violations of Kenney Communications, Inc. policies will be dealt with by written correction or dismissal, depending upon frequency and nature of offense. Management reserves the right to make all disciplinary decisions.

SUMMARY AND CLOSING WORD

This handbook is a summary of the principles for which we stand, the benefits which you receive, and the obligations you assume as an employee. We hope that you have read your handbook carefully and will keep it for future reference. If you have any questions concerning the policies or benefits outlined in this handbook, please ask management about them.

We may occasionally revise some of the policies that are outlined in this handbook or add new policies and new benefits that we feel will make Kenney Communications, Inc. a better place to work. The dynamic nature of our business -- our steady growth and ever-changing business conditions -- will undoubtedly require changes in our policies and procedures. Be sure to keep any notification of policy changes that come to you.

You are now a part of the team, and we hope your association with us will be happy and rewarding. The Company has made considerable progress since its beginning, and the credit goes to each individual employee. Your job is important to our continued growth and success. With all of us working together in a spirit of cooperation and teamwork, our Company will not be surpassed for its quality, integrity, and service.

RECEIPT FOR EMPLOYEE HANDBOOK

Revision July 2023

I have received my copy of the Employee Handbook for Kenney Communications, Inc.

I agree to keep my handbook for future reference and observe present and future Company personnel policies and rules. I understand that this handbook does not create a contract between Kenney Communications, Inc. and me.

SIGNED: _____

PRINT NAME: _____

DATE: _____

DEPARTMENT: _____