JULIAN ACRES, LLC JULIAN FARM AND ORCHARD

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TEAM MEMBER GUIDE

Your main resource for all things Julian Farm and Orchard related.

Get the inside scoop on benefits, policies and our company culture.

DISCLAMIER

The policies set forth in this Team Member Guide are the policies that are in effect at the time of publication. The contents serve as only guidelines and supersede any prior guide. We have the right to amend, modify or terminate any guidelines, policies, practices, working conditions or benefits at any time, except the "atwill" employment, which may be modified only by a signed, written agreement between the President and team member at issue. Nothing in this guide may be construed as creating a promise of future benefits or a binding contract between the Company and any of its team members.

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WELCOME

Welcome to the team! We are delighted that you made the decision to join our Julian Farm and Orchard Crew. It's an exciting time for our company as we continue to grow, remain adaptable, motivated and responsive to employees, partners and our visitors. We pride ourselves on being innovative, relevant, and open to new ideas. We are thrilled to have you on board!

At our farm we work with local companies, organizations and community leaders to provide our farm guests with a memorable atmosphere whether participating in our U-Pick activities, pursuing our gift shop, or enjoying a tractor-drawn hayride or visting our animals in the petting zoo. We offer a truly one-of-a-kind Julian experience.

We know that a company is only as strong as its employees and that quality personnel is the key to success. Our team brings exceptional initiative, integrity and enthusiasm. We don't mind boasting...we have a team of highly talented, sharp and hardworking individuals, who are dedicated to every aspect of their jobs and work together as a team to accomplish even the toughest of challenges and excel despite setbacks. We are extremely proud of where we are positioned today and more importantly where we are headed.

We would like you to know that as a member of our crew, you are our greatest asset. We are committed to offering a stimulating, supportive, flexible and enjoyable working environment. What we accomplish each day cannot happen without our team members. We are pleased to welcome you to Julian Farm and Orchard and look forward to working with you.

AT-WILL EMPLOYMENT

PLEASE READ

YOUR EMPLOYMENT WITH JULIAN FARM AND ORCHARD IS ON AN "AT-WILL" BASIS. THIS MEANS YOUR EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT NOTICE AND WITH OR WITHOUT CAUSE. LIKEWISE, WE RESPECT YOUR RIGHT TO LEAVE THE COMPANY AT ANY TIME, WITH OR WITHOUT NOTICE AND WITH OR WITHOUT CAUSE.

NOTHING IN THIS HANDBOOK OR ANY OTHER COMPANY DOCUMENT SHOULD BE UNDERSTOOD AS CREATING A CONTRACT, GUARANTEED OR CONTINUED EMPLOYMENT, A RIGHT TO TERMINATION ONLY "FOR CAUSE," OR ANY OTHER GUARANTEE OF CONTINUED BENEFITS OR EMPLOYMENT. ONLY THE OWNER HAS THE AUTHORITY TO MAKE PROMISES OR NEGOTIATE WITH REGARD TO GUARANTEED OR CONTINUED EMPLOYMENT, AND ANY SUCH PROMISES ARE ONLY EFFECTIVE IF PLACED IN WRITING AND SIGNED BY THE OWNER.

IF A WRITTEN CONTRACT BETWEEN YOU AND THE COMPANY IS
INCONSISTENT WITH THIS HANDBOOK, THE WRITTEN CONTRACT IS
CONTROLLING.

NOTHING IN THIS HANDBOOK WILL BE INTERPRETED, APPLIED,
OR ENFORCED TO INTERFERE WITH, RESTRAIN, OR COERCE
EMPLOYEES IN THE EXERCISE OF THEIR RIGHTS UNDER SECTION 7
OF THE NATIONAL LABOR RELATIONS ACT.

Our Company is an Equal Opportunity Employer. Employment opportunities at the Company are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, color, sex, national origin, age, military status, veteran status, disability, genetic information, ancestry, medical condition, marital status, gender identity, gender expression, sexual orientation, or any characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, internships, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

We strongly urge the reporting of all instances of discrimination and harassment, and prohibit retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. Appropriate disciplinary action, up to and including immediate termination, will be taken against any team member who violates this policy.

EQUAL OPPORTUNITY EMPLOYMENT

Julian Farm and Orchard will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and staff members are expected to adhere to high standards of business and personal integrity as a representation of our business practices, at all times consistent with their duty of loyalty to the Company.

We expect that officers, directors, and team members will not knowingly misrepresent the Company and will not speak on behalf of the Company unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financialorsales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) about the Company or operations, or that of our customers or partners, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

ETHICS CODE

COMPANY CULTURE

WORK-LIFE BALANCE

WE ARE PROUD OF BEING A FAIRLY 'FLAT' COMPANY. MEANING THERE ARE NO REAL 'BOSSES',
WELL...MAYBE A FEW. EVERYONE CAN HAVE A CONVERSATION OR PITCH AN IDEA WITH ANYONE.
GENERALLY, OUR STAFF STRUCTURE CONSISTS OF OWNERS, OPERATING MANAGERS,
AND AN ON-SITE FARM TEAM.

WE AREN'T BIG ON THE DAILY GRIND MENTALITY AND REMAIN MALLEABLE IN OUR APPROACH TO DAY TO DAY OPERATIONS. AN ADAPTABLE AND OPEN DOOR APPROACH PROVIDES OUR TEAM MEMBERS WITH FLEXIBILITY AND A FANTASTIC WORK LIFE BALANCE.







OBIN MADAFFER

Local residents Jim and Robin Madaffer are proud to call Julian their home. Having lived in Wynola for nearly 12 years, their dream of a building a mountain destination has come to life. Our company has big plans for developing the site into much more than an operating agritourism farm. In addition to the U-Pick farm, future plans include a distillery, events center, restaurant, wellness spa, retail shops, plus lodging offierings giving guests an opportunity to stay overnight for a true home away from home experience in the mountains of Julian.

WHO WE ARE

We are a diverse team of results-driven experts dedicated to exceptional customer service and the highest standards of professionalism. We're passionate about the farm and the Julian community and are relentless in our pursuit of successful outcomes.



TASIA LEWIS
VICE PRESIDENT OPERATIONS



EVA HATCHVISITOR SERVICES MANAGER



KYLE ALDERMAN
COORDINATOR OF PUBLIC AFFAIRS

DO WHAT YOU LOVE TO DO, AND BE AROUND THINGS THAT MAKE YOU SMILE. THE COWS MAKE ME SMILE EVERY DAY.

DAVID JACKSON

OUR FARM

SUSTAINABILITY MINDED

JULIAN FARM AND ORCHARD IS LOCATED JUST AN HOUR EAST OF SAN DIEGO IN THE WYNOLA NEIGHBORHOOD OF JULIAN. THE 25-ACRE SITE IS CURRENTLY A YEAR-ROUND SUSTAINABLE AGRITOURISM FARM AND ORCHARD. THE FARM AND ORCHARD OPERATION IS MANAGED BY FULL-TIME SUSTAINABLE FARMERS. IN ADDITION TO 1,400 APPLE TREES, JULIAN FARM AND ORCHARD IS OPEN TO THE PUBLIC, OFFERING SEASONAL FARM EXPERIENCES THAT INCLUDE SUSTAINABLE AGRICULTURAL CLASSES; ANIMAL INTERACTIONS; HAYRIDES; AND U-PICK FLOWERS, EDIBLE CROPS, APPLE PICKING, BERRIES, PUMPKINS AND OTHER AGRITOURISM EXPERIENCES.

OTHER FARM FEATURES INCLUDE A HAYBALE MAZE, AXE THROWING, PICNIC AREAS, A ROCK
CLIMBING WALL, HAMMOCKS FOR GUESTS TO LOUNGE, A GIFT SHOP, AND VARIOUS FOOD AND
BEVERAGE OPTIONS. OUR WELCOMING STAFF TAKES TIME IN MAKING SURE EACH AND EVERY GUEST
WHO VISITS LEAVES WITH HAVING A SAFE AND MEMORABLE EXPERIENCE.

OPERATING SCHEDULES CHANGE SEASONALLY, WHICH INCLUDE U-PICK DAFFODILS DURING LATE-FEBRUARY, MARCH AND EARLY-APRIL; EACH YEAR WE HOST EATSER AT THE FARM WHICH INCLUDES OUR REGULAR OFFERINGS PLUS SPECIAL EASTER EGG HUNTS. U-PICK STRAWBERRIES AND RASPBERRIES TAKE PLACE JUNE-AUGUST. SEPTEMER BRINGS APPLE TOURS AND U-PICK FLOWERS AND ROLLS RIGHT INTO HARVEST FEST FEATURING OUR PUMPKIN PATCH IN OCTOBER. HOLIDAYS AT THE FARM KICKS OFF IN NOVEMBER AND RUNS THROUGH THE 1ST OF THE NEW YEAR.

JULIAN FARM AND ORCHARD, WITH IT'S AMAZING SCENIC SEASONAL LANDSCAPES, IS THE IDEAL BACKDROP FOR EVENTS. OUR FARM IS AVAILABLE BY INTERESTED PARTIES LOOKING TO RESERVE FOR A SEPECIAL EVENTS, EDUCATIONAL FIELD TRIPS, OR TO HOST A WEDDING, REHEARSAL, BRUNCH, HOBBY CLUBS, WOMENS GROUP, AND MORE.

OUR LOCAL COMMUNITY INVOLVEMENT AND PARTNERSHIPS WITH LOCAL BUSINESSES CREATES A SYNERGY ON THE FARM THAT TRANCEEDS INTO THE HEART OF JULIAN. YOU WILL LIKELY SEE LOCAL BUSINESSES PROVIDING SERVICES FOR EVENTS AND OTHER ACTIVITIES THROUGHOUT THE YEAR.

WE ARE EXTREMELY PROUD OF ALL JULIAN FARM AND ORCHARD HAS TO OFFER AND LOOK FORWARD TO A BRIGHT FUTURE AS OUR COMPANY CONTINUES TO GROW.

THANK YOU FOR JOINING OUR TEAM!

OUR OFFERINGS

CREATING MEMORIES

JULIAN FARM AND ORCHARD PROVIDES GUESTS WITH AN ARRAY OF FUN FARM ACTIVITIES.

WHETHER FILLING A BASKET OF BERRIES, CLIMBING A ROCK WALL, RESTING UNDER THE

OAKS IN A HAMMOCK, OR PARTICIPATING IN AN AGRICULTURAL CLASS, GUESTS OF ALL

AGES CAN ENJOY OUR BEAUTIFUL SPRAWLING FARM AND CREATE LASTING MEMORIES.

U-Pick and Farm Themed Activities

A variety of U-Pick opportunies are available to farm guests and vary depending on the season. Beginning in the Spring we kick off the farm festivities with Daffodils in Late-February, March and Early-April, followed by strawberries and raspberries June through August. Fall brings apples and pumpkins along with a selection of flowers. In addition, guests can visit our petting zoo, take a tractor hayride, axe throw, climb the rockwall, navigate the haybale maze, cider press, and relax in one of our picnic or hammock areas.

Agricultural Education and Workshops

Throughout the year our farmers and team members, along with community organizations, host educational classes, school field trips, and workshops. Guests can take a guided tour of the apple orchard learning the ins and outs of what goes into a yielding orchard. Special animal events, floral arranging classes, and painting workshops take place on the farm throughout the year. Julian Farm and Orchard has become a premier destination for Julian locals and visiting guests.

Special Events

With a picturesque landscape there is no better place to host an event in Julian. Our farm is available to book for weddings, rennactments, dances, retreats, luncheons, showers, corporate seminars/workshops, networking, hobby and enthusist clubs, and so much more. Our events team is always available to tour interested parties through the farm to highlight how perfect Julian Farm and Orchard is for their event. We work alongside local business to provide catering and events coordination options.

Gift Shop

Guests arriving or departing the farm can make a stop at our farm gift shop. The gift shop acts as a guest checkin at various times of the year, but also offers a wide variety of products for purchase. Whether guests are looking for a Julian Farm and Orchard branded hat or t-shirt, locally made candle, tin sign, hand crafted lip balm or garden decoration they can find it here. Snacks and beverages are also available. This is also the perfect spot to inquire about upcoming events and any and all farm questions during a visit.

WE ARE A TEAM

NO 'I' IN TEAM

WE ARE A TEAM, TOGETHER EVERYONE ACHIEVES MORE.

JULIAN FARM AND ORCHARD IS OPERATED BY A SMALL TEAM. THIS MEANS THAT TEAM MEMBERS COULD BE ASKED TO DO ANY JOB THAT NEEDS TO BE DONE. WE ALL WORK TOGETHER TO GET THE TASK LIST DONE. IF SOMETHING NEEDS TO BE DONE, YOU ARE ENCOURAGED TO DO IT.

NO JOB IS BENEATH ANYONE ON OUR TEAM.

TEAM MEMBERS ARE ENCOURAGED TO COLLABORATE, SHARE IDEAS, LET MANAGEMENT KNOW IF THERE IS SOMETHING TO BE ADDRESSED, AND HELP EACH OTHER. WE TRUST TEAM MEMBERS TO MAKE DECISIONS.

AS A TEAM WE HELP PREPARE THE FARM FOR GUESTS AND CLOSE THE FARM FOR OFF SEASONS. EACH WORKDAY WE START AND END THE DAY TOGETHER. WE DO OUR WORK TOGETHER WHEN POSSIBLE.

"WORKING HARD AT A JOB BUILDS CONFIDENCE AND GIVES YOU SELF-WORTH...DOING A JOB AND DOING IT WELL ARE TWO VERY DIFFERENT THINGS. ONE CAN LEAD TO FRUSTRATION, WHILE THE OTHER ALWAYS LEADS TO FULFILMENT AND SATISFACTION."

GLENN STEARNS

IN YOUR NEW ROLE

HERE'S THE SCOOP

JULIAN FARM AND ORCHARD OPERATES ON A SEASONAL BASIS. HOURLY WORK WILL BE ASSIGNED BASED ON THE COMPANY'S NEEDS. STAFF SCHEDULES AND ASSIGNMENTS VARY TO REFLECT THE BUSINESS NEEDS.

First Day Jitters

You're hired, now what's next? Your first day should be exciting and will consist of learning all about the farm and its various activity areas. Your onboarding paperwork will have already been completed through the Homebase system so you can jump right into the mix.

You will have a chance to meet everyone on the team. We will be sure to give you a tour of the farm showing you all the activity areas and will align you with your manager. By the end of the day, we anticipate you will be well prepared and ready for your second shift!

Jedi Training

We're all in this together and are here to help show you the ropes over the first few shifts. Ask questions, lots of questions, as many as you can! After the first few shifts, you should be fully prepared to do your job independently and with little guidance. Get that light-saber ready for attacking some challenges.

Who Should I Contact for X, Y & Z?

If you have general questions or aren't sure who to ask, ask your manager. Otherwise, please go directly to anyone who you think might have an answer. We are a small operation and a close-knit group, we should all have all the answers, but when

in doubt use your best judgement.

What Time Do We Work?

The farm is open to the public on certain days of the week and for specific hours. Days and hours of operation change depending on season. Once onboard you will receive schedule inquiries from your supervisior through the Homebase system and will received your scheduled days through the platform. We may have additional opportunities available for special events and educational classes and tours.

Seasonal Temporary Part-time to Full-time work

As a temporary employee, employment is not guaranteed for any specific time and may be terminated at any time for any reason.

Guest Serivces: Our guest services team operates the farm seasonally via posted hours for the public to visit, Friday through Sunday. Field trip reservations are scheduled Wednesday through Sunday. Events occur based on venue availability.

Guest Services staff must be available to work Friday, Saturday, and Sundays during the season they are hired for.

Farming: When the farm operation needs additional help for a busy season we will look to our current staff roster for an extra hand. When needed we may hire seasonal farm work based on the company's needs.

Year-Round Part-time to Full-time work

Guest Serivces: Our field trip coordinator, marketing team, event coordinator, and other related positions support the guest services operation at Julian Farm and Orchard. Hourly work will be assigned based on the company's needs. We believe it is important for all guest services staff to work in the

daily operations.

Farming: In general, farm and maintenance work are done when the public is not on the farm. Typically, they are scheduled from 8am to 4pm. During the summer months, June-September, farmers will either be scheduled to start early or have a split shift to avoid working in the heat of the day.

Remote Work: All Julian Farm and Orchard positions require employees to perform duties on site. Remote work may be allowed on a case-by-case basis.

Scheduling

The employee schedule will be posted on Homebase. Due to the nature of being an agrotourism business staff scheduling varies to reflect the business needs. In general, farm and maintenance work are done Tuesday-Thursday. Typically, they are scheduled from 8am to 3pm. During the summer months, June-September, farmers will either be scheduled to start early or have a split shift to avoid working in the heat of the day. Our guest services team operates the farm seasonally via posted hours for the public to visit, Friday-Sunday. Field trip reservations are scheduled Wednesday-Sunday. Events occur based on venue availability. Guest Services staff must be available to work Friday, Saturday, and Sundays during the season they are hired for. Additional workdays for team meetings and team in-service days will be announced in advance.

Schedule Posting: It is our goal to always give staff as much notice as possible as to what the work schedule is. The schedule is typically posted two weeks or more in advance. Homebase will notify staff when changes are made to their schedules.

Scheduling Errors: In the event there is a mistake in the schedule, employees need to notify the manager as soon as the mistake is caught. Managment will go by the posted schedule as when to expect staff to work.

Start and End Times: Homebase requires we enter a start and end time for each shift. The start time is the time you are expected to clock in and be ready to start working.

The end time is typically scheduled 8-hours from the start time. Farmers are generally expected to work 8-hour shifts. With guest services, sometimes the day's work will be completed before reaching the scheduled shift end time. We open and close our days as a team. This means we all work together to

accomplish the days work. The manager will let staff know when they are cleared to clock out for the day.

Clocking In and Out: Staff timecards are managed through Homebase. Staff must have location settings enabled to clock in and out on Homebase. Staff must be scheduled to clock in.

Onsite work: Staff must be within 500 feet of our main gate to clock in on the Homebase app.

Remote work: Staff working remotely will be granted permission to clock in remotely via the Homebase Desktop version. A list of completed work is required to be emailed to the manager by the end of your last shift for each pay period.

Timecard Corrections: Timecard mistakes happen. A timecard correction sheet lives on the door of the farm office (red shed by main gate). Employees can also report timesheet corrections via the time card notes feature on Homebase.

Any timecard changes are expected to be submitted promptly after mistake discovery. The last Sunday of the pay period at noon is the cut off time to submit timecard changes to be applied to the pay period.

Breaks: When appropriate, employees can self-break themselves. Typically, this happens on days the farm is closed and on slower days when we are open to the public. During busier times, guest services employees will be sent on break by the manager or designated floater who will cover their station. Whether you are self-breaking or being covered by a coworker, you must let your coworkers know you are going on a break and the expected time you will be gone. Breaks MUST be logged through Homebase. The app will allow you to clock in/out for paid and unpaid breaks. Employees can waive their breaks with a signed break waiver.

Time Off

All seasonal employees must submit any pre-existing commitments for the season of hire at time of position acceptance. We will make every effort to work around your prior obligations when creating the schedule. All year-round staff working guest services must submit any pre-existing commitments three weeks before the upcoming season starts and before the seasons schedule is published. Time off requests must be submit through Homebase. If the employee is having a Homebase technical issue, time off can be submitted via email.

IMPORTANT NOTE: Homebase does not allow for time off requests to be approved or denied. There is no pending status.

Due to this technical limitation to show a time off request pending, the request will show approved, and the employee will still be on the schedule. If the time off request is approved the employee will be removed from the schedule. Scheduled employees are expected to be at work.

Once our employee work schedule is posted, we cannot guarantee that time off requests will be granted. We understand that sometimes employees get sick or unexpected emergencies happen. Please notify the manager as soon as possible so we can discuss these issues on a case-by-case basis.

Sick Days

We understand team members may fall ill from time to time and will need to remain at home to rest. If you are not feeling well, please stay home, because no one here wants whatever funk you have spreading like wildfire. We do not restrict sick days and are flexible with our policy. Since your time away should be a result of illness or preventative care, we believe that this flexibility will not be abused. If you are running a fever and you're a walking petri dish, please, please, please STAY HOME! If you need to stay home sick, please notify your manager as soon as possible and for every consecutive day thereafter.

IMPORTANT NOTE: Calling in sick the day after time off, on a holiday, or the day after a holiday requires a doctor's note.

Absences & Lateness

We are about to get serious...

Absences: Absences or significant lateness (30-min) without prior notification or communication is not acceptable and will be dealt with on a case-by-case basis.

Lateness: Strolling in 30-minutes late without communication will result in a potential write-up. Persistent lateness with communication under 30-minutes will be handled on a case-by-case basis and may or may not result in a write-up.

If you know ahead of time that you are going to be absent or late, just provide reasonable advanced notice to your manager. We may require that you provide documentation of any medical or other excuse for being absent or late.

Lunch & Breaks

You will be relieved for breaks and lunch depending on the number of hours in your scheduled shift. You are free to spend your lunch either at the farm or offsite meeting with friends, running errands, what-have-you. We ask that while on break or off hours, to not interfere or chat with those team members who are still working 'on the clock'. We ask that you return from your breaks and lunch ready to work. We understand that something may come up and we will be flexible; however, regular tardiness or late returns from breaks and lunch will be addressed if persistantly occurring.

Parking & Transportation

Parking is located at the main entrance to the farm on Hwy 78. We ask that our team members park to the far north or south of the parking lot, leaving the closest parking spots available to visiting guests. We do not currently offer transportation to and from the farm; you will be required to arrange your own transportation for scheduled shifts.

Gizmos & Gear

We are a tech friendly site and operate with some of the newest technologies. You will be trained on the radios and headsets should one be issued to you. In addition, our Gift Shop uses the Shopify platform for selling admission, u-pick flowers and edible crops, products, and many other farm related items - this may be a potential system you will learn - if so, you will be trained by a manager.

Smart Devices

Mobile devices are not issued to team members and are not a must for getting your job done. However, we do all have them permanently attached to us anyway, so why not use it to communicate and access the best apps for the farm? We do ask that during your shift you are only using your devices for work related tasks.

Can I Bring My Parrot to Work?

Although we are animal lovers and an operating farm, we ask that all pets remain at home for their safety and for respect of existing animals and team members.

Employment of Relatives & Friends

We will not employ friends or relatives in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at Julian Farm and Orchard. It is your obligation to inform the company of any such potential conflict so the company can determine

how best to respond to the particular situation or have general questions or aren't sure who to ask.

Are Bell-Bottoms Appropriate?

Our farm has a rather flexible dress code, but nonetheless, we are representatives of the farm serving guests and aim to have that reflected in our appearance. You will be issued a lime green Julian Farm and Orchard t-shirt, along with a nametag that you will be required to wear on the farm during your scheduled shifts. Our requirements have been designed to provide our team with comfort in their choice of clothing; although, we do find tutus and gold hot pants to be inappropriate and just plain wrong unless participating in a roller derby bout.

While not intended to be an all-inclusive list, suitable workplace attire is noted below:

- Jeans, slacks, pants, trousers, overalls, and khakis
- Flannel, zip up hoodie, or cardigan (want to see that farm logo shine through)
- Heavier zip up jackets and coats
- Bikinis and speedos (JUST KIDDING!)
- Boots, tennis shoes, or other closed-toe option. NO CROCS.

We ask that you maintain a clean, neat and professional image. Team members should refrain from wearing stained, wrinkled, frayed or revealing clothing to the farm. Should you wear inappropriate articles to work you may be sent home to change. You are relied upon to provide a positive image of our family farm always!

We also expect team members to maintain basic personal hygiene and grooming upkeep.

The company understands that in certain situations, we may need to make exceptions to this policy based on a team member's religion, disability, or other characteristic. We will make every effort to provide reasonable accommodations as necessary unless doing so would cause hardship on the company.

"YOU'VE GOT TO HAVE
THE RIGHT ATTIRE
FOR THE RIGHT
EVENT."
~ HENRY HOLLAND

Q: "WHAT IS THE
GOOGLE DRESS CODE?"
A: "YOU MUST WEAR
SOMETHING."

~ ANONYMOUS

"THERE IS NO SUCH THING AS A SECOND IMPRESSION."

~ ANONYMOUS

LETS GET PAID

MONEY MATTERS

Class All Your Own

For the purposes of salary administration and team member benefits, the company classifies employees as non-exempt and exempt.

- Non-exempt employees are typically paid by the hour for each hour they work in a pay period and receive overtime pay in accordance with applicable overtime rules.
- Exempt employees are generally paid a salary intended to compensate fully for all hours worked each week, are not compensated based on the number of hours worked, and do not receive overtime pay.

If you change positions during your employment with the company or if your job responsibilities change, you will be informed in writing of any change in your status. Should there be a change to your personal information, it is your responsibility to notify your manager. Such changes may affect your eligibility for benefits and your receipt of important company information.

Cha-Ching \$\$\$

Timecards start on a Monday and end every two weeks on Sunday. Staff can check the pay period on the 'Money' tab in Homebase where you view your earnings the pay period date range is present. Direct deposits typically process five days after the end of the pay period (the Friday following). Checks may take longer to arrive. Holidays sometimes affect the bank and postal service processing times. Team members are paid twice a month through direct deposit via the Homebase platform. Should a payday land on a weekend or holiday, the paycheck date will be moved to the Friday prior. Our work week for payroll begins on Monday and ends on Sunday; the direct deposit for that period will post on the Friday following.

We make deductions from team members' pay only in circumstances permitted by applicable law. This includes, but not limited to, mandatory income tax withholding and Social Security, Medicare and the State of CA CalSavers Program.

State of California: CalSavers Retirement Saving Program

Upon hire you will be automatically enrolled in the State of California: CalSavers Savings Program. You will receive communication from CalSavers to your email address on record in Homebase informing you of your opportunity to begin participating in CalSavers. The program is completely voluntary for you but is set up as automatic enrollment, so if you choose not to participate, you need to follow the instructions on the information you will receive from CalSavers to opt-out on their portal. If you choose NOT to opt-out, you will be enrolled into the program automatically and we will begin deducting 5% of your paycheck to be deposited into your CalSavers account (set up as a Roth IRA by default).

Please note that opting-in to the CalSavers program does not guarantee eligibility. Once the 30-day opt-in/out period has ended and CalSavers has reviewed your information you may have been deemed ineligible. The reasons for ineligibility vary on a case-by-case basis. Inquiries regarding ineligibility must be made direct by the individual to CalSavers. The company is not privy to this information and will be unable to inquire on an team member's behalf.

Overtime

The nature of our business sometimes requires non-exempt team members work overtime. Managers will let team members know when overtime is required. Team members are not permitted to work overtime without prior approval from their supervisor. The following outlines overtime pay requirements:

- One and one-half times the regular rate of pay for all hours worked more than eight (8) hours in any workday
- One and one-half times the regular rate of pay for all hours worked more than 40 hours in the same workweek*
- Two times the regular rate of pay for all hours worked more than twelve in any workday

- One and one-half times the regular rate of pay for the first eight (8) hours on the seventh consecutive day in the same workweek*
- Two times the regular rate of pay for all hours worked more than eight (8) hours on the seventh consecutive day in the same workweek*
- * The workweek is defined as any seven consecutive days, starting with the same calendar day each week, as determined by the company.

"AGRICULTURE IS THE MOST HEALTHFUL, MOST USEFUL AND MOST NOBLE EMPLOYMENT OF MAN."

~ GEORGE WASHINGTON

SERIOUS MATTERS

FREE FROM LEVITY

Farm Safety

We strive to provide a clean, safe, and healthful work environment for our team. Maintaining a safe work environment, however, requires the continuous cooperation of all team members. All team members are expected to obey safety rules and exercise caution and common sense in all work activities.

Team members should immediately report any unsafe conditions to their supervisor. In the case of an accident that results in injury, please must notify your supervisor. If you believe it would be inappropriate to report the matter to your supervisor, you can report it directly to senior management.

Team members who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

Injury and Accident Reporting

If an employee is injured or witnesses an injury at work, they must report it immediately to the nearest available manager. Employees should render any assistance requested by that manager. When any accident, injury, or illness occurs while an employee is at work, regardless of the nature or severity, the employee must complete an injury reporting form and return it to Human Resources as soon as possible. Reporting should not be allowed to delay necessary medical attention. Once the accident is reported, follow-up will be handled by Human Resources or the designated safety officer, including a determination as to whether the injured employee may return to work.

Questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and without speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials. In addition to compliance with safety measures imposed by the federal Occupational Safety and Health Act (OSHA) and state law, the Company has an independent interest in making its facilities a safe and healthy place to work. The Company recognizes that employees may be able to notice dangerous conditions and practices and therefore encourages employees to report such conditions, as well as non-functioning or hazardous equipment, immediately to a manager. Appropriate remedial measures will be taken when possible and appropriate. Employees will not be retaliated or discriminated against for reporting accidents, injuries, or illnesses, filing safety-related complaints, or requesting to see injury and illness logs.

Accomodations for Pregnant Team Members

Julian Farm and Orchard will provide reasonable accommodation to pregnant team members for known limitations related to pregnancy, childbirth, or other related medical conditions in accordance with the federal Pregnant Workers Fairness Act (PWFA). Examples of potential reasonable accommodations include: Seating; Closer parking; Flexible hours; Appropriately sized uniforms and safety apparel; Additional break time to use the bathroom, eat, and rest; Leave or time off to recover from childbirth; Limitations on strenuous activities; and Limitations on strenuous activities or those that involve exposure to compounds not safe for pregnancy.

If you require an accommodation, notify your General Manager. If the need for a particular accommodation is not obvious, you may be asked to include relevant information such as: The reason you need an accommodation. A description of the proposed accommodation. How the accommodation will address limitations caused by pregnancy, childbirth, or related medical conditions.

The Company will not require you to accept any accommodation without engaging in the interactive process

to accurately understand your limitations and explore potential accommodations. The Company is not required to make your specific requested accommodation and is not required to provide any accommodation that would constitute an undue hardship on the Company.

If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by law. The Company will comply with state or local laws that provide additional protections beyond the PWFA. The Company will not retaliate against staff members who request or receive an accommodation under this policy. You will be relieved for breaks and lunch depending on the number of hours in your scheduled shift. You are free to spend your lunch either at the farm or offsite meeting with friends, running errands, what-have-you. We ask that while on break or off hours, to not interfere or chat with those team members who are still working 'on the clock'. We ask that you return from your breaks and lunch ready to work. We understand that something may come up and we will be flexible; however, regular tardiness or late returns from breaks and lunch will be

Disability Accomodations

Julian Farm and Orchard complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Company will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your General Manager. You may be asked to include relevant information such as: The reason you need an accommodation. A description of the proposed accommodation. How the accommodation will help you perform the essential functions of your job.

After receiving your request, the Company will engage in an interactive dialogue with you to determine the

precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Company in connection with a request for accommodation will be treated as confidential.

The Company encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the Company is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.

Where state or local law provides greater protections to staff members than federal law, the Company will apply the law that provides the greatest benefit to staff members.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The Company will not discriminate or retaliate against staff members for requesting an accommodation.

Religious Accomodations

employment opportunities to all team members, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, the Company complies with Title VII of the Civil Rights Act of 1964 and all applicable state and local laws that prohibit employment discrimination on the basis of religion. The Company will reasonably accommodate the sincerely held religious beliefs of team members if the accommodations would resolve a conflict between the individual's religious belief or practice and a work requirement, unless doing so would create an undue hardship.

Requesting a Religious Accommodation: If you need an accommodation because of your religious beliefs or practices, make the request with your General Manager. You may be asked to include relevant information such as: A description of the proposed accommodation. The reason

you need the accommodation. How the accommodation will help resolve the conflict between your religious beliefs or practices (or lack thereof) and your work requirements.

After receiving your request, the Company will engage in an interactive dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs or practices and work requirements. The Company encourages you to suggest specific reasonable accommodations. However, the Company is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.w

The Company will not discriminate or retaliate against team members who, in good faith, request a religious accommodation under this policy.

Sexual & Other Unlawful Harassment

We are committed to a work environment in which all team members are treated with respect. We prohibit discrimination and all forms of harassment against team members, interns, contractors, clients and volunteers.

The California Fair Employment and Housing Act (FEHA) defines sexual harassment as harassment based on sex or of a sexual nature; gender harassment; and harassment based on pregnancy, childbirth, or related medical conditions. Harassment on the basis of any other protected characteristic, including sex, race, national origin, color, ancestry, age, disability, religion, military status, veteran status, genetic information, medical condition, marital status, gender, gender identity, gender expression, sexual orientation, or any other characteristic protected by law is also strictly prohibited.

The law prohibits sexual harassment by coworkers, supervisors and managers, and non-employees, such as vendors and customers, whether the person is the same or a different gender as the harasser. The definition of sexual harassment includes many forms of offensive behavior, including harassment of a person of the same gender as the harasser and harassment of a company team member by a non-team member. These behaviors include, but are not limited to: Unwanted sexual advances, offering employment

benefits in exchange for sexual favors, actual or threatened retaliation, leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters, making or using derogatory comments, epithets, slurs, or jokes, including racial, ethnic or religious jokes, slurs or remarks, sexual comments including graphic comments about an individual's body; sexually degrading words used to describe an individual; or suggestive, discriminatory or obscene letters, notes, or invitations, including sending harassing emails or text messages and messages on social media, physical harassment including touching or assault, as well as impeding or blocking movements.

We strongly encourage the reporting of all instances of discrimination, harassment, or retaliation. Promptly report the incident to your supervisor if you believe you have experienced or witnessed harassment or discrimination. Supervisors are instructed to promptly report any complaints of misconduct to senior management. Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially. The company will keep the investigation confidential but only to the extent possible to conduct an impartial and thorough investigation. The company will document and track the investigation to ensure reasonable progress and will provide appropriate resolution at the conclusion of the investigation. Any team members found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Team members who believe that they have been sexually harassed may also file a complaint of discrimination with DFEH within one year of the harassment. DFEH is part of the State of California and serves as a neutral fact-finder, attempting to help parties resolve such disputes.

We prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

Workplace Violence & Prevention

The company is committed to maintaining a workplace free violence and has a workplace violence and prevention plan in place. We do not allow or tolerate violence in the workplace. Any act of violence toward, witnessed by, or acted out by a

team member will need to be docuemented via an incident report. If you see any act of violence on the farm be sure to contact your manager immediately.

Anti-Retaliation & Whistleblower

This policy is designed to protect team members and address the company's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, we will not tolerate any retaliation against an team member who: makes a good-faith complaint, or threatens to make a good-faith complaint, regarding suspected company or team member violations of the law, including discriminatory or other unfair employment practices; makes a good-faith complaint, or threatens to make a goodfaith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting; makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of a team member, patient, client or customer, environment or general public; objects to, or refuses to participate in, any activity, policy or practice, which the team member reasonably believes is a violation of the law; provides information to assist in an investigation regarding violations of the law; or files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.

Moonlighting Provision

Team members may decide to seek additional employment outside of their normal working hours at the company. We have no objection to this type of work should it not interfere with the team members performance or attendance. Team members may not accept employment by a vendor, client, partner or competitor, so as to create a conflict of interest for the company. Team members engaged in outside employment must immediately inform their supervisor in writing. Failure to disclose or misrepresent outside employment may result in disciplinary action, up to and including termination.

Disciplinary Action

Disciplinary action at the company is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence. Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. We reserve the right to

administer disciplinary action at our discretion and based upon the circumstances.

Certain types of behavior are serious enough to justify termination of employment, without prior disciplinary action first, these include: workplace violence; harassment; theft of any kind; insubordinate behavior; vandalism or destruction of company property; presence on company property during non-business hours; use of company equipment and/or company vehicles without prior authorization; indiscretion regarding personal work history, skills or training; divulging company business practice or any other confidential information; and any misrepresentation of the company to a client, a prospective client, the general public, or another team member

Use of Company Property

When the company assigns materials or equipment to a team member for business, it is the team member's responsibility to see that the equipment is used properly; however, at all times, the equipment remains the property of the company and is subject to reassignment and/or use by the company with or without prior notice. This includes, but is not limited to: computer equipment and data stored, voicemail, records and employee files. The theft, misappropriation, or unauthorized removal, possession, or use of company property or equipment is prohibited. Any action in contradiction may result in disciplinary action, up to and including termination of employment.

Personal Possessions and Return of Company Property

All Company property, such as computer equipment, keys, tools, parking passes, or Company credit cards, must be returned immediately at the time of termination. Team members may be responsible for any lost or damaged items. When leaving, team members should ensure they take all their personal belongings with them.

Computer, Email & Internet

Useage

Our company's use of computers, email, various platforms, and the internet allow team members to be more productive and communicate. However, it is important that we use good judgement when using the company's electronic communication systems (ECS).

We prohibit the use of the company's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the company's policy against discrimination and harassment.

Respect all copyright and other intellectual property laws. For the company's protection, as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the company's own copyrights, trademarks and brands. Team members are responsible for ensuring that, when sending any material over the internet, they have the appropriate distribution rights.

The company purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the company does not have the right to reproduce such software for use on more than one computer. Team members may only use software according to the software license agreement. We prohibit the illegal duplication of software and its related documentation.

Computer hardware, software, email, Internet connections, and all other computer, data storage or ECS provided are the property of the company. Employees have no right of personal privacy when using the company's ECS. To ensure productivity of team members, compliance with this policy and with all applicable laws, including harassment and anti-discrimination laws, computer, email and Internet usage may be monitored.

Drug & Alcohol Use

The company is committed to maintaining a workplace free of substance abuse. We will not tolerate team members who report for duty while impaired by the use of alcohol or drugs. All team members should report evidence of alcohol or drug abuse to their supervisor immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, team members are required to report the violation. We reserve the right to examine and test for drugs and alcohol at our discretion.

"THE SOIL IS THE **GREAT CONNECTOR** OF LIVES, THE **SOURCE AND DESTINATION OF ALL.** IT IS THE HEALER AND RESTORER AND RESURRECTOR, BY **PASSES INTO HEALTH, AGE INTO** LIFE. WITHOUT PROPER CARE FOR NO COMMUNITY, **BECAUSE WITHOUT** PROPER CARE FOR IT WE CAN HAVE NO

~ WENDELL BERRY

LEAVES OF ABSENCE

NECCESSARY TIME AWAY •

Pregnancy Disability Leave & Accomodations

Team members who are temporary disabled due to pregnancy, childbirth, or related medical conditions may take up to 4 months of leave before and after childbirth. Leave may be taken on an intermittent basis or the team member may work a reduced work schedule if advised by their health care provider. We may require that team members transfer temporarily to an alternative position with equivalent pay and benefits that would better accommodate recurring periods of leave.

We ask that team members provide 30 days advance notice of their need to leave. Team members may be asked to provide the company with medical certification by a health care provider to verify the eligibility for the requested leave.

Team members taking pregnancy disability leave are entitled to maintain the same level of benefits and seniority with the company for the duration of the leave. Leave under this policy is unpaid.

Should a team member be limited in their ability to perform their jobs because of pregnancy, childbirth, and related medical conditions, they may request accommodations as necessary. Reasonable accommodations include, but are not limited to: modifying work duties, practices and policies; modifying work schedules; more frequent breaks; transfer to less strenuous position; providing furniture or acquiring/modifying equipment and devices; time off to recover from pregnancy, childbirth or related medical conditions.

Team members returning from leave will be reinstated to the same position or a comparable role held prior to leave, unless doing so is not possible due to company reasons unrelated to the team members leave. We may require a release to return to work from a health care provider.

Pregnancy disability leave must be taken concurrently with leave taken under the federal Family and Medical Leave Act. Team members are entitled to take pregnancy disability leave in addition to any leave entitlement provided under the California Family Rights Act.

Paid Family Leave

Team members employed in California are eligible for up to 6 weeks of wage replacement benefits within a 12-month period from the State of California for absences from work for the following reasons: to care for a child, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild or sibling with a serious health condition; to bond with a new child; and to bond with a new child in connection with the adoption or foster care placement of that child.

Team members must provide a medical certification when filing a Paid Family Leave claim to provide care for a seriously ill family member. Paid Family Leave is limited to the first year after the birth, adoption or foster care placement of a child.

California Paid Family Leave does not provide team members with job protection. Rather, eligible team members are entitled to receive certain paid benefits from the State of California if the team member is absent from work for the reasons stated above. The State of California will determine whether you are eligible for Paid Family Leave benefits, including the amount of benefits you may receive. Your entitlement to benefits is subject to the terms and conditions established by the State of California.

Generally, team members entitled to leave under the federal Family and Medical Leave Act, the California Family Rights Act, or the New Parent Leave Act must take Paid Family Leave concurrently with leave taken under those acts.

Military Leave

We grant team members time off for service, training and other obligations in the uniformed services in accordance with the Uniformed Service Employment and Reemployment Rights Act (USERRA) and any other applicable state law. Team members requesting time off for military service must provide advance notice to their supervisor, unless military necessity prevents notice, or it is otherwise impracticable.

Continuation of medical insurance benefits if available during

military leave subject to the terms and condition of the group health plan and applicable law.

Team members are eligible for rehire for up to five years from the date their military leave began. The period an individual must apply to rehire or report back to work after military service is based on the time spent on military duty and on applicable law. Team members who rejoin the company will return to work at a pay level and status equal to that which they would have attained had they not taken military leave; it will be as if the team member were continuously employed.

Workers Compensation

Team members injured on the job at the company are eligible for Workers' Compensation benefits. These benefits are provided at no cost to team members and cover any injury sustained while on the job which requires treatment. Should a work-related injury or illness be sustained please notify your supervisor immediately.

Lost time or medical expenses incurred because of an accident or injury which occurred while a team member was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by the company, no premium or enrollment is required. Medical care and a portion of lost wages will be provided by the company.

Bereavement

Bereavement leave provides paid time off for team members in the event of a death in their immediate family. Full-time team members will be eligible for this leave. An immediate family member for purposes of the company policy include: spouse, child (including foster and step-children), parent (legal guardian and step-parent), in-laws (mother and father-in-law and brother and sister-in-law), grandparent, grandchild, sibling, domestic partner.

Team members are eligible for three days of paid time off. We understand the deep impact that death can have on an individual or family and encourage team members to discuss additional time off needs with their supervisor.

Jury Duty

We encourage team members to fulfill their civic duty when called upon to serve as a juror. Team members must provide their supervisor with a copy of their jury summons prior to the service date. Team members are expected to come into the office on workdays, or part of workdays, when they are

not required to serve. Either the company or team member may request an excuse from jury duty if the absence will create operational difficulties. Jury duty will be paid for by the company.

Domestic Violence

Any team member may be entitled to a reasonable amount of leave if the team member is a victim of domestic violence, sexual assault or stalking. This leave may be used: to seek medical attention for injuries caused by domestic violence, sexual assault, and stalking; to obtain services from a domestic violence shelter, program, or crisis center as a result of domestic violence, sexual assault or stalking; to obtain

Crime Victims

A team member may be entitled to leave if the employee, or his or her immediate family member, is a victim of a serious or violent felony, or a felony related to theft or embezzlement. Such leave may be taken to attend legal and court proceedings related to the crime. For purposes of this policy, immediate family member means spouse, registered domestic partner, child, child of registered domestic partner, stepchild, sibling, stepbrother, stepsister, parent, and stepparent.

Team members must provide the company with a copy of the notice of each scheduled proceeding that is provided to the victim, unless advance notice is not feasible. When advance notice is not feasible, the employee must be prepared to provide the company with certification of the judicial proceeding from the proper authority within a reasonable time following the leave. The documentation may be from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim.

Crime victims' leave is unpaid; however, team members may discuss potential arrangements with their supervisor.

Upon expiration of the leave, team members will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Reproductive Loss Leave

Team members may take up to five (5) days of reproductive loss leave following a reproductive loss leave event (loss), which is the day—or for a multiple-day event, the final day—of a failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. To be covered by the law,

team member must have worked for the Company at least 30 days prior to taking the leave. Leave is limited to no more than 20 days within a 12-month period, even if an team member experiences more than one loss within that time. Leave can be taken on nonconsecutive days but must be taken within three months of the employee's loss. Team members that take any other leave—prior to or immediately following a loss—must complete their reproductive loss leave within three months of the other leave ending.

"PEOPLE WORK BETTER
WHEN THEY KNOW WHAT
THE GOAL IS AND WHY. IT IS
IMPORTANT THAT PEOPLE
LOOK FORWARD TO COMING
TO WORK IN THE MORNING
AND ENJOY WORKING."

ELON MUSK

PHOTO RELEASE FORM

TEAM MEMBER

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TEAM MEMBER GUIDE

ACKNOWLEDGEMENT FORM —

I ACKNOWLEDGE THAT I HAVE BEEN DIRECTED TO THE JULIAN FARM AND ORCHARD (THE "COMPANY") TEAM MEMBER GUIDE AND THAT IT IS MY RESPONSIBILITY TO UNDERSTAND AND BECOME FAMILIAR WITH CERTAIN ASPECTS OF EMPLOYMENT WITH THE COMPANY. I ALSO UNDERSTAND THAT THIS HANDBOOK REPLACES ANY PREVIOUS COMPANY GUIDES(S), AND IT ALSO REPLACES ANY PRACTICE, MANUAL, POLICY, UNDERSTANDING, OR REPRESENTATION CONCERNING THE SUBJECTS COVERED IN THIS GUIDE. I ACKNOWLEDGE THAT I AM RESPONSIBLE FOR KNOWING AND COMPLYING WITH THE POLICIES SET FORTH IN THIS GUIDE. IF I DO NOT UNDERSTAND ANY PROVISIONS IN THIS GUIDE, I WILL DISCUSS THE PROVISION WITH MY MAANGER. I UNDERSTAND THAT WITH THE EXCEPTION OF THE POLICY OF AT-WILL EMPLOYMENT, THE POLICIES AND BENEFITS IN THIS GUIDE MAY BE CHANGED AT ANY TIME AT THE COMPANY'S DISCRETION.

EMPLOYMENT WITH JULIAN FARM AND ORCHARD IS "AT-WILL." THIS MEANS EMPLOYEES ARE FREE TO RESIGN AT ANY TIME, WITH OR WITHOUT CAUSE, AND JULIAN FARM AND ORCHARD MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE. AS AN AT-WILL EMPLOYEE, IT IS NOT GUARANTEED, IN ANY MANNER, THAT YOU WILL BE EMPLOYED WITH JULIAN FARM AND ORCHARD FOR ANY SET PERIOD OF TIME.

THE COMPANY HAS THE RIGHT, WITH OR WITHOUT NOTICE, IN AN INDIVIDUAL CASE OR GENERALLY, TO CHANGE ANY OF THE POLICIES IN THIS GUIDE, OR ANY OF ITS GUIDELINES, POLICIES, PRACTICES, WORKING CONDITIONS OR BENEFITS AT ANY TIME. NO ONE IS AUTHORIZED TO PROVIDE ANY EMPLOYEE WITH AN EMPLOYMENT CONTRACT OR SPECIAL ARRANGEMENT CONCERNING TERMS OR CONDITIONS OF EMPLOYMENT UNLESS THE CONTRACT OR ARRANGEMENT IS IN WRITING AND SIGNED BY THE PRESIDENT AND THE TEAM MEMBER.

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO READ AND COMPLY WITH ALL POLICIES INCLUDED WITHIN THE TEAM MEMBER GUIDE. I FURTHER UNDERSTAND THAT I SHOULD CONSULT MY SUPERVISOR REGARDING ANY QUESTIONS I MAY HAVE.

	PRINT NAME	
SIGNATURE		DATE

FINAL NOTE

That certainly was a mouthful and a hefty amount of information to digest; however, we hope you find it useful and encourage you to use this guide as a resource during your time with us. Team members are encouraged to bring forward suggestions and ideas that will make our Company a better place to work and improve our services to our guests. We have an open-door policy at Julian Farm and Orchard, and value all suggestions, ideas and feedback. Should you see an opportunity for improvement, please bring it to your supervisor.

Again, we are so pleased you decided to join our team and look forward to working with you. We hope you're as excited as we are to have you here!