



Topa Topa Brewing Co.

Company Handbook

Founded in Ventura, California in 2015, we believe that people should drink great beer! And we love that we get to craft great beer amongst a landscape and community that inspires us. Our team is made up of talented and passionate folks who share our values: quality, craftsmanship, and community spirit. This means we use the freshest ingredients, we work with the most skilled brewers around, and we thrive on uplifting and unifying our community. As we continue to grow, we're eager to find amazing folks like you to contribute their talents to our evolving products, culture, and community.

Topa's Manifesto:

We believe in the power of good vibes and great beers.

We believe in thinking big and staying small.

We think vans are better for camping than commuting.

We talk the talk and walk the walk, preferably in hiking boots.

We think sharing with a friend makes an experience that much better.

We love what we do, and do what we love.

We believe in tasting life to its fullest, one sip at a time.

This handbook is designed to help you become familiarized with Topa Topa Brewing Co. and our expectations. We want you to understand how we do business and how important you, and all employees, are in helping us take care of our guests while making this a rewarding place to work. The expectations, goals, and policies stated in this handbook may change from time to time. We do our best to include as much information as possible in an easy-to-understand manner while also complying with all applicable state and federal laws. However, there may be circumstances that arise that are not specifically addressed in this handbook, and in such an event, Topa Topa management reserves the right to respond as may be necessary in its best judgment.

If you have any questions about the content of this handbook we are happy to help guide you, please contact HR for assistance.

HR@topatopabrewingco.com

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Topa Topa Brewing Policies:

School and Child Care Activities Leave Policy

(California Labor Code § 230.8 – Applies to Employers with 25+ Employees)

Topa Topa Brewing Co. supports working parents, guardians, and caregivers by allowing time off to participate in school or child care-related activities in compliance with California law.

1. Eligibility

This policy applies to employees who are a:

Parent, guardian, stepparent, foster parent, or grandparent; Or a person standing in loco parentis (acting in place of a parent)...to a child who is:

- Enrolled in grades K–12, or
- Attending a licensed child care provider

2. Permitted Leave

Eligible employees may take up to 40 hours per calendar year, and no more than 8 hours in any calendar month to:

- Participate in school or child care activities (e.g., parent-teacher conferences, classroom volunteering, performances)
- Address school or child care emergencies (e.g., unexpected closures, disciplinary meetings, health/safety concerns)

3. Notice Requirement

Employees must provide reasonable advance notice when requesting leave for planned activities and notify their manager or HR as soon as possible in the event of an emergency.

4. Verification

Topa Topa Brewing Co. may request written documentation from the school or provider to verify attendance or emergency involvement.

5. Use of Paid Time Off

This leave is unpaid, unless:

- The employee chooses to use accrued PTO
- The employer requires the use of such accrued leave (as permitted by law)

6. Protection from Retaliation

Employees will not be retaliated against or discriminated against for requesting or taking leave under this policy. Any concerns should be reported to Human Resources immediately.

Lactation Accommodation Policy

(Cal. Labor Code §§ 1030–1034)

Topa Topa Brewing Co. supports nursing parents and complies with California's lactation accommodation requirements.

Break Time: Employees are entitled to a **reasonable amount of break time** to express breast milk. This may run concurrently with other breaks.

Location: A **private space, not a bathroom**, will be provided near the employee's work area. This space will:

- Be shielded from view
- Be free from intrusion
- Include a surface for a breast pump and personal items
- Have access to electricity
- Include access to a sink and refrigerator (in close proximity)

Request Process: Employees should contact HR or their supervisor to arrange for accommodations.

Non-Retaliation: Employees will not face retaliation for requesting lactation accommodations.

Whistleblower Protection Policy

(Cal. Labor Code § 1102.5)

Topa Topa Brewing Co. encourages employees to report suspected violations of law or unsafe practices without fear of retaliation.

Employees are protected when:

- Reporting violations internally or to government/regulatory agencies.
- Refusing to participate in unlawful conduct.

Retaliation (termination, demotion, suspension, harassment, or discrimination) for whistleblowing is strictly prohibited.

Reports may be made anonymously through the Company's employee portal or directly to HR or any manager.

Right to Organize Acknowledgment

(Cal. Labor Code § 1139)

Employees have the right to engage in, or refrain from, protected concerted activities, including discussions about wages, hours, or working conditions. Topa Topa Brewing Co. will not interfere with or retaliate against employees for exercising these rights under state or federal law.

Victims of Crime or Abuse Leave Policy

(California Labor Code §§ 230 and 230.1)

Topa Topa Brewing Co. is committed to supporting employees who are victims of crime, abuse, or violence, in compliance with California law.

1. Eligibility

Employees are covered under this policy if they are:

- Victims of domestic violence, sexual assault, or stalking
- Victims of certain other serious crimes (e.g., homicide, robbery, battery)
- An immediate family member, domestic partner, or household member of a victim
- A parent of a victim under 18, or a child of a deceased victim

2. Leave Entitlements

Employees may take unpaid, job-protected leave to:

- Seek medical attention or psychological counseling
- Obtain services from a domestic violence shelter, rape crisis center, or victim services organization
- Participate in safety planning (including relocation)
- Appear in court, including to obtain a restraining order or testify
- Cooperate with law enforcement or the District Attorney

3. Duration of Leave

Under Labor Code §230: No specific time limit, but leave must be reasonable and related to the abuse or crime

Under Labor Code §230.1:

Employers with 25 or more employees must provide additional leave protections, including:

- Leave for attending legal proceedings
- Broader protections for time off related to victim services or court involvement

4. Notice Requirements

Employees must provide reasonable advance notice when possible. In an emergency, no prior notice is required, but proof may be requested afterward.

5. Verification

Topa Topa Brewing Co. may request any of the following:

- Police report
- Court order
- Documentation from a health care provider or counselor
- Written statement from the employee

**All documentation will be kept confidential, consistent with applicable laws.*

6. Use of Paid Time Off

Employees may choose to use accrued:

- Sick leave
- PTO

7. Non-Retaliation and Job Protection

We strictly prohibit:

- Termination
- Demotion
- Discrimination
- Harassment

...as a result of an employee requesting or taking leave under this policy.

Employees returning from leave will be reinstated to the same or a comparable position, in accordance with state law.

Emergency Responder Leave Policy

(California Labor Code §§ 1508–1513)

Topa Topa Brewing Co. supports employees who serve their communities as volunteer emergency responders. In accordance with California Labor Code §§ 1508–1513, eligible employees may take protected time off when they are called to respond to an emergency.

1. Eligibility

This policy applies to employees who serve as:

- Volunteer firefighters
- Reserve peace officers
- Emergency rescue personnel (volunteers with an accredited disaster relief organization, such as the American Red Cross or FEMA-certified group)

2. Permitted Leave

Eligible employees may take unpaid, job-protected leave when called to perform emergency duty, including responding to:

- Fires
- Rescues
- Natural disasters
- Other officially recognized emergencies

Employees may also be granted up to 14 days per calendar year to engage in fire, law enforcement, or emergency rescue training.

3. Notice Requirements

Employees must notify their supervisor as soon as possible once they are called to emergency duty and provide reasonable notice in advance when requesting time off for training activities.

4. Verification

Topa Topa Brewing Co. may request written verification from the fire department, law enforcement agency, emergency response organization, the employee's commanding officer or training supervisor.

5. Use of Paid Time Off

While this leave is unpaid, employees may elect to use any available accrued PTO.

6. Job Protection and Non-Retaliation

Topa Topa Brewing Co. will not:

- Discharge
- Discriminate
- Retaliate

...against any employee who takes leave in accordance with this policy.

Employees will be reinstated to their same or comparable position upon return from leave.

Military Service Leave Policy

(USERRA & California Military & Veterans Code §§ 394–395.9)

Topa Topa Brewing Co. proudly supports employees who serve in the U.S. military. We comply with all federal and California state laws that provide job protection and benefits for employees engaged in military service or training.

1. Eligibility

This policy applies to employees who serve in:

- U.S. Armed Forces (including Reserves)
- National Guard
- Commissioned Corps of the Public Health Service
- Any other category of service designated by the President in time of war or emergency

2. Leave Entitlements

Employees are entitled to take leave for:

- Active duty
- Reserve duty
- National Guard service
- Military training
- Military fitness examinations

Duration:

Up to 5 years of cumulative leave is protected under USERRA, with certain exceptions.

California law provides additional protections for members of the California National Guard, State Military Reserve, and Naval Militia.

3. Notice Requirements

Employees must provide advance notice (verbal or written) of their military obligations unless it is impossible or unreasonable due to military necessity.

4. Compensation During Leave

USERRA: Leave is generally unpaid, but employees may use accrued PTO

California Law:

Employees called into temporary military duty (up to 180 days) are entitled to up to 30 days of paid leave per fiscal year (for public employees). While this requirement is not mandatory for private employers, Topa Topa Brewing Co. voluntarily allows employees to use accrued paid time off at their discretion.

5. Benefits Protection

While on military leave:

- Group health benefits continue for up to 24 months (employee may be required to pay full premium after 30 days)
- Retirement benefits will not be forfeited due to leave

Upon return, service time will count toward benefit vesting and accrual

6. Reemployment Rights

Employees returning from military leave are entitled to:

- Prompt reinstatement to their previous position or a comparable one

- Restoration of seniority, status, and benefits as if they had never left

Reemployment if the employee:

- Was honorably discharged
- Applies for reinstatement within the appropriate time frame (usually within 90 days of discharge for service over 181 days)

7. Non-Discrimination and Retaliation

Topa Topa Brewing Co. strictly prohibits denying employment, reemployment, retention, promotion, or benefits based on military service and any form of retaliation for requesting or taking military leave.

Organ and Bone Marrow Donation Leave Policy

(California Labor Code §§ 1510–1513)

Topa Topa Brewing Co. supports employees who make the generous decision to donate an organ or bone marrow. In compliance with California law, eligible employees are entitled to paid, job-protected leave for the purpose of donating.

1. Eligibility

This policy applies to all full-time employees who are donating:

An organ (such as a kidney), or

Bone marrow

...for medical transplantation to another person.

2. Amount of Leave

Eligible employees may take:

- Up to 30 business days of paid leave in a 12-month period for organ donation
- Up to 5 business days of paid leave in a 12-month period for bone marrow donation

Leave days do not have to be taken consecutively.

3. Pay During Leave

In accordance with state law:

- This leave will be paid at the employee's regular rate of pay
- Health benefits and job protections will continue during this time
- The leave does not count against accrued vacation, PTO, or sick leave, except as outlined below

4. Use of Accrued Paid Time Off (PTO)

Topa Topa Brewing Co. may require employees to use:

- Up to 5 days of accrued PTO for bone marrow donation
- Up to 2 weeks of accrued PTO for organ donation

After the applicable PTO is exhausted, the company will pay the remaining leave as required by law.

5. Verification

Employees must provide a written verification from a licensed healthcare provider stating:

- The employee is an organ or bone marrow donor
- The medical necessity of the donation procedure

**This documentation will be kept confidential.*

6. Reinstatement and Job Protection

Employees taking leave under this policy will be:

Reinstated to the same or comparable position and protected from discharge, discipline, or retaliation for requesting or taking this leave

7. Coordination with Other Leave Laws

Leave under this policy may run concurrently with federal Family and Medical Leave Act (FMLA) leave, where applicable.

Volunteer Civil Service Leave Policy

(California Labor Code §§ 230.3 and 230.4)

Topa Topa Brewing Co. recognizes the importance of civic service and supports employees who serve as emergency responders. In accordance with California Labor Code §§ 230.3 and 230.4, eligible employees may take leave to perform emergency duties as volunteer firefighters, reserve peace officers, or emergency rescue personnel.

1. Eligibility

This policy applies to employees who serve as:

- Volunteer firefighters
- Reserve peace officers
- Emergency rescue personnel, including certified members of disaster medical response teams and accredited volunteer relief organizations (e.g., Red Cross, CERT)

2. Job-Protected Leave (Labor Code §230.3)

All employers must provide unpaid, job-protected leave to eligible employees while they are performing emergency duties or responding to official emergency calls.

Key Provisions:

- There is no set limit on the number of days.
- The leave applies only during actual emergency response or rescue efforts.
- Employers may request verification of the emergency duty.

3. Additional Leave for Large Employers (Labor Code §230.4)

For employers with 50 or more employees:

Employees who serve as volunteer firefighters, reserve peace officers, or emergency rescue personnel may take up to 14 days per calendar year for required training.

4. Notice Requirements

Employees must:

Notify their manager or Human Resources as soon as feasible when called to emergency duty and provide reasonable advance notice when requesting time off for training.

5. Verification

Topa Topa Brewing Co. may request written verification from the employee's commanding officer, agency supervisor, or official representative of the emergency response organization.

6. Use of Paid Time Off

While leave under this policy is unpaid, employees may choose to use accrued PTO. The company may not require use of paid time unless otherwise agreed upon.

7. Job Protection and Non-Retaliation

Employees are entitled to:

Reinstatement to their same or comparable position following emergency or training leave and protection from termination, discipline, or retaliation related to their emergency service.

Voting Leave Policy

(Elections Code §14000)

Topa Topa Brewing Co. encourages all employees to use their voice and exercise their right to vote. Employees are eligible for paid time off for the purpose of voting only if they do not have sufficient time outside of working hours to vote. Employees will be given as much time as they need in order to vote, but only a maximum of two hours is paid and time is to be taken only at the beginning or end of the employee's shift. If three (3) working days before the election an employee determines they will need time off to vote, they must notify their Supervisor at least two (2) working days prior to the election.

Brewery Personal Protective Equipment (PPE) Policy

Adhering to brewery safety rules is essential for the well-being of employees, legal compliance, product quality, operational efficiency, and the reputation and financial health of the brewery.

Topa Topa is committed to following brewery safety rules that help to prevent injuries and illnesses among brewery employees on the job. When safety rules are implemented, it maintains employee safeguard and can also aid in breweries meeting compliance with the overall safety regulations and standards. The Company will ensure that each employee uses protective eyewear, ear protection and footwear when working in areas where there is a danger of injury. All PPE will be supplied to employees at no cost to them.

For footwear, the Company will provide a yearly stipend of \$150 to each brewery worker. This tax-free stipend will be paid out to new employees upon hire and to established employees at their yearly review. Footwear must meet the following criteria:

- Slip-resistant
- Waterproof
- Ankle-covering
- Composite or steel toed shoes

If an employee has safety footwear which has been damaged by falling or rolling objects, or objects piercing the sole or other types of incidents that may have prevented an injury; the employee may be reimbursed at the supervisor's discretion taking in account the circumstances involving the accident resulting in the damaged footwear.

California Family Rights Act (CFRA) Policy

(California Gov't Code §§ 12945.1, 12945.2, and 19702.3)

The California Family Rights Act (CFRA) provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave employees may use under this policy is twelve (12) weeks within a 12-month period.

To be eligible for CFRA leave, employees must:

- Have worked at least twelve (12) months for Topa Topa Brewing Co. in the preceding seven years (limited exceptions apply to the seven-year requirement).
- Have worked at least 1,250 hours for Topa Topa Brewing Co. over the twelve (12) months preceding the date the leave would commence.

All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

CFRA leave may be taken for any of the following reasons:

- To care for or bond with a newborn child.
- To care for or bond with a child placed with the employee and/or the employee's registered domestic partner for adoption or foster care.
- To care for an immediate family member (employee's spouse, parents, parent-in-laws, registered domestic partner, child or registered domestic partner's child of any age, sibling, grandparent, grandchild, or "designated person") with a serious health condition. "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of an employee or the employee's domestic partner, or a person to whom the employee stands in loco parentis. "Parent" includes a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child. "Designated Person" includes any individual related by blood or whose association with the employee is the equivalent of a family relationship.
- Because of the employee's serious health condition that makes the employee unable to perform their job (with the exception of pregnancy, which is covered under Pregnancy Disability Leave and does not run concurrently with CFRA).
- A qualifying military exigency related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child (of any age) or parent in the United States armed forces (Insurance Code: Section 3302.2)

Definitions

A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider, and either prevents the employee from performing the functions of their job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing-treatment requirement includes an incapacity of more than three full

calendar days and two visits to a health care provider, or one visit to a health care provider and a continuing regimen of care; an incapacity caused by a chronic condition or permanent or long-term conditions; or absences due to multiple treatments. Other situations may also meet the definition of “continuing treatment.”

Intermittent or Reduced-Scheduled Leave

Eligible employees may take CFRA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt Topa Topa Brewing Co.'s operations. Intermittent leave is permitted in intervals of at least one hour or at the same intervals as provided in Topa Topa Brewing Co.'s **[sick leave, vacation or paid-time-off]** policy, whichever increments are smaller.

Interaction with Paid Leave

Depending on the purpose of the leave request, employees may choose to use accrued paid leave (such as sick leave, vacation or paid time off) concurrently with some or all of the CFRA leave. To use paid leave concurrently with CFRA leave, eligible employees must comply with Topa Topa Brewing Co.'s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice). Employee paid-leave accruals (paid time off, vacation, sick leave) will continue while paid leave is used during periods of CFRA absence and in accordance with those individual policies. Employee paid-leave accruals will not continue during unpaid periods of CFRA absence or when only disability payments are being received.

Maintenance of Health Benefits

If employees and/or their families participate in Topa Topa Brewing Co.'s group health plan, Topa Topa Brewing Co. will maintain coverage during CFRA leave on the same terms as if employees had continued to work. If applicable, employees must make arrangements to pay their share of health plan premiums while on unpaid leave. In some instances, Topa Topa Brewing Co. may recover premiums it paid to maintain health coverage or other benefits for employees and/or their families. Use of CFRA leave will not result in the loss of any employment benefit that accrued prior to the start of leave under this policy. Employees should consult the applicable plan document for information regarding eligibility, coverage and benefits.

Procedures

When seeking leave under this policy, employees must provide the following:

- Thirty (30) days' notice of the need to take CFRA leave if the need for leave is foreseeable, or notice as soon as practicable in the case of unforeseeable leave and in compliance with Topa Topa Brewing Co.'s normal call-in procedures, absent unusual circumstances.
- Certification issued by a health care provider supporting the need for leave due to a serious health condition affecting the requesting employee or an immediate family member within fifteen (15) calendar days of Topa Topa Brewing Co.'s request for the certification (additional time may be

permitted in some circumstances). Failure to do so may result in delay of the commencement of leave or denial of a leave request. Second or third medical opinions may also be required when allowed.

- Periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work.
- A return-to-work release before returning to work if the leave was due to the employee's serious health condition.

Employer Responsibilities

To the extent required by law, Topa Topa Brewing Co. will inform employees whether they are eligible for leave under CFRA. Should employees be eligible for CFRA leave, Topa Topa Brewing Co. will provide them with a notice that specifies any additional information required, as well as their rights and responsibilities. Topa Topa Brewing Co. will also inform employees if leave will be designated as CFRA-protected and, to the extent possible, note the amount of leave counted against employees' leave entitlement. If employees are not eligible for CFRA leave, Topa Topa Brewing Co. will provide a reason for the ineligibility.

Job Restoration

Upon returning from CFRA leave, employees will typically be restored to their original position or to an equivalent position with equivalent pay, benefits and other employment terms and conditions.

Failure to Return After CFRA Leave

If an employee fails to return to work as scheduled after CFRA leave or if an employee exceeds the 12-week CFRA entitlement, the employee will be subject to Topa Topa Brewing Co.'s other applicable leave of absence, accommodation and attendance policies. This may result in termination if the employee has no other Topa Topa Brewing Co.-provided leave available that applies to the continued absence. Likewise, following the conclusion of the CFRA leave, Topa Topa Brewing Co.'s obligation to maintain the employee's group health plan benefits ends (subject to any applicable COBRA rights).

California Victims Leave Policy

(California Labor Code §§ 230.5)

Any California employee who is the victim of a crime that caused physical or mental injury, or a threat of physical injury, has the right to take time off from work to "obtain any relief." Victims of specific felonies, described below, are entitled to additional leave. Employees who take crime victim leave are entitled to employment protections, as described below.

Leave for Victims of Crime or Abuse

Employers may not discharge, discriminate, or retaliate against an employee who is a victim, as defined below, for taking time off to:

- Appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding.
- Obtain or attempt to obtain any relief, such as a restraining order or other injunctive relief, to help ensure their health, safety, or welfare or that of their child.

A **victim** is any of the following:

- A victim of stalking, domestic violence, or sexual assault
- A victim of a crime—regardless of whether any person is arrested for, prosecuted for, or convicted of committing the crime—that caused physical injury or that caused mental injury and a threat of physical injury
- A person whose immediate family member (child, parent, spouse, sibling, or other individuals whose close association with the employee is the equivalent of a family relationship) dies as the direct result of a crime

For purposes of this leave, **family member** means:

- A child, regardless of age. Child includes a biological, adopted, or foster child; stepchild; legal ward; the employee's domestic partner's child; a child the employee stands in loco parentis to; and a child the employee stood in loco parentis to when the child was a minor.
- A parent, including biological, adoptive, foster parent; stepparent; legal guardian of the employee or their spouse or domestic partner; and a person who stood in loco parentis when the employee or their spouse or domestic partner was a minor child.
- A spouse or registered domestic partner.
- A sibling, including a biological, adoptive, or foster sibling or a half-sibling.
- Any person whose close association with the employee is the equivalent of any of the above.

Employers are prohibited from taking adverse action against an employee for being a victim of a crime or abuse if the employee provides notice of their status or the employer knows about it. Employers are not required to provide a reasonable accommodation if the employee did not disclose their victim status. Cal. Lab. Code § 230

Employee Documentation

Employers may request documentation from the employee to demonstrate their victim status. All of the following are sufficient:

- A police report indicating that the employee was a victim
- A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court

- Documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, victim advocate, licensed health care provider, or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting from the crime or abuse
- Any other form of documentation that reasonably verifies that the crime or abuse occurred, including a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for an authorized purpose

Employers may also request recertification of victim status, or recertification of ongoing circumstances related to the crime or abuse, every six months after the date of the previous certification.

Reasonable Accommodation

Employers must provide reasonable accommodations for victims of domestic violence, sexual assault, or stalking when they request it for their workplace safety. The accommodation may include:

- Transfer, reassignment, or schedule modification.
- New work telephone number, different workstation, or the installation of a lock.
- Assistance in documenting workplace domestic violence, sexual assault, or stalking.
- Safety procedures, or other adjustments to job structure, workplace, or work requirements in response to domestic violence, sexual assault, or stalking.
- Referral to a victim assistance organization.

Employers must engage in a timely, good faith, and interactive process with the employee to determine effective reasonable accommodations. If circumstances change and an employee needs new accommodations, the employee must request new accommodations from the employer.

Employers may not retaliate against a victim for requesting reasonable accommodations, regardless of whether the request is granted.

Confidentiality

Employers must maintain the confidentiality of:

- Any employee requesting leave because they or their child are a crime or abuse victim.
- Any verbal or written statement, police or court record, or other documentation it received that identifies an employee as a victim. Employers may not disclose this information unless required by federal law, state law, or as necessary to protect the employee's workplace safety. The employee must be notified before any authorized disclosure.

Additional Time Off Provisions for Victims of Crime or Abuse

In addition to the provisions above, an employer with 25 or more employees may not discharge or in any manner discriminate or retaliate against an employee who is a victim and needs to take time off to:

- Seek medical attention for injuries caused by crime or abuse.
- Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency because of the crime or abuse.
- Obtain psychological counseling or mental health services related to an experience of crime or abuse.
- Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation. Cal. Lab. Code § 230.1

Employee Required Notice

Employees must give reasonably advance notice of their intention to take time off under this law, unless providing advance notice is unfeasible. When an unscheduled absence occurs, the employer may not take any action against the employee if, within a reasonable time after the absence, the employee provides any of the documentation listed above.

Employer Required Notice

Employers are required to inform each employee of their victim leave rights by providing it in writing to new employees upon hire and to other employees upon request. The Labor Commissioner provides a [victim's rights form](#) that employers may use to comply with the law; however, this form may be revised as the law changes.

Interaction with Other Leave

An employee may use vacation, personal leave, or compensatory time off that is otherwise available to them, unless otherwise provided by a collective bargaining agreement, for this additional time off. However, this additional time off does not create a right for an employee to take unpaid leave that exceeds the unpaid leave allowed under, or is in addition to, the federal Family and Medical Leave Act (FMLA).

Crime Victim Leave for Specific Felonies

In addition to the above, employers must allow an employee who is a victim (or an immediate family member, registered domestic partner, or child of a registered domestic partner is the victim) of a violent felony, serious felony, and a theft or embezzlement felony to be absent from work to attend related judicial proceedings. Cal. Lab. Code § 230.2

Notice

Employees must provide employers with a copy of the notice of each scheduled proceeding that was provided to the victim before taking leave, unless providing such notice is unfeasible. When

advance notice is not feasible or an unscheduled absence occurs, the employer may not take any action against the employee if the employee provides the employer with documentation evidencing the judicial proceeding, within a reasonable time, from any of the following entities:

- The court of the government agency setting the hearing
- The district attorney or prosecuting attorney's office
- The victim/witness office that is advocating on behalf of the victim

Leave Election

An employee may elect to use accrued paid vacation time, personal leave time, sick leave time, other compensatory time off, or unpaid leave time, unless otherwise provided by a collective bargaining agreement for time taken off under victim's leave. However, an employee's entitlement to victim's leave may not be diminished by any collective bargaining agreement term or condition.

Confidentiality

Employers must maintain the confidentiality of any employee requesting leave because the employee or other applicable relation to the employee is a victim of a crime.

Prohibited Discrimination

An employer may not discharge or in any manner discriminate against an employee, in compensation or other terms, conditions, or privileges of employment, because the employee is absent from work due to the necessity of victim's leave. For example, an employee who was absent from work on victim's leave does not lose any seniority or precedence in the workplace.

Employment Protections for Victims

An employer may not discharge, discriminate, or retaliate against an employee who is a victim of any offense listed below for taking time off work, upon the victim's request, to appear in court to be heard at any proceeding in which a right of the victim is at issue. **Victim** means any person who suffers direct or threatened physical, psychological, or financial harm as a result of the commission or attempted commission of a crime or delinquent act. Victim also includes the person's spouse, parent, child, sibling, or guardian.

The offenses include the following:

- Vehicular manslaughter while intoxicated
- Felony child abuse likely to produce great bodily harm or death
- Assault resulting in the death of a child under eight years of age
- Felony domestic violence
- Felony physical abuse of an elder or dependent adult
- Felony stalking
- Solicitation for murder

- A serious felony, as defined in subdivision (c) of § 1192.7 of the Penal Code
- Hit-and-run causing death or injury
- Felony driving under the influence causing injury
- Sexual assault

The employee must give the employer reasonably advance notice of the employee's intention to take time off unless the advance notice is not feasible. When an unscheduled absence occurs, the employer may not take any action against the employee if the employee, within a reasonable time after the absence, provides a certification to the employer. Sufficient certification is any of the following:

- A police report indicating that the employee was a victim of an offense specified above
- A court order protecting or separating the employee from the perpetrator of an offense specified above, or other evidence from the court or prosecuting attorney that the employee has appeared in court
- Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an offense specified above

Interaction with Other Leave

An employee may use vacation, personal leave, or compensatory time off that is otherwise available to the employee under the applicable terms of employment, unless otherwise provided by a collective bargaining agreement, for time taken off for a purpose specified above. The entitlement of any employee under this law may not be diminished by any collective bargaining agreement term or condition. To the extent allowed by law, the employer must maintain the confidentiality of any employee requesting leave.

Discrimination, Harassment and Retaliation Prevention Policy

(California Gov't Code §§ 12900)

Topa Topa Brewing Co. does not tolerate and prohibits discrimination, harassment or retaliation of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of race, religious creed, color, age, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, marital status, medical condition as defined by state law (cancer or genetic characteristics), disability, military and veteran status, pregnancy, childbirth and related medical conditions, or any other characteristic protected by applicable federal, state or local laws and ordinances. Topa Topa Brewing Co. is committed to a workplace free of discrimination, harassment and retaliation.

Discrimination Defined:

Discrimination under this policy means treating differently or denying or granting a benefit to an individual because of the individual's protected characteristics.

Harassment Defined:

Harassment is defined in this policy as unwelcome verbal, visual or physical conduct creating an intimidating, offensive or hostile work environment that interferes with work performance.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays or emails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. *Such conduct violates this policy, even if it is not unlawful.* Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner.

Sexual Harassment Defined:

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature.

Examples of conduct that violates this policy include:

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

Retaliation Defined:

Retaliation means adverse conduct taken because an individual reported an actual perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to: shunning and avoiding an individual who reports harassment, discrimination or retaliation; express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; and denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process described below.

All discrimination, harassment and retaliation is unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions, regardless of

whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor or other third party.

Reporting Procedures

Any employee or applicant who believes that he or she has been discriminated against in violation of this policy should immediately file a complaint with a member of company management or HR. We encourage you to come forward if you have suffered, or witnessed, what you believe to be discrimination. It is important that you understand that Topa Topa Brewing Co. cannot address or solve a problem until it is aware of the problem. We have anonymous forums on the [Employee Portal](#) and [Google Forms](#).

The following steps have been put into place to ensure the work environment is respectful, professional, and free of discrimination, harassment and retaliation. If the employee believes someone has violated this policy or the Equal Employment Opportunity Policy, the employee should promptly bring the matter to the immediate attention of their immediate supervisor. If this individual is the person toward whom the complaint is directed the employee should contact any higher-level manager in the reporting chain or HR. If the employee makes a complaint under this policy and has not received a satisfactory response within five (5) business days, the business owner should be contacted immediately. Every supervisor who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately report the issues raised to their immediate supervisor.

Investigation Procedures

Upon receiving a complaint, Topa Topa Brewing Co. will promptly conduct a fair and thorough investigation into the facts and circumstances of any claim of a violation of this policy or the Equal Employment Opportunity policy. To the extent possible, Topa Topa Brewing Co. will endeavor to keep the reporting employee's concerns confidential. However, complete confidentiality may not be possible in certain circumstances. During the investigation, Topa Topa Brewing Co. generally will interview the complainant and the accused, conduct further interviews as necessary and review any relevant documents or other information. Upon completion of the investigation, Topa Topa Brewing Co. shall determine whether this policy has been violated based upon its reasonable evaluation of the information gathered during the investigation. Topa Topa Brewing Co. will inform the complainant and the accused of the results of the investigation. Topa Topa Brewing Co. will take corrective measures against any person who it finds to have engaged in conduct in violation of this policy, if Topa Topa Brewing Co. determines such measures are necessary. These measures may include, but are not limited to counseling, suspension or immediate termination. Anyone, regardless of position or title, whom Topa Topa Brewing Co. determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination. In addition to being a violation of this policy, harassment, discrimination or retaliation can also be against the law. Employees who engage in conduct that rises to the level of a violation of law can be held personally liable for such conduct. Remember, Topa Topa Brewing Co. cannot remedy claimed discrimination, harassment or retaliation unless employees bring these claims to the attention of

management. Employees should not hesitate to report any conduct which they believe violates this policy.

Equal Employment Opportunity Policy

(Federal Gov't Code §§ 42 U.S.C. § 2000e et. seq)

Topa Topa Brewing Co. is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, sex, gender, gender identity, pregnancy, childbirth or related medical condition, religious creed, physical disability, mental disability, age, medical condition (cancer), marital status, veteran status, sexual orientation, genetic information, or any other characteristic protected by federal, state or local law. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

Topa Topa Brewing Co. will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If employees need assistance to perform their job duties because of a physical or mental condition, they should contact their immediate supervisor. Topa Topa Brewing Co. will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on Topa Topa Brewing Co.'s operations. If employees wish to request such an accommodation, they should contact their immediate supervisor or HR.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of HR. Topa Topa Brewing Co. will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact HR. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

Cell Phone Use Policy

The objective of Topa Topa Brewing Co. Cell Phone Use Policy is to outline our expectations and guidelines for using cell phones at work or while conducting Company business. We recognize that cell phones have become an essential part of everyday life. They can be a great asset if used correctly (for productivity apps, calendars, business calls, etc.). However, cell phones can also cause problems when not used appropriately in a business setting.

The purpose of this Cell Phone Use policy is to ensure a safe work environment that is productive

and free of unnecessary distractions. Both employee and public safety is of paramount importance to the Company. Employees must limit cell phone usage when receiving or placing calls, text messaging, surfing the Internet, receiving or responding to emails, and/or checking for messages in front of other employees and customers. The use of personal cell phones or Company-issued phones should not in any way interfere with the Company's safety standards, Company security and controls, as well as overall customer service. This Cell Phone Use Policy applies to all employees regardless of position, and regardless of whether a Personal or Company-issued cell phone is used.

Employees must turn off their cell phones, or set them to silent or vibrate mode during meetings, presentations or training, while working with customers and in any other circumstance where incoming calls may be distracting or disruptive to Company business.

We allow employees to bring their personal cell phones to work, but while at work, employees are expected to exercise discretion in using their personal cell phones. Excessive use of your personal phones (i.e. calls, gaming, shopping, etc.) during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make personal calls during breaks, meal times and other non-work time and should remind friends and family members to limit disturbances during the workday except for urgent matters.

Employees who use their cell phones excessively may:

- Be distracted from their work and responsibilities.
- Demonstrate a lack of focus and professionalism during meetings or company activities.
- Disturb colleagues while on their phones.
- Cause security issues from inappropriate use of our company's internet connection.
- Cause accidents when they illegally use their phones while driving

Employees are permitted to use their personal cell phones:

- To make business calls.
- To use productivity apps.
- To check important messages.
- To make brief personal calls away from the working space of colleagues.
- Surf the internet, text and talk on the phone only for a few minutes per day preferably during break or lunch time.

Employees are not permitted to:

- Use a cell phone's camera or microphone to record confidential information. Record meetings, presentations, conversations, or other interactions in the business environment without the expressed permission of management and the person(s) being recorded.
- Use the cell phone's video or audio recording in restrooms and/or locker rooms, or other areas where there is a common expectation of privacy.

- Use a cell phone to download or upload inappropriate, illegal or obscene material using a corporate internet connection.
- Use cell phones to replay or show inappropriate subject matter(i.e. sexually explicit, violent content, etc.)
- Use cell phones while driving unless it is for a specific business purpose and in compliance with local legal requirements (eg: hands-free device)
- Use their phones in areas where cell use is explicitly prohibited (i.e. medical facility, governmental offices).

Company-Issued Cell Phones:

When job duties or business needs demand, the Company may issue a business cell phone to an employee for work-related communications. Employees in possession of Company-issued cell phones are expected to protect the equipment from loss, damage or theft. When leaving the company or at any other time, the employee may be asked to produce the phone for return or inspection.

Personal Cell for Company Business:

Only full-time employees are expected or permitted to use their personal cell phones for an episodic or habitual use for business purposes. Part-time employees are asked to use a company land line or company issued phone for business purposes. In the event of a legal matter, the company may request the phone records or through a legal process (e.g. subpoena).

Safety Issues for Cell Phone Use

All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cell phones at all times. Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use, or use their personal cell phone as part of their duties, are expected to refrain from using any cell phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to use hands-free devices or pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area. **Reading or Sending Text Messages While Driving is Strictly Prohibited.** Employees who are charged with traffic violations resulting from the use of a cell phone while driving will be solely responsible for all liabilities that result from such actions.

Manager's Responsibility

If you are a manager or in a supervisory position, you are responsible for ensuring that employees adhere to the Cell Phone Use Policy.

Employee Disciplinary Action

If a manager notices exceptions to the Cell Phone Use Policy, this should lead to further discussions with the employee. If employees demonstrate a frequent pattern of policy violations, corrective counseling will be our first attempt at a solution.

Topa Topa Brewing Co. retains the right to ensure employees are not excessively or inappropriately using their personal or Company-issued cell phones. If an employee's phone usage causes a decline in productivity or interferes with our business operations, that employee may be prohibited from using their cell phones. If an employee repeatedly continues to violate the policy terms, a verbal, written, or final warning will be given.

In cases of serious violations, employees may face disciplinary actions when they:

- Cause a security breach
- Violate our confidentiality policy
- Violate safety standards and cause an accident by recklessly using their phones

***Immediate separation of employment may occur.**

Corrective Action Policy

Topa Topa Brewing Co. expects its employees to meet performance expectations and to conduct themselves in accordance with its standards of conduct as well as other applicable policies and procedures. Employees who fail to meet performance expectations or engage in unacceptable conduct shall be subject to corrective action.

Topa Topa Brewing Co. does not adhere to any formal system of discipline, but considers various factors such as the gravity of the violation, the number of times a rule has been violated, the type of rules violated and the employee's overall performance when deciding how or when to issue corrective action.

Corrective action is considered as part of an employee's total performance. Therefore, continued infractions whether in one category or distinct and multiple categories, the employee's performance is viewed with all the infractions in mind. Where there are multiple infractions within an immediate time frame, all of the infractions will be outlined into one single corrective action document.

The following progressive disciplinary process **may be utilized** to improve performance and address employee conduct issues:

First offense – Verbal (documented)

Second offense – First written reprimand

Third offense – Final written reprimand

Fourth offense – Termination

While the use of progressive disciplinary steps is recommended, it is not required, and the Company reserves the right to take any corrective action it deems appropriate based on the facts and circumstances of each case.

Corrective actions will remain in an employee's personnel file, but will expire after twelve (12) months and no longer be considered when evaluating overall performance with the exception of egregious or willful misconduct that resulted in a corrective action.

This policy is not intended to, should not be construed to and does not create a term of employment. Further, it does not limit or modify the Company's right to terminate your employment or to alter the terms and conditions of your employment, at any time and for any reason, with or without cause. The Company may, of course, terminate employment without following the progressive discipline steps outlined above whenever it determines that such action is warranted. Severe misconduct does not require progressive discipline, and is grounds for immediate termination. Examples of severe misconduct are found in the Company's Workplace Conduct Policy.

All employees are expected to meet our standards of performance, professionalism, and conduct, and to follow our work rules. Any improper conduct or violation of work rules may warrant disciplinary action, up to and including termination.

Drug and Alcohol Policy

The objective of the Drug and Alcohol Policy is to establish safety measures against drug and alcohol use to ensure a safe and healthy working environment. This policy also ensures there is no misunderstanding or miscommunication about where Topa Topa Brewing Co. stands on the issue of drug and alcohol use in the workplace. Substance abuse imposes a burden on those caught up in the use, but also on their co-workers. It can lead to poor job performance, loss of productivity, accidental risks and/or unprofessional conduct.

The purpose of this policy is to maintain a safe and productive work environment for all employees by preventing accidents or other dangerous incidents that may result from drug or alcohol use. To mitigate these risks, Topa Topa Brewing Co. developed this drug and alcohol policy to prohibit the use, possession of illegal, or sale of any drugs on company premises and strictly regulates the consumption of alcohol at work.

The Topa Topa Brewing Co. Drug and Alcohol policy applies to all employees equally, including managers, supervisors, directors, exempt and nonexempt employees regardless of position or type of employment. This policy also applies to Company worksites and other workplaces, locations, internal and external functions (conferences, work events, lunches, etc.) or situations and/or

places where employees may be working or representing the Company.

Illegal drugs, inhalants, and prescription medications, as well as over-the-counter drugs may fall into the “substances” category. Additionally, the consumption of alcohol is also included in this policy. While working, you must not:

- Sell, buy, transfer, or distribute drugs or drug paraphernalia.
- Possess or be under the influence of alcohol, inhalants, or drugs. If you are in an approved meeting, company hosted event or an environment in which you have supervisory approval the consumption of alcohol in moderation may be permitted.
- Use prescription drugs (e.g. medical marijuana) while working on or off premises or at company hosted events.

Reasonable Suspicion

To prevent accidents, injuries, productivity losses and to ensure the general well being of our staff and customers, we will implement drug and alcohol testing for employees when:

- A workplace accident or injury occurs and an employee is demonstrating behaviors that cannot easily be otherwise explained except for being under the influence of drugs and alcohol.

If we have reasonable suspicion that you are under the influence of drugs or alcohol which limit your ability to perform the functions of your job or could potentially endanger staff or customers you will first have to undergo required testing according to our 3rd party administrator's testing protocol either on site or at a local testing facility.

If you are sent home:

We may have to call someone in your family, a friend, or neighbor to be transported. Local law enforcement may have to be called to determine if they can transport you home. Alternative transportation may be arranged and will be decided on a case-by-case basis. And you may not return to work until testing results have been received and your manager has contacted you regarding the results.

Manager's Responsibility

As a manager, you are responsible for identifying, documenting, and escalating any observed or reported impairment of an employee resulting from suspected alcohol or drug use while working. If you have actual knowledge that an employee has engaged in, or is engaging in, conduct prohibited under this policy, you may not permit the employee to continue working under such circumstances. When at all possible bring in a second witness (a member of management if possible) to observe the behaviors, any employee who has been directed not to work, or directed to stop working, must immediately comply. If you notice or become aware that an employee has a possible physical impairment or mental health issue as a result of drug and/or alcohol use, set up a private meeting with your employee to discuss what you can do to help them. This type of

discussion may also identify the potential need for temporary accommodation. Management will decide on the appropriate disciplinary action depending on the circumstances.

Disciplinary Consequences

We may take disciplinary action if you:

- Make threats or acts of verbal or physical aggression
- If your actions create significant safety risk
- Result in physical or property damages
- Bodily injury to self or others
- The behavior is so disruptive to the business or reputationally damaging
- Test positive for hard drugs (e.g., cocaine.)
- Sell, or attempt to sell, any form of substance.
- Use any kind of drug on company premises.
- Refuse to take a company mandated drug test.
-

Possible Disciplinary Action

Disciplinary action will begin once the level of the drug and alcohol policy infraction is determined. When infractions go beyond acceptable workplace conduct, the possible disciplinary actions may include:

- Substance abuse discussion(s) by the supervisor, followed by an email to the employee confirming the discussion.
- Written warning by the manager, signed and acknowledged by the employee.
- Termination of your employment

We will determine the best disciplinary action to take on a case-by-case basis. If there may be a need for an accommodation:

- Interactive discussion to identify the core issue. This discussion is to identify if there are other extenuating circumstances or contributory factors such as:
 - Personal health issues
 - Family issues
 - Need for a leave of absence
 - Need for a reasonable accommodation

Employee Attendance Policy

Topa Topa Brewing Co. values and appreciates the punctuality and attendance of our employees, as good attendance ensures high-quality service for our customers and a well functioning work

environment for each other.

As such, we have established the following attendance policy to ensure that all employees are aware of our expectations and to provide guidelines for managing absences and tardiness. Employees are expected to arrive on time and work the full duration of all scheduled shifts. Leaving work early, late arrivals, and absences must all be arranged in advance with supervisors on a case-by-case basis.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided under the Americans with Disabilities Act (ADA).

Attendance: Definitions, Expectations & Consequences of Non-compliance

Absence: supervisor is notified by employee by using the "request off" function in Paycor at least 1 week in advance that employee will be absent from assigned shift.

- Employees must notify supervisor 1 week in advance for 1-day absence.
- Employees must notify supervisor 1 month in advance for 1-week absence.
- For scheduled absences lasting more than 1 week, employee must gain approval from both their direct supervisor and RTM.

Unscheduled absence: supervisor is notified by employee as soon as possible before shift start that employee will be absent from shift, due to emergency or other unexpected cause.

- Employee is responsible for notifying supervisor and finding a fill-in for shift. If employee cannot find a fill-in, absence will be counted as a "no-show".
- After 3 unscheduled absences, employee will be subject to disciplinary action.

Tardiness: employee arrives at work at least 5 minutes after scheduled shift start.

- If employee shows up later than 30 minutes after shift start time, tardiness will be counted as a "no-show".
- After 3 tardies, employee will be subject to disciplinary action.

No-show: employee fails to show up for shift without notifying supervisor.

- After 1 no-show, employee will be subject to disciplinary action.
- After 3 no-show's, employee will be terminated.

Sick days: employee is absent from shift due to illness or doctor's note.

- Employee is responsible for notifying supervisor in case of illness or medical emergency, otherwise absence will be counted as a "no-show."
- Employee can request sick day via Paycor

Family Medical Leave Act (FMLA) Policy

(Federal Gov't Code §§ 29 U.S.C. § 2601, et seq.)

The objective of the Family Medical Leave Policy is to provide employees with the appropriate time away from work for medically required situations. We want to give employees the leave required for their own medical health or that of a family member. These guidelines are intended to meet the requirements of local, state and federal law.

Purpose

The purpose of this policy is to provide employees with general information of their Family Medical Leave Act (FMLA) rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. Although the federal and state laws sometimes have different names, the Company refers to these types of leaves collectively as "FMLA Leave." In any case, employees will be eligible for the most generous benefits available under applicable law.

Scope

This Family Medical Leave Policy applies to all company employees, including full-time, part-time, exempt, non-exempt and temporary.

Policy Elements

Under this policy, the Company will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness). The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility

Employees are eligible for FMLA if they work for a covered employer for at least 12 months, have performed at least 1,250 hours of service work with the employer during the 12 months before their FMLA leave starts, and work at an office or work location where the employer has at least 50 employees within 75 miles. An employee who works remotely (75 miles >) from the employer's office or work location is covered under the FMLA if that office is where the employee reports to and from which the employee receives work assignments from. To qualify to take Family or Medical Leave under this policy, we have provided additional clarifications to employees to understand the criteria that must be met for eligibility:

- The employee must have worked for the company for 12 months. The 12 months need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years.
- Separate periods of employment will be counted if the break in service exceeds seven

years due to National Guard or Reserve military service obligations.

- The employee must have worked at least 1,250 hours during the 12-month period immediately before beginning the FMLA leave. The 1,250 hours do not include time spent on paid or unpaid leave. These hours of leave won't be counted in determining the 1,250 hours required for an employee under FMLA.

Type of Leave Covered

To qualify as FMLA leave under this policy, the leave must be for one of the reasons listed below:

- The birth of a child including surrogacy.
- The placement of a child for adoption or foster care.
- To care for a spouse, child or parent with a serious health condition (described below).

The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the essential functions of their position.

Under the FMLA, a "spouse" means a husband or wife. Husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either:

- Was entered into in a state that recognizes such marriages; or

if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider. This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year. Employees with questions about what illnesses are covered under this FMLA policy or under the company's sick leave policy are encouraged to consult with their manager, another member of leadership or HR.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the company may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

Qualifying Exigency Leave

Qualifying exigency leave for families of members of the National Guard or Reserve, or of a regular

component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to cover active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

- Short-notice deployment
- Military events and activities
- Child care and school activities
- Financial and legal arrangements
- Counseling
- Rest and recuperation
- Post-deployment activities
- activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave. Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserve, or a member of the Armed Forces, the National Guard or Reserve who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which they are undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list.

Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserve, or members on the permanent disability retired list.

To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the covered service member. A "son or daughter of a covered service member" means the covered service member's biological, adopted, or foster child, stepchild or legal ward, or a child for whom the covered service member stood in loco parentis, and who is of any age.

A "parent of a covered service member" means a covered service member's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parents-in-law. For military emergency leave taken to provide care to a parent of a deployed military member, the parent must be incapable of self care as defined by the FMLA. The "next of kin of a covered service member" is the nearest blood relative, other than the covered service member's spouse, parent, son or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered a covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made,

the designated individual shall be deemed to be the covered service member's only next of kin. For example, if a covered service member has three siblings and has not designated a blood relative to provide care, all three siblings would be considered a covered service member's next of kin.

Alternatively, where a covered service member has siblings and designates a cousin as their next of kin for FMLA purposes, then only the designated cousin is eligible as the covered service member's next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered service member pursuant to 825.122(k).

"Covered Active Duty" Means:

"Covered active duty" for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country. "Covered active duty or call to covered active duty status" in the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

Military Caregiver Leave

Military Caregiver leave is also known as covered service member leave, which is to care for an injured or ill service member or veteran. An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks of unpaid leave in a single 12-month period to care for that service member.

The term "covered service member" means:

A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary disability retired list for a serious injury or illness. A serious injury or illness is one that is incurred by a service member in the line of duty on active duty that may cause the service member to be medically unfit to perform the duties of his or her office, grade, rank, or rating. A serious injury or illness also includes injuries or illnesses that existed before the service member's active duty and that were aggravated by service in the line of duty on active duty.

The term "serious injury or illness" means:

A serious injury or illness is one that is incurred by a service member in the line of duty on active duty that may cause the service member to be medically unfit to perform the duties of his or her office, grade, rank, or rating.

Amount of Leave

The single 12-month period of military caregiver leave begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12-month period established by the employer for other FMLA leave reasons.

An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reasons during the single 12-month period. Up to 12 of the 26 weeks may be for an FMLA-qualifying reason other than military caregiver leave. For example, if an employee used 10 weeks of FMLA leave for his or her own serious health condition during the single 12 month period, the employee has up to 16 weeks of FMLA leave left for military caregiver leave. Military caregiver leave is available to an eligible employee once per service member, per serious injury or illness. However, an eligible employee may take an additional 26 weeks of leave in a different 12-month period to care for the same service member if he or she has another serious injury or illness. For example, if an eligible employee takes military caregiver leave to care for a current service member who sustained severe burns, the employee would be entitled to an additional 26 weeks of caregiver leave in a different 12 month period if the same service member is later diagnosed with a traumatic brain injury that was incurred in the same incident as the burns.

An eligible employee may also take military caregiver leave to care for more than one current service member or covered veteran with a serious injury or illness at the same time, but the employee is limited to a total of 26 weeks of military caregiver leave in any 12-month period. Additionally, an eligible employee may be able to take military caregiver leave for the same family member with the same serious injury or illness both when the family member is a current service member and when the family member is a veteran.

Employee Status and Benefits During Leave

While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. The company pays its portion and the employee continues to pay their portion of the premium.

Health Benefits Under FMLA

In addition to medical insurance plans there may be other company provided insurance plans such as life Insurance and disability. If you are on a paid leave, the company will continue to make the same payroll deductions that were in place prior to the leave in order to cover the cost. The following criteria applies:

- I can pay for my benefits in advance
- Remit a monthly payment
- Request a catch-up payroll deduction upon my return
- If I don't pay my premium, the insurance will be canceled.
- if I don't return, I can be subject to repayment of the missed premium.

If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

*The employer will provide 15 days notification prior to the employee's loss of coverage.

Employee Status After Leave

As a condition of restoring an employee who was absent on FMLA leave due to the employee's

own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave, if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The company may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule. In instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care. For the birth, adoption or foster care of a child, the company and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the company before taking intermittent leave or working a reduced-hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

Intermittent or reduced schedule leave

Employees have the right to take FMLA leave all at once, or, when medically necessary, in separate blocks of time or by reducing the time they work each day or week. Intermittent or reduced schedule leave is also available for military family leave reasons. However, employees may use FMLA leave intermittently or on a reduced leave schedule for bonding with a newborn or newly placed child only if they and their employer agree.

Certifying a Serious Health Condition

The FMLA defines a serious health condition as an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care

provider. An FMLA serious health condition generally involves a period of incapacity. Incapacity means an individual is unable to work, attend school, or perform other regular daily activities because of the serious health condition, due to treatment of it, or for recovery from the condition. For more information about the definition of a serious health condition. An employee may be required by the employer to submit a certification from a health care provider to support the need for FMLA leave to care for a covered family member with a serious health condition or for the employee's own serious health condition. The employee cannot be required to provide a certification for leave to bond with a newborn child or a child placed for adoption or foster care.

The employer may require an employee to obtain a certification that includes the following information:

- Contact information for the certifying health care provider,
- The date the serious health condition began and how long it will last,
- Appropriate medical facts about the condition such as symptoms, hospitalization, or doctor's visits,
- For leave for the employee's own serious health condition, information showing that the employee cannot perform the essential functions of the job,
- For leave to care for a family member, a statement establishing the family member needs care, and an estimate of when and how long the leave is needed, or For leave that needs to be taken in short blocks of time, an estimate of how much time will be needed for each absence, how often absences may occur, and information establishing the medical necessity for taking such intermittent leave.

The certification should not contain information about genetic tests, genetic services, or evidence of disease among the employee's family members. The health care provider may, but is not required to, provide a diagnosis.

Certification by a healthcare provider. Under the FMLA a health care provider includes:

- A doctor of medicine or osteopathy authorized to practice medicine or surgery in the state in which they practice,
- A podiatrist, dentist, clinical psychologist, optometrist, or chiropractor -with limitations authorized to practice in the state and performing within the scope of their practice, A nurse practitioner, nurse-midwife, clinical social worker, or physician assistant authorized to practice in the state performing within the scope of their practice, A Christian Science practitioner listed with the First Church of Christ, Scientist, in Boston, Massachusetts, or
- Any health care provider from whom the employer or the employer's group health plan's benefits manager will accept a medical certification to substantiate a claim for benefits. If the employee or the employee's family member is visiting another country, or a family member resides in another country, and a serious health condition develops, the employer must accept a medical certification, including second and third opinions, from a health care provider who practices in that country. If a medical certification by a foreign health care provider is not in English, the employee may be required to provide a written translation of the certification.

Responsibility and timing

The employee must be notified each time a certification is required. Notice of the certification requirement must be included in the written notice of FMLA rights and responsibilities given to the employee when leave is first requested. The employer may request that the employee provide certification at a later date if the employer questions the appropriateness of the leave or its duration.

When the deadline is not met

Generally, the employee must provide the requested certification to the employer within 15 calendar days after the employer's request. If an employee fails to return the certification in a timely manner, the employer can deny FMLA protections for the leave following the expiration of the 15-calendar day period until a complete and sufficient certification is provided. However, the leave taken during the 15-day period and the period of absence beginning the day the complete certification was received is FMLA-protected leave.

When an employee makes diligent, good faith efforts but is still unable to meet the deadline for submission – at least 15-calendar days from the request – the employee is entitled to additional time to provide the certification. In this circumstance, the employer may not deny the leave for the period that the certification was late.

The employer may allow longer than 15 calendar days for certification. In all cases, if the employee never produces the certification, the leave is not FMLA-protected leave.

Complete and sufficient certification

If the employer requests a medical certification, the employee is responsible for providing a complete and sufficient certification, including paying for the cost of the certification and making sure the certification is provided to the employer on time. The employee must be given at least 15 calendar days after the employer's request to provide the certification and the employee is expected to make a diligent, good faith effort to meet the timing requirement. A certification is considered incomplete if one or more of the applicable entries on the form have not been completed. A certification is considered insufficient if the information provided is vague, unclear, or non-responsive.

An employee who receives a written notice from the employer stating that the certification is incomplete or insufficient and stating what additional information is necessary must provide the additional information to the employer within seven calendar days in most circumstances.

Annual certification

If the employee's need for FMLA leave lasts beyond a single FMLA leave year, the employee may be required to provide a new medical certification in each new FMLA leave year.

Certification forms

The FMLA does not require the use of any specific certification form. The Department has developed optional forms that can be used for leave for an employee's own serious health condition (WH-380-E) or to care for a family member's serious health condition (WH-380-F). If an employer chooses to use its own forms, it may not require any additional information beyond

what is specified in the FMLA and its regulations.

Employers must accept a complete and sufficient medical certification, regardless of the format. The employee may be required to provide information requested on the certification form only about the serious health condition which has caused the employee's need for leave.

After the certification is completed

The employer may not request additional information from the health care provider after receiving a complete and sufficient certification. Under the FMLA, the employee's direct supervisor may never contact the employee's health care provider. However, the employer may contact the health care provider to authenticate or to clarify a certification using a:

- Human resource professional,
- Leave administrator,
- Management official, or
- Another health care provider.

For example, the employer's appropriate representative could ask a healthcare provider whether the information contained on the form was completed or authorized by them. The representative might also ask questions to clarify the handwriting on the form or the meaning of a response.

The employee may be required to get a second medical certification if the employer has reason to doubt the validity of a complete and sufficient certification. The employer can choose the health care provider to provide the second opinion, but generally may not select a health care provider who it employs or contracts with on a regular basis. If the second opinion is different from the original certification, the employer may require the employee to get a third certification from a health care provider selected by both the employee and employer. The opinion of the third health care provider is final and must be used by the employer. The employer is responsible for paying for the second and third opinions, including any reasonable travel expenses for the employee or family member. The employee is provisionally entitled to FMLA leave while waiting for the second or third opinion.

Recertification

In general, the employer may require an employee to provide a recertification of a serious health condition, but no more often than every 30 days and only in connection with an absence. If a certification indicates that the minimum duration of the serious health condition is more than 30 days, the employer must generally wait until that minimum duration expires before requesting recertification. However, in all cases, including those where the condition may be indefinite, the employer may request a recertification for absences every six months. The employer may request a recertification in less than 30 days only if the:

- Employee requests an extension of leave,
- Circumstances described by the previous certification have changed significantly, or

Employer receives information that causes it to doubt the employee's stated reason for the absence or the continuing validity of the existing medical certification.

In general, the employer may require the same information in a recertification as that permitted in the original medical certification. However, an employer may provide the health care provider with

a record of the employee's absences and ask if the serious health condition and need for leave is consistent with the leave pattern. The employee is responsible for paying for the cost of a recertification. The employee cannot be required to undergo a second or third opinion for a recertification. In most circumstances, the employee must be provided at least 15 calendar days to provide the recertification after the employer's request.

Returning to work

An employee may be required to provide the employer with a "fitness-for-duty," certification from the employee's health care provider showing that the employee is able to resume work, if the employer has a policy or practice that requires employees in similar job positions who take leave for similar health conditions to provide such a certification. If a "fitness-for-duty" certification will be required, the employer must provide notice of that requirement and whether the certification must address the employee's ability to perform the essential functions of their job with the FMLA designation notice.

The employee may only be required to provide a fitness-for-duty certification with regard to the particular health condition that caused the employee's need for FMLA leave. In general, a fitness-for-duty certification may not be required for each absence taken on an intermittent or reduced leave schedule. However, the employee may be required to provide a fitness-for-duty certification up to once every 30 days if the employer has a reasonable belief that the employee's return to work presents a significant risk of harm to the employee or to others. The employee's return to work may be delayed until the fitness-for-duty certification is provided if the employer has provided the required notice regarding any fitness-for-duty certification requirement. An employer may contact an employee's health care provider to clarify or authenticate a fitness-for-duty certification but cannot delay the employee's return to work while making that contact. An employer may not require second or third opinions for a fitness-for-duty certification. The employee is responsible for paying any cost of obtaining the fitness-for-duty certification. If State or local law or collective bargaining agreement governs an employee's return to work, those provisions must be applied.

Manager's Responsibility

Managers have the responsibility of establishing the Designation of FMLA Leave. Within five business days after the employee has submitted the appropriate certification form, the manager will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

The Manager is also responsible for confirming the employee's Intent to Return to Work from FMLA Leave. On a basis that does not discriminate against employees on FMLA leave, the company may require an employee on FMLA leave to communicate with their Managers periodically on the employee's status and intent to return to work.

Disciplinary Consequences

An employee who fraudulently obtains Family and Medical Leave from the Company is not protected by FMLA's job restoration or maintenance of health benefits

provisions. In addition, the Company will take all available appropriate disciplinary action against such employees due to such fraud.

Firearms and Weapons-Free Policy

Topa Topa Brewing Co. is committed to providing each employee a work environment that is safe, secure and free of firearms and weapons. For purposes of this policy, a weapon is considered to be any device that is designed to or traditionally used to inflict harm. This includes, but is not limited to: 1) firearms, switchblades, daggers, hunting knives, clubs, etc., and 2) any object that could be reasonably construed as a weapon. For the purpose of this policy, Company property includes company-owned or leased vehicles, Company-owned or leased parking areas and Company-owned or leased buildings. The objective of this policy is to provide clear direction for managers and employees regarding the prohibition of firearms and weapons at all Company locations. It is prohibited to possess firearms, weapons or explosives on Company property, at off-site Company functions, and while conducting Company business, to the extent permissible by law, without explicit, written authorization by the Company. This prohibition applies to Company associates, vendors, contractors, and suppliers.

Employees must report violations of this policy immediately to their supervisor, a human resources representative, or when appropriate, law enforcement personnel. Employees can report violations of this policy by contacting these entities directly or by using the anonymous reporting form found in the Human Resources section of the staff website. Retaliation for reporting violations of this policy is expressly prohibited. Employees who violate this policy may be subject to discipline, up to and including termination of employment.

Health and Safety Policy

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

Periodically, Topa Topa Brewing Co. may issue rules and guidelines governing workplace safety

and health. Topa Topa Brewing Co. may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected. Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

Paid Volunteer Policy

Topa Topa Brewing Co. encourages employees to become involved in their communities, lending their voluntary support to programs that positively impact the quality of life within our Community. The following guidelines are for Topa Topa Brewing Co.'s employees who serve as volunteers in 501(c)(3) non-profit community programs that are either of personal interest or are corporate-sponsored initiatives.

Volunteer Time:

- Employees can take up to twenty four (24) hours annually, with a max of two (2) hours of paid time off each month to participate in their specific volunteer program
- Volunteer time must be requested in advance and when possible, should be regular and on a set schedule to help with the coordination of other work-related responsibilities
- Volunteer time should not conflict with the peak work schedule and other work-related responsibilities, create need for overtime or cause conflicts with other employees' schedules

Eligibility:

- All full-time employees are eligible and encouraged to participate in the paid volunteer program
- Interested employees should have expected performance or above
- Interested employees should submit a volunteer verification form to their direct supervisor for approval ahead of scheduling their proposed paid volunteer time

Proof of Service:

After volunteer service has been completed, employees are to request a time slip from the 501(c) to be provided either to their direct supervisor or to Human Resources so that time spent may be added to their next paycheck

Personal Relationship Policy

Topa Topa Brewing Co. strives to provide a work environment that is collegial, respectful and productive. This policy establishes rules for the conduct of personal relationships between

employees, including supervisory personnel, in an attempt to prevent conflicts and maintain a productive and friendly work environment.

A “personal relationship” is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. An employee who is involved in a personal relationship with another employee, may not occupy a position in the same department/taproom as, work directly for, or supervise the employee with whom they are involved. Topa Topa Brewing Co. reserves the right to take prompt action if an actual or potential conflict of interest arises concerning employees who engage in a personal relationship that may affect the terms and conditions of employment. Supervisors and managers are prohibited from dating subordinates and may be disciplined for such actions, up to and including termination.

Procedures

- During working hours and in work areas, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with the overall productivity of the business.
- During non-working time, such as lunches, breaks, and before and after work periods, employees engaging in personal exchanges in non-work areas should observe an appropriate workplace manner to avoid offending or making others uncomfortable.
- Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace by a reasonable person while anywhere on company premises, whether during working hours or not.
- Employees who allow personal relationships with co-workers to adversely affect the work environment will be subject to corrective action. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
- Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.
- Any supervisor, manager, or executive in a sensitive or influential position with Topa Topa Brewing Co. must disclose the existence of a romantic or sexual relationship with another co-worker. Disclosure may be made to the individual's immediate supervisor, or any member of management. Topa Topa Brewing Co. will review the circumstances to determine whether any conflict of interest exists.
- When a conflict or the potential for conflict arises because of a personal relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment, or separated from employment.
- If such a personal relationship between employees develops, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship to their supervisor or manager.
- When a conflict or a potential for conflict affecting terms or conditions of employment arises because of the relationship, the individuals concerned will be given the opportunity to decide who is to be transferred to another position, or terminated, if no position is available. If no

decision is made within thirty (30) calendar days of the offer to resolve the situation, Topa Topa Brewing Co. will determine who is to be transferred or, if necessary, terminated from employment.

Photo Release Agreement

By signing this agreement, I grant Topa Topa Brewing Co. the right to use photographs or images of me in print and digital materials produced at the Company's sole discretion. These materials may include, but are not limited to, internal reports, presentations, marketing collateral, and the Company's website, where images may be publicly accessible.

I authorize Topa Topa Brewing Co. to copy, edit, crop, or otherwise modify these images for use in its materials. I waive any right to review or approve the final versions of such images.

I understand that all photographs and images become the sole property of Topa Topa Brewing Co. and will not be returned to me. I also acknowledge that no personal identifying information (such as name, address, phone number, or email) will be used alongside the images without my explicit, prior written consent.

I confirm that I will not receive any compensation, royalty, or other payment for the use of these images.

Furthermore, I release and forever discharge Topa Topa Brewing Co., along with its affiliates, officers, employees, representatives, successors, assigns, and agents, from any and all claims, liabilities, or damages—whether known or unknown—arising from or related to the use of the images or reliance on any statements or actions I've made in connection with this release.

Opt-Out Provision:

If I do not wish to have my photograph or image used by Topa Topa Brewing Co. for any purpose, I understand that I must request and complete the ***Photo Release Waiver Form*** from Human Resources. It is my responsibility to ensure that this form is submitted and on file.

Pregnant Workers Fairness Act Accommodations

(Federal Gov't Code §§ 42 U.S.C. 2000gg et seq)

The Company will provide reasonable accommodations for known limitations related to pregnancy including termination of pregnancy, childbirth, or other related medical conditions or medical appointments including fertility treatments, provided that such accommodations would not create an undue hardship.

The following accommodations will generally be presumed to be reasonable and will be granted as soon as possible and without supporting documentation:

- Carrying or keeping water nearby and drinking
- Additional restroom breaks
- The ability to alternate between sitting and standing
- Breaks to eat and drink

If you need an accommodation, notify your manager or HR. If the need for a particular accommodation is not obvious, you may be asked to provide additional information, such as how it will address limitations caused by pregnancy, childbirth, or related medical conditions. If additional discussion is necessary, the Company will engage with you in the interactive process to accurately understand your limitations and find reasonable accommodations. Documentation to support a request for accommodation may be required, but only when reasonable under the circumstances.

If leave is provided as a reasonable accommodation, it may run concurrently with other leaves provided by federal, state, or local law.

Lactation Accommodation: Breastfeeding employees will be provided time and space to express milk during work when needed. Accommodations under this policy include a place, other than a bathroom, which is shielded from view and free from intrusion from coworkers and the public. Discrimination and harassment related to breastfeeding are unacceptable and will not be tolerated. Should you need to request this accommodation, you need only contact your supervisor or HR and space and time will be provided to you.

Seasonal Worker Policy

Topa Topa Brewing Co. will hire seasonal employees on a temporary basis to meet increased business demands during specific seasons or periods of the year. Seasonal employees are entitled to the same minimum wage, overtime pay, and other protections as regular employees. Seasonal workers are held to the same rules and regulations as part time and full time employees in that their employment is based upon both work performance and need. The service of a seasonal employee may be discontinued by the employing supervisor at any time.

Qualifications:

In order to be considered a seasonal employee with Topa Topa Brewing Co. and to remain as active within our company payroll system and database, the following must be adhered to:

- Complete one full shift per month
- Provide accurate availability via Paycor
- Request time off when unavailable to work with strict adherence to Topa Topa Brewing Co.'s Employee Attendance Policy

Leaves of absence:

Seasonal employees are permitted to request extended leaves of absence. A leave of absence (LOA) is unpaid leave that allows an employee to be off work for an extended period of time and return to his/her former position when the leave ends. Any LOA must be submitted to and approved by the corresponding taproom Manager no less than two weeks prior to its start date.

The *LOA Stipulation* states that should an employee be absent from work for 60 consecutive days or more, that employee will be required to 're-apply' for their former position. In this instance, to resubmit an application all an employee must do is to contact the taproom Manager or HR directly to state a desire to return to work. Approval will be based simply on availability of shifts. If no shifts are available and no need exists for additional seasonal workers at that time, a request to return to work may be denied.

Sexual Harassment Policy

(Federal Gov't 42 U.S. Code § 2000e, et seq)

It is Topa Topa Brewing Co.'s policy to prohibit harassment of any employee by any supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within Topa Topa Brewing Co., it is to ensure that at Topa Topa Brewing Co. all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about the employee's physical appearance, conversation about one's own or someone else's sex life, or teasing or other conduct directed toward a person because of their gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If the employees feel they have been subjected to conduct which violates this policy, they should immediately report the matter to their Direct Supervisor. If unable for any reason to contact this person, or if the employee for any reason would prefer to report the conduct elsewhere, the employee should contact HR. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in their reporting hierarchy or HR. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, Topa Topa Brewing Co. will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy.

If the employees feel that they have been subjected to any such retaliation, they should report it in the same manner in which a claim of perceived harassment would be reported under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

Rest and Meal Break Policy

Topa Topa Brewing Co. is committed to complying with all federal and California labor laws regarding employee rest and meal periods. We provide our employees with the required, uninterrupted, and duty-free rest and meal periods and encourage open communication about any missed breaks or scheduling concerns.

Rest Breaks

- All non-exempt (hourly) employees are entitled to paid, duty-free 10-minute rest breaks for every four (4) hours worked or major fraction thereof, as follows:

Duration of Shift (Hours)	Rest Breaks Entitled
0 to < 3.5	No break required (optional at supervisor discretion)
≥ 3.5 to < 6.0	1 paid 10-minute break
≥ 6.0 to < 10.0	2 paid 10-minute breaks
≥ 10.0 to < 14.0	3 paid 10-minute breaks
≥ 14.0	1 additional break per 4 hours or major fraction thereof

- Rest breaks should be taken near the middle of each work period when feasible. Employees must not perform any work during rest breaks. Rest breaks are paid and do not require clocking in or out. Employees should coordinate with their supervisor to schedule rest breaks appropriately.

Meal Periods

First Meal Period

Employees working more than 5 hours in a day are entitled to an unpaid, duty-free, 30-minute meal break, which must begin no later than the end of the 5th hour of work. Employees may waive the first meal period if they work 6 hours or less, and the waiver is voluntary, in writing, and revocable at any time. (see waiver below)

Second Meal Period

Employees working more than 10 hours in a day are entitled to a second unpaid, duty-free, 30-minute meal break, which must begin no later than the end of the 10th hour of work.

Employees may waive the second meal period only if they work 12 hours or less, did not waive the first meal break, and the waiver is voluntary, in writing, and revocable at any time.

Waiver Rules

Waivers must be written and mutual, free from coercion, and revocable at any time (no written or advance notice required). A one-time meal waiver form may be used prospectively and remains valid until revoked by the employee.

Meal and Rest Period Table

Duration of Shift (Hours)	Meal Periods	Rest Breaks
0 to < 3.5	Not required (may be offered)	Not required (may be offered)
≥ 3.5 to < 5.0	Not required (may be offered)	1 paid 10-minute break
≥ 5.0 to < 6.0	1 meal period (waivable)	1 paid 10-minute break
≥ 6.0 to < 10.0	1 meal period (required)	2 paid 10-minute breaks
≥ 10.0 to < 12.0	2 meal periods (2nd waivable if 1st taken)	3 paid 10-minute breaks
≥ 12.0	2 meal periods (not waivable)	1 additional break per 4 hours or major fraction thereof

Timekeeping Requirements

Meal periods must be recorded by clocking out and back in on timesheets. Rest breaks are not recorded, but must still be taken and coordinated with supervisors. Employees must not work “off the clock” during breaks. Any such request must be reported immediately.

Missed Breaks

Management teams will ensure that missed or interrupted breaks will not be a regular occurrence. However, if an employee is unable to take a rest or meal break, starts it late (e.g., after the 5th or 10th hour), or is interrupted during their break, they must notify their manager or supervisor and submit a Missed Break Form, located in the taproom binders, within 72 hours of the occurrence. (see below). One hour of pay at an employee’s regular rate will be added for a missed meal break.

Responsibilities

Managers are responsible for scheduling and ensuring compliance with rest and meal period laws. Employees are responsible for taking their breaks as scheduled and reporting any missed or interrupted breaks. Meal and rest periods may not be combined or used to leave early or arrive late. Overtime may not be worked without advance approval from a supervisor.

Policy Enforcement

Any violation of this policy—including coercing waiver forms, encouraging off-the-clock work, or falsifying timesheets—may result in disciplinary action, up to and including termination. Employees may revoke a waiver at any time, verbally or in writing, with no penalty.

Example: Meal Break Waiver Agreement

First Meal Break

I understand that I am entitled to an unpaid meal break of at least 30 minutes on any day that I work 5 hours or more. I understand that I can waive the meal period when my work and/or scheduled shift will be completed in 6 hours or less in one workday.

I agree to waive the meal period whenever my work and/or scheduled shift will be completed in 6 hours or less.

Second Meal Break

I understand that I am entitled to a second unpaid meal break of at least 30 minutes on any day that I work 10 hours or more. I understand that I can waive the second meal period when my work and/or scheduled shift will be completed in 12 hours or less in one workday and I did not waive my first meal break.

I agree to waive the second meal period whenever my work and/or scheduled shift will be completed in 12 hours or less and I have taken my first meal break.

I enter into this agreement freely and voluntarily. I understand that this agreement can be revoked, without employment consequences, at any time.

Employee Name (please print): _____

Employee Signature: _____

Date: _____

Company Representative (please print): _____

Company Representative Signature: _____

Date: _____

Example: Missed Rest or Meal Break Report Form

Employee Information

Full Name: _____

Job Title: _____

Department/Location: _____

Date of Missed Break: _____

Supervisor Name: _____

Break Missed (Check all that apply):

- ☐ First Meal Break (Should be taken before the end of the 5th hour of work)
- ☐ Second Meal Break (Should be taken before the end of the 10th hour of work)
- ☐ Rest Break (10-minute paid break for every 4 hours worked or major fraction thereof)

Reason for Missed or Late Break (Check one):

- ☐ Operational Needs / Staffing Shortage
- ☐ Forgot to Take Break
- ☐ Other (Please explain):

Break Timing Details

Time Shift Started: _____ AM / PM

Time Meal Break Should Have Occurred: _____ AM / PM

Time Meal Break Was Actually Taken (if late): _____ AM / PM

Total Length of Break Taken (if applicable): _____ AM / PM

Employee Comments (optional):

Acknowledgement

By signing below, I confirm that the above information is accurate to the best of my knowledge.

Employee Signature: _____ Date: ____ / ____ / ____

Supervisor Signature: _____ Date Reviewed: ____ / ____ / ____

Example: Revocation of Meal Break "Waiver and Release"

(to revoke your waiver for a single shift)

My signature below indicates that I voluntarily revoke any "Waiver and Release" concerning my right to statutorily required meal breaks for **today's shift**, dated:_____

I hereby revoke this waiver.

Employee Signature: _____

Date: _____

(to revoke your waiver indefinitely)

My signature below indicates that I voluntarily and indefinitely revoke any "Waiver and Release" concerning my right to statutorily required meal breaks.

I hereby revoke this waiver.

Employee Signature: _____

Date: _____

Time Keeping Policy

Topa Topa Brewing Co. has established the Timekeeping Policy to provide employees with the process for accurate time keeping in order to ensure that all non-exempt employees are paid all monies due, correctly and on time. Employees have daily timekeeping responsibilities which they are required to perform in accordance with this company policy. This process will help to ensure that the company meets all pay requirements and maintains accurate payroll records for review and reference.

This timekeeping policy applies to all company employees, including full-time, part-time, temporary employees, and interns for the recording of work hours for non-exempt employees and manager-authorized time off.

*Exempt employees are required to use the time away from work procedures to record vacation, sick or other non-worked hours in the company's timekeeping system.

Recording All Work Time

All non-exempt employees are required to accurately report all working time into the Topa Topa Brewing Co.'s timekeeping system. Employees must begin their workday by clocking into the timekeeping system, and then may begin working. Employees may not perform any work until they have properly clocked in. If you have any questions about whether a particular task should be recorded as working time, please review and discuss with your manager.

Time Worked

Time worked includes any and all time that a non-exempt employee performs any duties on behalf of the Company. It is used to determine overtime pay where required. Time worked also includes any work performed off site or at home. The following bullet points are provided to describe each timekeeping definition:

Work hour - An hour of work in the employee's workday that the supervisor or manager has authorized.

Workday - A full workday consists of a predetermined number of hours within the company's operating hours. Your daily work schedule, to put it plainly.

Overtime - Overtime hours are working hours authorized by a manager exceeding the maximum of 40 hours per week or 8 hours per day

Sick Pay - The wages employees receive when they're on sick leave. Sick pay usually amounts to the employee's daily wage.

Holiday Pay - (FT) Employees are paid the hourly rate for company recognized holidays. These hours do not count toward overtime hours.

Vacation - Employees are entitled to vacation pay during the year. Their vacation is typically paid at

your regular rate of pay for the duration of your vacation.

Off The Clock

Off-the-clock work should be avoided, but if it occurs that time must be recorded as time worked. Nonexempt employees are not allowed to work off the clock and must record their work hours correctly and on time.

Off the clock work is defined as time worked that is not reported or recorded. Non-exempt / hourly employees may not perform "off the clock" work under any circumstances. Examples of prohibited off the clock work that should be avoided, or otherwise logged as time worked, include, but are not limited to, the following:

- Checking email (webmail, cell phone email – active sync, etc.) while not logged into a timekeeping system.
- Receiving a work-related phone call from the site, company staff, or a client while not logged into a timekeeping system.
- Coming into work early, or staying after your work shift, to complete work activities while not logged into a timekeeping system.
- Taking work home to complete work activities while not logged into a timekeeping system.

No one is authorized to instruct a non-exempt employee to work off-the-clock without pay. If you are ever asked to work off the clock, you must immediately notify a Manager.

Employee Timekeeping Responsibilities

Non-exempt employees should accurately record the time they begin and end their work each day. Non-exempt employees are required to also record the beginning and ending time of each meal period, as well as any overtime hours worked.

Non-exempt employees are expected to also record the beginning and ending time of any split shift or early departure from work for personal reasons on their time card. It is the employee's responsibility to sign off on their time record prior to the end of the payroll cycle to certify the accuracy of all time recorded. Management will review and approve all hours worked prior to submitting it for payroll processing.

Employees who believe that corrections or modifications should be made to their time card should notify their Manager as soon as possible.

If for any reason an employee's pay stubs show a disparity in actual hours worked, the employee must immediately report that discrepancy to management. Any wage discrepancies will be handled in accordance with the Company's pay correction procedures.

Manager's Responsibility

As a manager, you are responsible for ensuring that all non-exempt/ hourly employees maintain accurate timekeeping records. Managers are responsible for reviewing every time card to ensure their employee's time is accurately recorded and complete. If a discrepancy is noted, managers should work with the employee to resolve errors. Managers must approve overtime or premium pay in advance of the hours being worked. Managers are also responsible for the timely approval

of time cards and submitting them to payroll before the deadline. If an employee works overtime without managerial approval, the manager should exercise reasonableness to verify the overtime worked. The overtime should be paid and an employee working without approval should be addressed as a disciplinary issue.

Under the Fair Labor Standards Act (FLSA) it is the employer's obligation to keep accurate records of hours worked by employees. While many managers may rely on employee assistance via a timecard, it is the employer that is ultimately responsible.

Disciplinary Consequences

Topa Topa Brewing Co. must enforce timekeeping records because they are legal documents. Altering or falsifying time cards, recording another employee's time, and any other similar conduct that results in an intentional falsification of hours worked is strictly prohibited. These types of actions will result in disciplinary action, severe infractions will likely result in an employee's termination.

It is a serious violation of the Company's Timekeeping Policy for any employee or manager to instruct another employee to incorrectly or falsely report hours. If any manager or employee instructs you to: (1) incorrectly or falsely report hours worked; or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to management. Failure to do so may result in disciplinary action.

Travel & Expense Policy

This policy outlines the standards and procedures for travel and business-related expenses incurred by employees of Topa Topa Brewing Co. All business travel must be pre-approved by an employee's direct supervisor, and all expenses must reflect good judgment, reasonable cost, and alignment with company values.

1. Lodging Policy

Standard Lodging Cap: \$200 per night **inclusive of all taxes, fees, parking, and incidentals**

Regional Exceptions:

San Luis Obispo (SLO) County: \$225

Santa Barbara (SB) County: \$225

Los Angeles (LA) County: \$200

Ventura (VTA) County: \$200

Orange (OC) County: \$200

San Diego (SD) County: \$200

Short-Term Rentals: Airbnb or similar rentals are permitted if cost-effective compared to hotel options.

Incidentals: Reasonable hotel charges such as Wi-Fi and parking are reimbursable.

2. Meals and Per Diem

Reimbursement Method: Employees may use either itemized receipts or per diem allowances, at the discretion of their direct supervisor.

Per Diem Breakdown (flat across all regions):

- Breakfast: \$15
- Lunch: \$25
- Dinner: \$30
- Total: \$70 per day

Alcohol: Reimbursable up to **2 drinks per meal**.

3. Air Travel

Class of Service: All flights must be booked in economy class. Upgrades (e.g., premium economy or business class) may be made at the employee's personal expense.

Booking Standards: Employees should choose flights that reasonably maximize time and cost-efficiency. Employees are not required to select the lowest fare if it causes substantial delays or inefficiency.

Flight Credits: If travel is canceled, **unused credits from TTBC-paid tickets must be applied to future TTBC travel**. Employees may not retain credits for personal use.

4. Ground Transportation

Preferred Options: Employees should select the **most time- and cost-efficient** option, including:

- Rideshare services (Uber, Lyft)
- Rental cars (if multiple stops or group travel)
- Public transportation (if readily available)

Rental Cars:

- Compact class is preferred.
- Upgrades are permitted for multiple passengers or longer travel durations with supervisor approval.

Valet Parking:

- Only reimbursed if **no safe self-parking option is available**.

5. Expense Documentation

All expenses must be:

Pre-approved when possible

Documented with itemized receipts

Expenses submitted within 2 days following month end (ie all April expenses due May 2) - allows finance to close books

Accompanied by a completed expense report in Ramp which includes:

Date and purpose of expense

- (Employee X, stay at Ventura Beach Marriott, Internal Sales - Meeting, includes parking)
- (Employee Y, stay at SD Hilton, ABP meeting with Classic)

Attendees and business context (for meals or entertainment)

Supervisor approval if required

6. Per Diems

Per diems apply only to **days with overnight stays or approved travel days**.

If using a per diem, meals and incidental receipts for that day should not be submitted.

Supervisors determine when per diem is appropriate (e.g., for conferences or multi-day fieldwork).

7. Non-Reimbursable Expenses

The following are not eligible for reimbursement:

- Alcohol beyond 2 drinks per meal
- Upgrades without supervisor approval
- Personal travel costs (family, companions)
- Airline club memberships
- Valet parking where self-parking was reasonably available
- Pet boarding, childcare, or personal items
- Navigation add-ons in rental cars
- Fines, parking tickets, or traffic violations

8. Questions and Exceptions

If any uncertainty arises regarding reimbursable expenses or deviations from this policy, employees must consult their supervisor in advance. Exceptions may be granted but require written supervisor approval.

Sales Department Event & Vehicle Expense Guidelines

1. Event Expenses

An **event** is defined as a collaborative marketing activation involving TTBC, the account, and/or the wholesaler, and must include a minimum of one of the following:

Printed or digital promotional materials (e.g., posters, stanchions, signage)

Account-hosted social media promotion

At least **three (3) TTBC draft handles** on tap or **five (5) packaged SKUs** available during the event

The goal of any event is to drive guest engagement and build brand visibility while maintaining cost discipline.

Pint Nights / On-Premise Events

Pre-approved expense limits:

TTBC beer contribution: up to **\$25**

Food expenses: up to **\$30**

Transportation (if needed): up to **\$30**

All event expenses must be submitted through an itemized expense report, including:

Date and location

Business purpose

Names and roles of attendees

Itemized receipts

Any spending exceeding these thresholds must receive **written pre-approval** from the employee's direct supervisor.

2. Group or Company Outings

The **most senior TTBC cardholder** present is responsible for paying the bill and submitting a full expense report.

Reports must include the **names, departments, and business purpose** for all attendees.

All costs must stay within policy guidelines unless **approved in advance by upper management**.

3. Gas & Parking

Fuel

Fuel purchases are reimbursable for **TTBC vehicles or personal vehicles used for approved business travel only**.

Itemized fuel receipts must be submitted with expense reports.

Parking

Free or low-cost parking must be used **whenever available and safe**.

Paid parking is reimbursable up to **\$30/month**, with approval for exceptions as needed.

4. Vehicle Use & Maintenance

Routine Maintenance

Oil changes and regular vehicle upkeep are reimbursable with an itemized receipt.

Car washes: Up to **\$35/month including tip**

Any additional repairs must be **pre-approved** by a supervisor before service is performed.

Towing

Towing due to negligence is the **responsibility of the employee**.

Other towing charges may be reimbursed with supervisor approval.

Citations

All parking or moving violations are the employee's responsibility.

After three violations, further disciplinary action may be considered.

5. Accidents & Vehicle Use Policy

All accidents must be reported immediately to your supervisor, insurance provider, and (if applicable) the auto body shop.

If the damage is covered by insurance, no further action is needed.

If a TTBC driver is **at fault for three incidents**, the employee may lose access to a company vehicle. Instead, a monthly vehicle stipend will be offered to support the use of a personal vehicle.

6. Event Supplies

TTBC sales staff may purchase reasonable supplies necessary for activations, including but not limited to:

- Ice
- Zip ties
- Small-scale event infrastructure

When in doubt about the appropriateness or limits of a supply expense, employees must seek supervisor approval **prior to purchase**.

Use of Communication and Computer Systems Policy

Topa Topa Brewing Co.'s communication, computer systems and internet systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Topa Topa Brewing Co. policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of Company systems. Topa Topa Brewing Co. may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the Company deems it appropriate to do so. The reasons for which Topa Topa Brewing Co. may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during the employee's absence. Further, Topa Topa Brewing Co. may review Internet usage to ensure that such use with Company property, or communications sent via the Internet with Topa Topa Brewing Co. property, are appropriate. The reasons for which Topa Topa Brewing Co. may review employees' use of the Internet with Company property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information.

Topa Topa Brewing Co. may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted. Topa Topa Brewing Co.'s policies prohibiting harassment, in their entirety, apply to the use of Company communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since Topa Topa Brewing Co.'s communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords. Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited. No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization. Violators of this policy may be subject to disciplinary action, up to and including discharge.

Workplace Conduct Policy

Topa Topa Brewing Co. (the "Company") endeavors to maintain a positive work environment, and

every employee plays a role in fostering this environment. Accordingly, all employees are expected to abide by certain standards of conduct, based on honesty, common sense and professionalism. The rules set forth below are intended to establish standard expectations for employee conduct and performance, but are not intended to be exhaustive. Employees should be aware that unacceptable or inappropriate conduct, even if not specifically listed below, may result in disciplinary action, up to and including termination, at the Company's sole discretion.

Employees may be disciplined and/or terminated for unacceptable or inappropriate conduct, including but not limited to the following:

- Obtaining employment on the basis of false or misleading information; falsifying employment documents or work records, including completing another employee's time record
- Theft or unauthorized taking or removal of Company property or the property of another employee
- Breach of confidence, including disclosure, misappropriation or misuse of confidential information
- Violation of safety rules and/or policies, including failure to report any unsafe condition, damage to equipment or a job-related injury
- Fighting, threatening, bullying or disrupting the work of others
- Insubordination or derogatory behavior toward supervisory or management personnel.
- Derogatory, aggressive or malicious behavior towards any personnel
- Poor work performance, exhibiting carelessness or negligence in the performance of your job
- Violation of the Company's punctuality and attendance standards, including but not limited to irregular attendance, habitual lateness or unexcused absences
- Illegal gambling on Company property
- Willful destruction or careless usage or damage to Company assets or to the equipment or possessions of another employee
- Unauthorized use or wasting of Company supplies, resources and other work materials
- Excessive use of work time to engage in conduct of a personal or social nature, or other conduct that detracts from the employee's performance of their job duties
- Carrying or possessing a weapon such as a gun, dangerous devices or other weapons on or around Company premises, including parking lots
- Use, possession or sale of unlawful drugs or alcohol while on Company premises, while on duty, or reporting to work under the influence of alcohol or any unlawful drugs
- Sleeping or malingering on the job
- Violation of a confidentiality agreement that exists between Company and any employee
- Violation of any Company policy on harassment, discrimination and/or retaliation - Any other violation of Company policies, which are subject to change from time to time, at the Company's sole discretion

The Company reserves the right to impose whatever discipline it chooses, or none at all, if and when a violation of this policy occurs. The Company will deal with each situation individually and

nothing in this policy shall be construed as a promise of specific treatment in a given situation. Observance of these rules will help to ensure that our workplace remains a safe and desirable place to work, and all employees are expected to observe this policy as outlined above, at all times.

Section 2: Topa Continued Policies & Procedures

Annual Reviews

All FTE will have an annual review with your direct supervisor and HR, or any applicable member of management if HR is for any reason unable to attend. This engagement provides opportunities for both supervisors and employees to discuss issues and identify ways to improve performance for the betterment of both the employee and the Company.

Transfers

TTBC posts all open positions publicly and regardless of position or department, also makes announcements to staff when openings occur. Employees are encouraged to apply for positions they are interested in and feel well suited to. Transfers are considered on a case by case basis and based on merit, qualifications and availability. While TTBC encourages employees to apply for the positions they are interested in, it does permit for a person in a Supervisory position to step down into a lower position.

Payment Policies:

Time Clock Procedures

All hourly employees are given an employee ID number to clock in and out on Topa Topa Brewing Co.'s timekeeping system. Tampering, altering, or falsifying time records or recording time on another employee's ID number is not allowed and may result in disciplinary action up to, and including, termination.

Overtime

In accordance with Federal Minimum Wage Law, employees are paid overtime when they work more than eight hours in one day or 40 hours in one week unless mutually agreed upon conditions are met between employee and Topa Topa Brewing Co. Hourly employees are paid at one and one-half times their regular rate when hours worked exceeds 8 hours in a day or 40 hours in a week and receive two times their regular rate for hours exceeding 12 in a day.

Tip Reporting

At Topa Topa Brewing Co., we pool tips to encourage working as a team. Bartenders pool all credit and cash tips at the end of each day by adding each employees' hours for the day to find total hours worked. Total hours worked is then divided by total tips which equals tips per hour and then it is multiplied by each employee's total hours. All cash tips are disbursed at the end of the day, credit card tips are all tracked within our POS system, distributed in the manner above and added to biweekly paychecks as a separate line item.

Payroll Checks

Paychecks are distributed through direct deposit bi-weekly. Paycor is the payroll processing company we use. All employees are issued a login to their system to view pay stubs and request time off. Speak to HR if you need a new login to the system.

Payroll Deductions

Your paycheck will indicate your gross earnings as well as deductions for federal and state withholding taxes, social security and Medicare taxes. Federal and state withholding taxes are authorized by you based on the information you furnished to us on Form W-4. If you want an explanation of your deductions, or if you wish to change them in any way, please talk to HR. As per state law, Topa Topa Brewing Company complies with court orders in connection to garnishments from employee paychecks as directed by the proper authorities. You will be notified of any court ordered payroll deductions.

Change of Address

We ask that you report any address changes to HR and enter these changes into Paycor as soon as possible so your year-end statement of income and deductions, form W-2, will be mailed to the correct address.

Benefits

Topa Topa Brewing Co. offers a benefits program that is rooted in your current needs yet evolves as those needs change over time. We are committed to providing you with the tools and resources you need to maximize your TTBC benefits. Your TTBC benefits run January 1-December 31 and include a medical plan with a Medical Expense Reimbursement Plan, dental plan and vision plan. These plans require that an employee work at least 30 hours per

week to be eligible. Should an employee's status change from part time to full time they will be eligible for these benefits the first day of the month 30 days after status change. Coverage under most plans for newly hired employees is effective the first day of the month coinciding with or following 60 days of employment. For additional information, contact HR. *TTBC in its sole discretion, reserves the right to amend, modify, alter or terminate any or all of these benefit plans at any time. This document is designed to communicate only the basic provisions of these plans. In the event of any discrepancies between the information presented here and the plan descriptions for each benefit plan described above, the actual plan documents will govern any benefits provided.*

401K Program

Eligibility to Participate:

To be eligible for Plan participation, you must meet the following criteria:

- Attain the age of 21.
- Complete one (1) Year of Service.

Plan Entry Date:

You can officially become a Participant on the first day of the Plan Year (1/1) or the first day of the seventh month (7/1) of the Plan Year, whichever occurs on or next follows the date you meet the eligibility requirements.

Leave & Time Off Policies:

Maternity/Paternity Leave

TTBC will pay the missing percentage of EDD benefits to bring employees to 100% full pay for up to eight weeks during maternity and/or paternity leave.

Jury Duty Leave

Employees will be provided leave for jury service or to comply with a subpoena. TTBC will provide FTE with one full paid day for Jury Duty at an Employee's regular rate of pay. For extended periods of service an employee may use unpaid leave, PTO or Sick Leave.

Vacation Days

All full-time (30 hrs/wk) employees at Topa Topa Brewing Company accrue vacation days.

New employees: • Accrue vacation at a rate of 4.6 hours, per paycheck, for hours worked, caps at 160 hours, YTD = 120 hours (3 weeks)

At 3 years (36 months): • Accrue vacation at a rate of 6.15 hours, per paycheck, for hours

worked, caps at 200 hours, YTD = 160 hours (4 weeks)

At 5 years (60 months): • Accrue vacation at a rate of 7.69, per paycheck, for hours worked, caps at 200 hours, YTD = 200 hours (5 weeks)

*TTBC will not 'float' vacation days and only what has already been earned may be used

*PTO requests require a minimum of 14 days notice to direct supervisor (via Paycor)

*Employees do not continue to accrue PTO or collect commissions during any kind of leave other than Sick Leave and Paid Time Off (vacation)

Bereavement Leave

As of January 1, 2023, California requires that both public and private employers with over 5 or more employees provide those eligible for up to 5 (five) days of bereavement leave. TTBC grants all FTE 5 days of paid bereavement leave per loss. This leave must be taken within 3 months of the passing of a spouse, child, parent, sibling, grandparent, grandchild, domestic partner or parent-in-law but does not have to be consecutive. In order to be eligible for this leave, you must have been employed for at least 30 days prior to the start of the leave.

Paid Holidays

All FTE (30+ hrs/wk) at Topa Topa Brewing Company receive the following paid holidays: - -

- New Year's Day
- MLK Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (Thurs & Fri)

*In the event of a full-time FOH employee being scheduled on one of these days, they may coordinate with their supervisor to take an additional day off somewhere else on their schedule

- Christmas Day
- "Floating" Holiday (Birthday)

*The exact day is subject to schedule approval. If the employee is scheduled on holiday, an alternative day off must be taken within the pay period. Please see your direct supervisor for more details

Paid Sick Leave

California Paid Sick Leave Policy (Frontloaded)

(Cal. Labor Code § 246)

Topa Topa Brewing Co. provides paid sick leave to all employees in accordance with California law, using a **frontloaded method**.

Eligibility

All employees—including full-time, part-time, temporary, and seasonal—who work in California for 30 or more days in a year are entitled to paid sick leave.

Sick Leave Allocation

Each employee is granted 40 hours (or 5 days) of paid sick leave at the beginning of each calendar year, or upon hire if hired mid-year. This leave is available for immediate use; there is no waiting period.

Use of Sick Leave

Employees may use paid sick leave for the following reasons:

- Diagnosis, care, or treatment of an existing health condition or preventive care for the employee or a family member.
- For purposes related to domestic violence, sexual assault, or stalking.
- As of January 1st, 2025, sick leave may be utilized for jury duty

Usage Rules

- Sick leave may be used in increments of 2 hours or more.
- Sick leave does not roll over to the next year because the full amount is granted up front annually.
- Unused sick leave will not be paid out upon termination of employment. However, if an employee is rehired within 12 months, previously unused sick leave will be reinstated.

Procedure for Use

- Employees should request sick leave through Paycor or notify their supervisor as soon as practicable.
- For foreseeable absences (e.g., doctor's appointments), advance notice is encouraged.

Non-Retaliation

Employees will not be retaliated against or disciplined for using or requesting paid sick leave.

Workers Compensation

Worker's Compensation provides benefits for employees who suffer personal injury from accidents or illnesses arising out of, and in the course of, their employment with Topa Topa Brewing Co. An employee who is injured on the job, regardless of the severity of the injury or illness, should:

- **Report the occurrence to the supervisor on duty immediately**
- **Complete either the Workers' Compensation Treatment Referral form -OR- the Refusal of Medical Treatment form (located in the employee binder in every taproom)**

The supervisor on duty will need to obtain information as to exactly what happened, how the injury or illness occurred, the exact time and location, as well as any witnesses to the occurrence. If an employee experiences a disabling work injury, the nature of which necessitates an absence from work, HR will provide the employee with information concerning their lawful benefits.

Dress Code

(Taproom/FOH Employees)

All front of house staff must wear some piece of Topa Topa attire while working; this includes a Topa Topa shirt, sweatshirt, patch and/or hat. Employees are not permitted to wear any other brewery or other alcohol merchandise while working. Please ensure all patches are properly attached. Topa stickers attached to clothing do not meet the dress code. Shoes must be closed-toe and suitable for long periods of standing or moving and slippery environments. Jeans or other comfortable pants recommended as you may need to bend or squat throughout your shift.

BOH Employees

The Company will ensure that each employee uses protective eye wear, ear protection and footwear when working in areas where there is a danger of injury. All PPE will be supplied to employees at no cost to them. *For footwear, the Company will provide a yearly stipend to each brewery worker; please see PPE Policy (pg. 8). Topa Topa encourages employees' individual style, however, clothing or accessories must be appropriate, not inhibit their ability to work, or potentially risk injury or accident. Management reserves the right to advise employees of unacceptable and/or inappropriate appearance. We ask that all logos, imagery, text, or innuendo on clothing fall under what would be deemed appropriate by a reasonable person. Employees are permitted to alter or customize Topa clothing as they wish within the parameters outlined above.

Beer Comp Policy

At Topa, we encourage product knowledge and camaraderie by extending generous beer perks for our employees, friends, family and community members. We ask that all employees please keep the following guidelines in mind whilst enjoying a beverage in one of our taprooms:

*When enjoying a shift beer, always prioritize freeing up bar seats for regular customers, particularly at our smaller spaces such as Thompson

*Employees are encouraged to grab a table if enjoying our taprooms in their free time with other coworkers

*All beers must be poured by an on duty Beertender and properly recorded, employees are not permitted to pour their own beers

FULL TIME EMPLOYEES: 30+ HRS/WEEK

1 pint after shift • 1 pint on off duty days • 1 keg -or- 1 case per month (1/2 bbl only or 2 case equivalent) • 50% of all merchandise • \$200 full retail monthly tab (All purchases are made at full retail price and can be used for all beer and all merch)

PART TIME EMPLOYEES: 2+ SHIFTS/WEEK

1 pint after shift • 1 pint on off duty days • 1 keg -or- 1 case per quarter • 50% off all beer & merchandise

SEASONAL EMPLOYEES

1 pint after shift/event

Beer Education & Certification Requirements

At Topa Topa Brewing Co., we encourage the continued education of our employees. All Topa Topa taproom employees are required to pass the certified Responsible Beverage Server (RBS) exam within 30 days of hiring. If you will be working primarily from our Ojai taproom you will also need a Food Handlers Card. You will be reimbursed for all fees associated with completing these certifications as well as time spent at a max of two hours for each. FOH staff are encouraged to take the Cicerone certified beer server exam. If you choose at any point in your employment to continue your studies and advance your Cicerone certification, Topa will reimburse your first exam fee at each level.