



KENNEDY

communications, inc

travel media

EMPLOYEE HANDBOOK

1215 SPRUCE AVENUE ORLANDO FL 32824

*REVISION DATE:
JANUARY 08, 2026*

KENNEY COMMUNICATIONS, INC.
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IMPORTANT NOTICE

This Employee Handbook is intended to provide general information regarding Company policies, procedures, and expectations. It does not create a contract of employment, express or implied.

Kenney Communications, Inc. reserves the right to modify, revoke, suspend, interpret, or change any policy, procedure, or benefit described in this Handbook at any time, with or without notice, subject to applicable federal and Florida law.

EMPLOYMENT AT-WILL

Employment with Kenney Communications, Inc. is voluntary and at-will. This means that either the employee or the Company may terminate the employment relationship at any time, for any lawful reason, with or without notice.

Nothing in this Handbook, or in any other Company policy or communication, alters the at-will nature of employment.

EQUAL EMPLOYMENT OPPORTUNITY

Kenney Communications, Inc. is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability, genetic information, veteran status, marital status, citizenship status, or any other status protected by applicable federal, state, or local law.

The Company provides reasonable accommodations to qualified individuals with disabilities unless doing so would cause undue hardship or pose a direct threat to health or safety.

Retaliation against any individual for reporting discrimination, harassment, or participating in an investigation is strictly prohibited.

HARASSMENT FREE WORKPLACE

Kenney Communications, Inc. is committed to maintaining a workplace free from unlawful harassment. Harassment of any kind, including sexual, racial, religious, or other protected class harassment, is prohibited.

Employees who experience or witness harassment must promptly report the conduct to management. All reports will be investigated promptly and confidentially to the extent possible.

OUR WORK PHILOSOPHY

Kenney Communications, Inc. is committed to fair and respectful treatment of all employees. We value our employees and believe that a positive work environment supports teamwork, professionalism, and long-term success.

Our employee relations philosophy includes:

- Treating employees with respect, dignity, and fairness
- Encouraging cooperation, training, and effective teamwork
- Providing competitive wages and safe, professional working conditions
- Promoting open and respectful communication
- Making employment decisions based on job-related factors such as performance, skills, and experience, consistent with applicable law

OUR STAFF & OUR CUSTOMERS

Kenney Communications, Inc. conducts its business in a professional, ethical, and efficient manner. Our success and reputation are built on the contributions of our employees, who play an important role in delivering quality service and supporting Company operations.

Employees are expected to perform their work responsibly, work cooperatively with others, and represent the Company positively. Professional conduct, reliability, and respect for coworkers and customers are essential to maintaining our standards.

Our continued success depends on providing customers with consistent, high-quality service. When interacting with customers or the public, employees are expected to act courteously, professionally, and with integrity, recognizing that they represent Kenney Communications, Inc. at all times while performing their job duties.

PERSONAL RESPONSIBILITIES

Employees of Kenney Communications, Inc. are expected to conduct themselves in a professional and ethical manner while performing their job duties and when representing the Company.

Employees should avoid conflicts of interest and conduct that interferes with their job responsibilities, violates Company policy, or reflects negatively on the Company or its customers. All employees are expected to act with honesty, integrity, and professionalism in their work.

HOW & WHY YOU WERE SELECTED

Kenney Communications, Inc. selects employees based on job-related qualifications, experience, and the needs of the Company. Our hiring process may include an employment application, interviews, and appropriate reference or background checks, where permitted by law.

Applicants are expected to provide complete and accurate information during the hiring process. Falsification, misrepresentation, or omission of material information may result in withdrawal of an offer or disciplinary action, up to and including termination, consistent with applicable law.

Kenney Communications, Inc. hires only individuals who are legally authorized to work in the United States. All new employees must complete Form I-9 and present acceptable documentation verifying identity and work authorization within the timeframes required by federal law.

The purpose of our hiring process is to select individuals who can perform their duties effectively and contribute positively to the Company. After careful consideration, you were selected because your skills and experience meet our needs, and we look forward to a productive and professional working relationship.

INTRODUCTORY PERIOD

The first sixty (60) days of employment are considered an introductory period. During this time, either the employee or the Company may end employment at will.

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.

EMPLOYEE DEFINITIONS

Kenney Communications, Inc. provides both full-time and part-time employment. Full-time employment is defined as working an average of 40 hours per week. Part-time employment is defined as working 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 an average of 25 hours or more per week are eligible for employee benefits, provided they remain in good standing. Employees scheduled to work fewer than 25 hours per week are not eligible for employee benefits, except those required by law, such as Social Security and Workers' Compensation.

Good Standing

For purposes of benefit eligibility and continued participation in Company programs, an employee is considered to be in good standing when they:

- Are actively employed by the Company
- Are meeting performance expectations
- Are complying with Company policies and procedures
- Are maintaining satisfactory attendance and reliability
- Are not subject to active disciplinary or corrective action, unpaid suspension, or investigation that may impact eligibility

An employee's status may be reviewed and determined by management at any time. Employees who are not in good standing may have benefits delayed, modified, or suspended, as permitted by law and Company policy. Determinations of good standing do not alter the at-will nature of employment.

Changes in Employment Status

If an employee's employment status (full-time or part-time) changes, Paid Time Off (PTO) and other benefits will be adjusted accordingly. PTO accruals will be recalculated based on the employee's new employment status at the time of the employee's employment anniversary.

Employment Anniversary Date

An employee's employment anniversary date is the date of their initial hire or most recent rehire with Kenney Communications, Inc. This date reflects the employee's length of service and is used to determine eligibility for certain benefits tied to tenure.

Exempt and Non-Exempt Classification

Exempt employees are paid on a salaried basis and are not eligible for overtime compensation under applicable wage and hour laws. Exempt employees are not required to track daily hours worked.

Non-exempt employees are paid on an hourly basis, are required to accurately record all hours worked, and are eligible for overtime compensation for hours worked in excess of 40 in a workweek, in accordance with applicable law.

EMPLOYMENT STATUS, SEPARATION & TRANSITIONS

VOLUNTARY RESIGNATION

Kenney Communications, Inc. hopes your employment will be rewarding and satisfying. If you choose to resign, employees are expected to provide at least two (2) weeks' written notice. This professional courtesy allows the Company time to adjust schedules and plan for coverage and will be noted favorably in your personnel file.

Employees who resign in good standing may be considered for reemployment. *Good standing* means leaving with a satisfactory work record and providing proper notice.

Employees who resign between pay periods will receive their final paycheck on the next regularly scheduled payday. Commissioned employees will receive any commissions due after the close of the month in which the resignation occurs, subject to client status and Company commission policies.

TERMINATION OF EMPLOYMENT

Employment with Kenney Communications, Inc. is AT WILL, meaning either the employee or the Company may end the employment relationship at any time, with or without cause or notice, in accordance with applicable law.

The Company may terminate employment due to unsatisfactory performance, failure to meet job requirements, policy violations, or conduct detrimental to the Company's interests. When appropriate, management may attempt to address performance concerns or explore reassignment; however, the Company is not obligated to do so.

Employees terminated during the introductory period or for cause generally do not receive advance notice. Employees who are dismissed do not receive accrued PTO unless otherwise required by law.

Employees who believe they have been treated unfairly may request a meeting with the owners.

FINAL PAY, PROPERTY & OBLIGATIONS

Regardless of the reason for separation, prior to receiving a final paycheck, employees must:

- Return all Company property, including keys, documents, apparel, cell phones, and equipment
- Fulfill all outstanding financial obligations to the Company

Final pay will be issued in accordance with Florida law.

RETIREMENT

Kenney Communications, Inc. does not have a mandatory retirement age. Employees who choose to retire are encouraged to provide at least six (6) months' notice, or more if possible, to allow for appropriate transition planning.

Upon notice of retirement, management may meet with the employee to review administrative matters, including retirement accounts, insurance, Social Security considerations, and other relevant information. Retirement decisions are subject to the same job-related considerations that apply to all employees.

COMPANY POLICIES & STANDARDS OF CONDUCT

Kenney Communications, Inc. maintains these policies to promote a safe, professional, lawful, and efficient workplace. These policies apply to all employees unless otherwise stated and are enforced in accordance with applicable federal and Florida law.

Compliance with Company policies and standards of conduct is a condition of employment. Violations may result in corrective action, up to and including termination.

Nothing in these policies alters the at-will nature of employment or limits employee rights protected by law.

EMPLOYEE CONDUCT & PROFESSIONAL STANDARDS

Employees are expected to conduct themselves in a respectful, professional, and responsible manner that supports Company operations, customers, and coworkers.

Employees are expected to:

- Perform job duties competently and efficiently
- Comply with Company policies, procedures, and safety practices
- Use good judgment and act in the Company's best interests
- Maintain regular and punctual attendance
- Cooperate with coworkers and management

DISCIPLINE

Conduct that is harmful to the Company, its employees, or its customers may result in disciplinary action, up to and including termination. The Company may use progressive discipline but reserves the right to bypass any step when circumstances warrant.

Examples of unacceptable conduct include, but are not limited to:

- Poor job performance or failure to meet expectations
- Safety violations, possession of prohibited weapons or unsafe behavior
- Falsifying or inaccurately reporting work time
- Unapproved absences, tardiness, or leaving work without authorization
- Excessive or unauthorized time away from duties
- Being under the influence of alcohol or illegal drugs, or possessing illegal drugs on Company property
- Disorderly, abusive, or unprofessional behavior
- Theft, misuse, or damage to property
- Insubordination or refusal to perform assigned duties
- Dishonesty during hiring or employment
- Conduct affecting workplace safety, cleanliness, or health

PROFESSIONAL RELATIONSHIPS & CONFLICTS OF INTEREST

Workplace relationships must remain professional and free from conflicts of interest. Romantic or personal relationships that create favoritism, impair objectivity, or disrupt operations are prohibited.

Managers and supervisors may not engage in romantic or dating relationships with employees they supervise, directly or indirectly. Employees must disclose relationships that may present a conflict of interest.

EMPLOYMENT OF RELATIVES

Relatives may be employed only with management approval. Relatives may not be placed in positions involving supervision, influence, or auditing of one another, including payroll, accounting, or personnel functions. Employment decisions are based on business needs and job-related qualifications.

PERSONAL PHONE & DEVICE USE

Limited personal phone or device use is permitted only for urgent or emergency situations and must not interfere with job duties, safety, or customer service. Phone use while driving Company vehicles or operating equipment is prohibited except as permitted by law.

POLITICAL ACTIVITIES

Employees may engage in political activities on their own time. Political activity may not occur during working time, on Company property, or while representing the Company, including wearing political paraphernalia with Company uniforms.

MEDIA RELATIONS

Only authorized employees may make statements or respond to inquiries on behalf of the Company. All media or public inquiries must be referred to management.

BUSINESS GIFTS

Employees may not accept gifts, gratuities, or entertainment that could create a conflict of interest. Such items must be courteously declined.

SMOKING & VAPING

Smoking, vaping, or use of tobacco products is prohibited in Company facilities, vehicles, customer locations, and while performing services. Use is permitted only in designated outdoor areas where allowed by law.

EMPLOYEE CONCERNS & NON-RETALIATION

Employees are encouraged to raise work-related concerns with management and may escalate unresolved issues to ownership. The Company will review concerns fairly and promptly.

Retaliation against employees who raise concerns or participate in investigations in good faith is prohibited. Nothing in this policy restricts employees from exercising rights protected by law, including rights related to wages, hours, or working conditions.

SOLICITATION & DISTRIBUTION

Solicitation or distribution by employees during working time or in work areas that interferes with operations, safety, or customer service is prohibited. Employees may not use their employment to solicit clients for personal or outside business interests.

Non-employee solicitation or distribution on Company property is prohibited unless approved in advance by management.

SAFETY, HEALTH & WORKPLACE SECURITY

Kenney Communications, Inc. is committed to maintaining a safe, secure, and respectful workplace for employees, clients, vendors, and visitors. All employees share responsibility for maintaining a work environment free from recognized hazards, violence, threats, intimidation, and unsafe conduct.

GENERAL SAFETY RESPONSIBILITIES

Employees are expected to perform all job duties safely and responsibly; comply with Company safety rules, procedures, and instructions; use Company equipment only as intended and in accordance with training; and cooperate fully in safety investigations and corrective actions.

Unsafe conditions, hazards, accidents, injuries, or near-miss incidents must be reported immediately to management, regardless of severity. Failure to follow safety rules or report hazards may result in disciplinary action, up to and including termination.

WORKPLACE VIOLENCE, THREATS & WEAPONS

Kenney Communications, Inc. maintains a zero-tolerance policy for workplace violence, threats, intimidation, or conduct that creates a reasonable fear for personal safety. Prohibited conduct includes, but is not limited to:

- Physical violence or assault
- Threats of violence (verbal, written, electronic, or implied)
- Harassment, intimidation, or coercive behavior
- Unauthorized possession or use of weapons on Company property

Weapons Policy:

Employees are prohibited from possessing weapons on Company property, including firearms, rifles, and large knives. Small pocketknives are permitted. For purposes of this policy, possession includes carrying a weapon on one's person or storing it in lockers, toolboxes, or other Company premises.

Nothing in this policy is intended to prohibit the lawful possession of a legally owned firearm securely stored inside a private vehicle in accordance with Florida law.

Violations may result in disciplinary action, up to and including termination.

CONCERNING BEHAVIOR & REPORTING

Employees must promptly report any behavior that could reasonably indicate a safety or security risk, including threatening statements, aggressive or hostile conduct, fixation on violence or weapons, emotional instability accompanied by anger or paranoia, statements suggesting harm to self or others, or attempts to access restricted areas without authorization.

Reports may be made verbally or in writing. Employees who make good-faith safety or security reports will not be retaliated against.

EMERGENCY RESPONSE & CLOSINGS

In emergencies involving fire, medical incidents, violent behavior, or other immediate threats, employees must call **911** when there is imminent danger and follow instructions from emergency responders and Company management.

Employees are expected to be familiar with emergency exits, evacuation routes, and basic emergency procedures applicable to their work location.

The Company may temporarily close operations or adjust schedules during emergency conditions, including severe weather, when necessary to protect employee safety. Employees will be notified of closures or reporting instructions as soon as practicable.

ACCIDENT & INCIDENT REPORTING (NON-WORKERS' COMPENSATION)

All accidents or incidents involving employees, customers, or visitors that occur on Company property—or during Company business off-site—must be reported to management immediately or as soon as practicable the same day.

Employees should not speculate or make statements regarding fault or cause. This section does not replace or modify the Company's Workers' Compensation and Injury Reporting procedures.

SEARCHES, INVESTIGATIONS & ENFORCEMENT

The Company may conduct reasonable investigations related to safety concerns, missing property, or suspected policy violations. Company property, including offices, desks, lockers, file cabinets, computers, and work areas, may be inspected as permitted by law.

When there is a legitimate business reason, personal items or vehicles brought onto Company premises may also be subject to inspection in compliance with applicable law. Employees are expected to cooperate with reasonable investigations. A search does not imply wrongdoing.

Violations of this policy may result in disciplinary action, up to and including immediate termination.

DRUGS, ALCOHOL & MEDICATIONS

The use, possession, manufacture, distribution, or sale of illegal drugs on Company property or while performing Company business is prohibited. Employees must not report to work or perform duties under the influence of alcohol or illegal drugs.

The Company may require drug or alcohol testing when permitted by law, including situations involving reasonable suspicion or workplace accidents. Refusal to submit to lawful testing may result in disciplinary action and may impact workers' compensation eligibility as permitted by law.

Lawful use of prescribed medications is not prohibited; however, employees must notify management if a medication may affect their ability to perform job duties safely.

DISABILITIES, MEDICAL CONDITIONS & ACCOMMODATIONS

The Company provides reasonable accommodations to qualified applicants and employees with known disabilities, unless doing so would create an undue hardship or pose a direct threat to safety, as defined by law.

Employees whose medical condition affects job performance or workplace safety should notify management so the interactive accommodation process may occur. Medical information will be kept confidential in accordance with applicable law.

CARE, USE & REMOVAL OF COMPANY PROPERTY

Company equipment, facilities, supplies, and stationery are provided for authorized business use only. Employees must use Company property responsibly and maintain workspaces in safe, clean, and orderly condition.

Damaged, malfunctioning, or unsafe equipment must be reported promptly. Unauthorized removal, copying, or use of Company documents, records, or equipment—including electronic or digital files—is prohibited and may result in disciplinary action, up to and including termination.

JOB-SPECIFIC & OPERATIONAL RULES

DRIVER DUTIES & VEHICLE STANDARDS

Drivers assigned Company vehicles are responsible for maintaining them in a clean, orderly, and secure condition. All Company vehicles are smoke-free. Vehicles must be locked and keys secured at each stop to prevent loss or damage.

Drivers are responsible for keeping vehicles properly stocked to meet daily route and switch-out needs. If materials are running low or unavailable, drivers must contact management for direction and use reasonable judgment based on route requirements and available space.

Brochure racks must be kept clean, neat, and properly stocked. Racks should be left fully stocked whenever possible unless otherwise directed by management.

Failure to follow vehicle safety, security, or operational procedures may result in disciplinary action, up to and including termination.

DRESS CODE & PROFESSIONAL APPEARANCE

Kenney Communications, Inc. expects all employees to maintain a clean, professional, and business-appropriate appearance, particularly when interacting with customers or the public.

Drivers

The Company provides shirts and jackets for drivers. Drivers are responsible for keeping Company-issued apparel clean and presentable.

Drivers are expected to wear:

- Company-issued shirt or jacket
- Black, navy, or khaki pants or shorts (shorts no shorter than mid-thigh)
- Clean, neat jeans are permitted
- Closed-toe athletic shoes in neutral colors

Stretch pants, sweatpants, or clothing showing excessive wear are not permitted. Hats may be worn provided they do not display logos or advertising unrelated to Kenney Communications, Inc.

Office Staff & Sales

Employees who meet the public must wear professional daytime business attire that is clean, neat, and appropriate for a professional setting. Clean, presentable jeans are permitted in the office. Footwear must be safe and suitable for the work environment.

General Appearance & Accommodations

All employees are expected to maintain good personal hygiene and grooming. Hair, accessories, and attire must not interfere with job performance or workplace safety.

The Company will provide reasonable accommodations for religious practices, disabilities, or other legally protected needs, as required by law.

DRESS CODE ENFORCEMENT

Management retains discretion to determine whether attire meets business and safety standards. Employees may be asked to change if attire is deemed inappropriate. Repeated violations may result in corrective action, consistent with Company policy and applicable law.

TECHNOLOGY, COMMUNICATION & INFORMATION USE

ELECTRONIC COMMUNICATIONS & SYSTEMS

Kenney Communications, Inc. provides employees with access to Company computers, email, internet, and electronic communication systems for legitimate business purposes.

Employees are expected to use all electronic systems in a professional, respectful, and business-appropriate manner. Communications should reflect the same care and judgment used in formal written correspondence.

Limited incidental personal use may be permitted provided it does not interfere with job performance, consume significant Company resources, violate Company policies, or conflict with applicable law.

Employees should have no expectation of privacy when using Company systems. Electronic communications may be monitored, accessed, reviewed, or disclosed at any time, with or without notice, for legitimate business purposes and in compliance with applicable law. Deleted communications may remain retrievable through system backups or archives.

Use of Company electronic systems constitutes consent to this policy.

EMAIL CONTENT STANDARDS

Email and electronic communications must not contain unlawful, offensive, discriminatory, harassing, or inappropriate content. Prohibited material includes, but is not limited to, content involving racial, ethnic, religious, sexual, or other protected classifications.

Violations may result in disciplinary action, up to and including termination, consistent with Company policy and applicable law.

SOCIAL MEDIA & INTERNET USE

Social media and internet platforms may be valuable communication tools but carry professional and legal responsibilities. This policy applies to all online activity, whether conducted on or off duty, when the activity impacts the Company.

“Social media” includes blogs, websites, forums, message boards, and social networking platforms.

Company policies and standards of conduct apply to online activity in the same manner as workplace conduct. Nothing in this policy is intended to restrict employees’ rights to engage in lawful, protected activity under applicable law.

Employees must not post content that is unlawful, threatening, harassing, discriminatory, or defamatory toward the Company, its employees, customers, or business partners.

COMPANY REPRESENTATION & CONFIDENTIALITY ONLINE

When using social media or online platforms, employees must:

- Not represent themselves as speaking on behalf of Kenney Communications, Inc. unless authorized in writing
- Not imply Company endorsement of personal opinions
- Not disclose confidential, proprietary, or non-public Company or customer information
- Comply with copyright, trademark, and intellectual property laws

Unauthorized disclosure of Company information may result in disciplinary action, up to and including termination.

USE DURING WORK TIME

Personal use of social media or non-business internet activity during working time is not permitted unless job-related and approved by management. Use of Company systems remains subject to this policy at all times

CONFIDENTIAL INFORMATION & DATA PROTECTION

Employees may have access to confidential or proprietary Company or customer information during employment. Such information must be protected and used only as necessary to perform job duties.

Confidential information includes, but is not limited to, customer data, business records, financial information, marketing strategies, and other non-public information, regardless of format.

Unauthorized use, access, or disclosure may result in disciplinary action, up to and including termination, consistent with applicable law.

WORKPLACE COMMUNICATION & INFORMATION SHARING

Open, accurate, and respectful communication is encouraged. Employees should seek clarification from management if information is unclear or potentially inaccurate to help maintain a positive and informed workplace.

COMPANY BULLETIN BOARDS

The Company may post notices and information of general interest on bulletin boards or designated communication platforms. Employees are responsible for reviewing posted information and remaining informed.

ATTENDANCE, SCHEDULING & PERFORMANCE EXPECTATIONS

ATTENDANCE & REPORTING REQUIREMENTS

Regular attendance and punctuality are essential to Company operations. Employees are expected to report to work as scheduled and on time.

If an employee is unable to report to work, they must personally notify management as soon as reasonably possible. Employees must call their assigned manager; if unavailable, another member of management must be contacted. Text messages or voicemail are not acceptable unless approved by management due to extenuating circumstances.

Employees must notify management each day of an absence unless other arrangements have been approved. If an employee is incapacitated, a family member or representative may notify the Company on the employee's behalf.

Attendance expectations and corrective action will be applied consistently and in compliance with applicable federal and Florida laws, including those governing protected leave, disability accommodations, and other legally protected absences.

ABSENCE CLASSIFICATIONS & ATTENDANCE MANAGEMENT

Excused Absences

Excused absences are those approved in advance or otherwise authorized by the Company or protected by law. Examples may include approved training, illness supported by appropriate documentation, or other legally protected absences.

Unexcused Absences

Unexcused absences are those not approved in advance, not properly reported, or not protected by law.

Excessive Absences

A pattern of excessive absences—particularly unexcused absences—may negatively impact job performance and operational needs. Even excused absences may be reviewed if they create operational hardship, consistent with applicable law.

As a general guideline, unexcused absences may be addressed as follows:

- Three (3) unexcused absences within one (1) month: Verbal counseling
- Second occurrence of exceeding this limit: Written warning
- Third occurrence within twelve (12) months: Further disciplinary action, up to and including termination

The Company reserves the right to address attendance issues based on the totality of circumstances, business needs, and legal requirements.

WORK SCHEDULES, HOURS & TIMEKEEPING

Work schedules are determined by position and business needs and will be communicated by management. Employees are expected to work their assigned schedule and should contact management with any questions regarding reporting times.

Operational needs may require temporary or permanent schedule changes. Employees may not work outside their assigned schedule or work additional hours without prior management approval.

When additional hours are approved, employees are expected to work as directed. All hours worked must be accurately recorded in accordance with Company timekeeping policies and applicable federal and Florida law.

JOB DUTIES & WORK ASSIGNMENTS

Job duties and work assignments are based on operational needs and may change as business requirements evolve. Employees may be assigned additional or different duties or adjusted schedules as necessary.

Employees are expected to cooperate with reasonable work assignments and schedule changes. Management retains the right to assign duties and establish work schedules consistent with business needs and applicable law.

ETHICAL CONDUCT & BUSINESS INTEGRITY

OUTSIDE EMPLOYMENT & CONFLICTS OF INTEREST

Kenney Communications, Inc. permits lawful outside employment provided it does not interfere with an employee's job performance, availability, or the legitimate business interests of the Company. This policy is applied consistently and in compliance with applicable federal and Florida law.

Outside employment must not:

- Compete with the Company or create a conflict of interest
- Involve providing the same or substantially similar services to a Company client, customer, or business partner
- Use Company time, property, equipment, confidential information, or proprietary materials
- Be performed during Company work hours or while representing the Company

Employees are expected to meet all performance, attendance, scheduling, and availability requirements. Outside employment is not a valid reason for poor performance, absenteeism, tardiness, leaving work early without approval, refusal to work assigned hours, overtime, or required travel.

If outside employment negatively affects job performance or operations, the Company may require the employee to modify or discontinue the outside activity. Failure to do so may result in corrective action, up to and including termination.

INJURIES & INSURANCE (OUTSIDE EMPLOYMENT)

Injuries sustained while working for another employer or engaging in outside employment are not covered under the Company's workers' compensation insurance. Health insurance coverage, if any, is governed solely by the terms of the applicable insurance plan.

AUTHORITY TO CONTRACT & INCUR EXPENSES

Only employees expressly authorized by management may enter into contracts, agreements, or commitments on behalf of Kenney Communications, Inc. Employees may not incur expenses or obligate the Company without prior approval.

Unauthorized contracts, commitments, or expenses may result in disciplinary action, consistent with Company policy and applicable law.

RESPONSIBLE USE OF COMPANY RESOURCES

Employees are expected to use Company time, materials, equipment, and utilities efficiently and responsibly. Avoiding waste and following established procedures supports operational efficiency and the long-term success of the Company.

Unnecessary waste, misuse of resources, or failure to follow cost-control practices may result in corrective action.

WORK HOURS & PAY PRACTICES

MEAL BREAKS

Kenney Communications, Inc. provides a paid thirty (30)-minute meal break during each scheduled workday. Employees are not required to clock out for the paid meal period.

Meal breaks exceeding thirty (30) minutes are unpaid, must be pre-approved by management, and require the employee to clock out. Any unapproved extension of a meal break must be reported to management as soon as possible so timekeeping records can be corrected.

All time worked must be accurately recorded in accordance with Company policy and applicable federal and Florida wage and hour laws. Operational needs may require adjustment of break timing.

TIMEKEEPING & HOURS WORKED

The Company complies with all applicable federal and Florida wage and hour laws.

Non-Exempt Employees

Non-exempt employees must accurately record all hours worked using the Company's designated timekeeping system.

- Working "off the clock" is strictly prohibited
- Work outside scheduled hours requires prior management approval
- If scheduled hours are not worked, available PTO must be used or the time will be unpaid

Exempt Employees

Exempt employees may be required to track time for operational or project purposes. Time records are not used to calculate pay.

- PTO may be applied to full-day or partial-day absences per policy
- Salary deductions will be made only when permitted by law

Falsifying time records or failing to follow timekeeping procedures may result in disciplinary action. Supervisors may not require or permit off-the-clock work.

PAYROLL & COMPENSATION PRACTICES

The Company operates on a weekly payroll. The workweek runs from **12:01 a.m. Sunday through midnight Saturday**, with pay issued on the following Friday. Advance pay is not provided.

Employees should promptly report suspected payroll errors. Confirmed errors will be corrected in accordance with applicable law.

Required payroll deductions include federal and state taxes and Social Security. Other deductions must be authorized in writing. Employees are responsible for completing and updating required tax forms. Annual wage statements will be provided as required by law.

Compensation is reviewed periodically and may be adjusted based on business needs, market conditions, and individual performance. Pay increases are discretionary and not guaranteed.

PAID TIME OFF (PTO)

PURPOSE & USE

PTO may be used for vacation, illness, personal time, or other approved absences. PTO is intended to support employee well-being while maintaining operational coverage.

ELIGIBILITY & INITIAL GRANTS

After completion of the **60-day introductory period**, employees receive:

- **Part-Time:** 8 hours
- **Full-Time:** 16 hours

Beginning the first January 1 following the introductory period, time is renewed annually on January 1 as follows:

- **Part-Time:** 16 hours annually
- **Full-Time:** 24 hours annually

ANNUAL PTO EARNINGS (BY ANNIVERSARY)

PTO accrual increases with length of service and is based on employment status and scheduled hours. The PTO schedule below reflects the hours earned at each employment anniversary. If an employee's employment status or scheduled hours change, PTO accrual will be adjusted at the employee's next employment 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 |

REQUESTS, SCHEDULING & LIMITATIONS

- PTO should be requested in advance whenever possible
- Approval is subject to business needs and first-come, first-served scheduling
- Certain positions may have blackout periods
- Employees eligible for more than one week of PTO must schedule at least one full consecutive workweek annually unless an exception is approved

Unscheduled absences should be limited. Repeated unscheduled PTO usage may result in management action.

CARRYOVER, FORFEITURE & PAYOUT

- PTO must be used within **13 months** of the grant date or is forfeited unless an Owner approves an exception in writing
- Employees separating in good standing will be paid earned but unused PTO that is active and available at the time of separation; expired PTO is not paid.
- Employees terminated for cause or not in good standing are not eligible for PTO payout

PAID HOLIDAYS

Eligible employees receive paid holidays on:

- New Year's Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Holiday pay applies only to regularly scheduled Monday–Friday workdays. Holidays falling on weekends are not observed.

Employees required to work on a holiday with approval receive holiday pay plus hours worked.

To be eligible for holiday pay, employees must be on active payroll and scheduled to work during the holiday week, unless an absence has been approved in advance by management.

Employees who call out absent on the scheduled workday immediately before or immediately after a paid holiday without providing a doctor's note or other documentation acceptable to management will not be eligible for holiday pay for that holiday.

Employees who observe religious holidays not listed above may request unpaid time off in advance, subject to business needs. Employees may elect to use available PTO for such time off.

LEAVES OF ABSENCE & LEGAL TIME OFF

NON-FMLA MEDICAL LEAVE

Employees who require extended time away from work due to illness, disability, pregnancy, or related medical conditions and who are not eligible for Family and Medical Leave (FMLA) may request a medical leave of absence. Approval is granted on a case-by-case basis based on business needs and applicable law.

Employees who have completed the introductory period may be approved for up to ninety (90) days of unpaid medical leave, unless a longer leave is required as a reasonable accommodation under applicable law.

Medical Documentation

Employees must provide:

- Written medical certification from a healthcare provider stating the date the employee must stop working; and
- A return-to-work release confirming the employee is able to perform the essential functions of the position, with or without reasonable accommodation.

During unpaid medical leave:

- PTO does not accrue
- Paid holidays are not provided
- Employees are responsible for maintaining insurance premium payments

Return to Work & Reinstatement

Reinstatement following non-FMLA medical leave is not guaranteed. If the employee returns to work within the approved leave period, the Company will consider the employee for the next available position for which they are qualified, which may be a different position and/or pay rate.

If the leave extends beyond ninety (90) days and no reasonable accommodation or extension is required by law, employment may be separated. Employees who fail to return to work as scheduled or who decline an available position for which they are qualified may be treated as having voluntarily resigned.

MILITARY LEAVE (USERRA)

Military leave is granted in compliance with Uniformed Services Employment and Reemployment Rights Act (USERRA). Leave is unpaid, though PTO may be used voluntarily. Reemployment rights apply as required by law.

JURY DUTY, BEREAVEMENT & VOTING

- **Jury duty / court appearances:** Unpaid; PTO optional
- **Bereavement:** Unpaid; PTO optional
- **Voting:** Unpaid time off may be permitted when necessary and consistent with Florida law

BENEFITS, INSURANCE & PERSONNEL RECORDS

Kenney Communications, Inc. offers certain employee benefits, including health insurance, life insurance, retirement benefits, and benefits required by law, subject to eligibility requirements, applicable law, and the terms of the applicable plan documents. All benefits are governed solely by the official plan documents and insurance contracts. The Company reserves the right to modify, amend, suspend, or terminate any benefit at any time, to the extent permitted by law.

HEALTH INSURANCE

Employees regularly scheduled to work **25 hours or more per week** may be eligible to participate in the Company's health insurance plan, subject to plan terms and applicable law.

Coverage generally becomes effective on the first day of the month following sixty (60) days of employment, provided eligibility requirements are met and enrollment is completed timely.

The Company provides a benefit credit toward employee-only health insurance coverage. The amount of the benefit credit is determined annually and may change from year to year.

Employees who decline coverage or who are ineligible under the plan are not entitled to cash compensation or substitute benefits in lieu of coverage.

Eligible employees may elect dependent coverage in accordance with plan terms. The cost of dependent coverage is the employee's responsibility.

LIFE INSURANCE

Eligible employees may receive company-sponsored life insurance coverage in an amount determined by the applicable plan, subject to plan terms and eligibility requirements.

Coverage generally becomes effective on the first day of the month following sixty (60) days of employment, provided enrollment requirements are satisfied.

RETIREMENT PLAN

The Company offers a retirement plan to eligible employees to assist with long-term retirement savings.

Eligibility, participation, contribution limits, and plan entry dates are governed exclusively by the official plan document and applicable federal law, including Internal Revenue Service (IRS) regulations. Unless otherwise provided in the plan document, the plan entry date is January 1.

Additional eligibility requirements may apply as permitted by law. Employees will receive plan-specific information when they become eligible.

LEGALLY REQUIRED BENEFITS

The Company provides **Workers' Compensation Insurance** and **Unemployment Insurance** as required by Florida law.

Consolidated Omnibus Budget Reconciliation Act (COBRA) continuation coverage is available when required by applicable federal law.

PERSONNEL RECORDS

Kenney Communications, Inc. maintains a confidential personnel file for each employee. This file contains employment-related information used for payroll, benefits administration, emergency contact purposes, and other legitimate business needs.

Employees are responsible for promptly notifying management of any changes to the following information:

- Legal name
- Home address and telephone number
- Marital status (for insurance and tax withholding purposes)
- Insurance beneficiaries or dependents
- Emergency contact information

All personnel records are maintained in accordance with applicable law.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT

Revision January 2026

I acknowledge that I have received a copy of the Employee Handbook for Kenney Communications, Inc. I understand that it is my responsibility to review and become familiar with the policies and guidelines contained in the Handbook.

I understand that the Handbook is intended for informational purposes only and does not create a contract of employment, express or implied, or guarantee continued employment. I further understand that this acknowledgment **does not create a contract of employment.**

I understand that my employment with Kenney Communications, Inc. is **at will**, meaning that either the Company or I may terminate the employment relationship at any time, with or without notice or cause, subject to applicable law.

I understand and agree that I am expected to comply with the Company's current policies and any future policies, revisions, or updates, as permitted by law. I further understand that the Company reserves the right to interpret, modify, amend, suspend, or discontinue policies at its discretion.

SIGNED: _____

PRINT NAME: _____

DATE: _____