

# LAZYDAYS

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# 2024

EMPLOYEE HANDBOOK

**EMPLOYEE HANDBOOK**

JULY 2024

This handbook is the sole and exclusive property of Lazydays. This handbook will be returned to Lazydays upon the conclusion of employment or upon demand by Lazydays.

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## **WELCOME TO LAZYDAYS**

Whether you have just joined our team or have been at Lazydays for a while, we are confident that you will find our Company to be a dynamic and rewarding place in which to work and we look forward to a productive and successful association. We consider the employees of Lazydays to be one of our most valuable resources. This handbook has been written to serve as a guide for the employer/employee relationship.

There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources Department. Neither this handbook nor any other Company document confers any contractual right, either express or implied, to remain in the Company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and with or without prior notice, by the Company, or you may resign for any reason at any time. No supervisor or other representative of the Company has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Second, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time without notice. We will try to inform you of any changes as they occur.

Finally, some of the subjects described here, such as employee benefits, are covered in detail in official plan documents. You should refer to the plan documents for specific information, since this handbook only briefly summarizes those benefits.

Please note that the terms of the plan documents are controlling.

## **EMPLOYMENT**

### **ADJUSTMENT PERIOD**

All new employees and those who are re-employed begin their employment with a three-month adjustment period. During this period, the Company and the employees are to determine whether the employment arrangement is satisfactory.

Termination may occur without prior warning during this adjustment period and at any time thereafter. Termination due to unsatisfactory job performance may impact unemployment compensation benefits.

Employees are not eligible for a salary review or increase following the 90-day adjustment period. Salary reviews and performance reviews are usually done on an annual basis. See your supervisor for details of the review process that pertains to your department and/or position.

### **EMPLOYMENT CLASSIFICATIONS**

Employment classifications have been established to clearly define the employment arrangement for all employees. Your employment classification will be established at hire and can be changed only upon approval of your department manager and the Head of Human Resources.

The employment classifications are established as follows:

- (1) *FULL-TIME* A full-time employee is one who is regularly scheduled for more than 30 hours per week on a regular basis and is eligible for all employee benefits.
- (2) *PART-TIME* A part-time employee is one who is normally scheduled for less than 30 hours per week and is not eligible to participate in any benefit programs (unless specifically included under the benefits plan document).
- (3) *SEASONAL* A seasonal employee is one who is employed at Lazydays on a short term, seasonal basis. Seasonal employees are not eligible to participate in any benefit programs (unless specifically included under the benefits plan document).
- (4) *NON-EXEMPT/EXEMPT* The Company classifies as non-exempt employees those employees who do not fall within one of the recognized exemptions under the Fair Labor Standards Act (FLSA), or applicable state or local law, and as exempt employees those employees who are compensated on a salary basis and fall within one of those exemptions or who are otherwise exempt from the overtime requirements of the FLSA, or applicable state or local law.

### **EMPLOYMENT & RE-EMPLOYMENT POLICY**

Persons seeking employment with the Company may submit a resume or complete an employment application any time applications are being accepted.

Any active employee wishing to apply for a current job opening should complete an electronic Internal Job Posting Application via UltiPro.

Applicants for employment who have previously been employed by the Company must comply with the same application process as other new hires. Rehired employees have the same waiting period for benefits as new hires, with the exception of the 401K plan. See the Human Resources Department for more information.

With regard to PTO, rehire date will determine PTO eligibility and there is no credit given for previous service.

## **INSIDER TRADING POLICY**

Federal and state securities laws make it illegal for anyone to trade in a company's securities while in possession of material, nonpublic information about the company. This conduct, which is often referred to as insider trading, can result in civil or criminal penalties.

This policy applies to all transactions in the Company's securities, including, common stock, preferred stock, options or warrants for common stock, and any other securities the Company may issue from time to time such as derivative securities, or convertible debt (collectively, the Company Securities). In addition, this policy may apply to the securities of other entities such as vendors and other business partners in the event that you become aware of material nonpublic information about that entity obtained in the course of your employment or consulting service to the Company (the Third Party Securities). Company Securities and Third Party Securities will be collectively referred to as the Securities.

Any questions regarding this policy should be directed to the Compliance Officer.

## **INSIDERS**

This policy covers officers, directors and all other employees of, or consultants or contractors to, the Company or its subsidiaries, as well as their immediate families, and members of their households (Insider(s)).

Every Insider is personally accountable regarding compliance with this policy, as well as the laws of their jurisdiction.

## **MATERIAL NONPUBLIC INFORMATION DEFINITION**

Material information depends upon the circumstances. Information is considered material if it is likely that a reasonable investor would consider it important in making a decision to buy, sell, or hold a security and when the information would affect the market price of the security. Information can be positive or negative and can relate to any aspect of a company's securities.

Examples of information that are generally regarded as material are:

- Financial results;
- Projections of future results or other guidance;
- Major proposed or pending acquisitions, investments or divestitures;

- Changes in key personnel;
- Changes in dividends;
- Stock splits;
- Stock buy-backs;
- New equity or debt offerings;
- Events that may result in the creation of a significant reserve or write-off or other significant adjustments to the financial statements;
- Actual or threatened significant litigation or inquiry by a governmental or regulatory authority and any positive or negative developments in outstanding litigation or inquiries; and
- Any other facts which might cause the Company's financial results to be substantially affected.

Nonpublic information is information that is not available to the general public. In order for information to be considered public, it must have been disclosed in the Company's public filings with the Securities and Exchange Commission (SEC) or it must have been widely disseminated in a manner making it generally available to investors via acceptable forms of media (i.e., a press release).

If you have a question on whether information is considered material and/or nonpublic, please contact the Compliance Officer.

## **TRADING POLICY**

Material nonpublic information should not be disclosed to anyone, except persons within the Company whose positions require them to know this information. In addition, material nonpublic information should not be disclosed to anyone outside of the Company unless they are third parties who require this information, such as auditors, corporate counsel, investment bankers, or others whose positions or roles with the Company require them to know this information. As a general practice, information which has been publicly released via a filing with the SEC or a widely disseminated press release may be discussed with other parties. However, only those details which have been widely disseminated may be discussed.

Insiders shall not engage or offer to engage in any transaction to buy or sell, including a gift or donation, the Company Securities during any period the Insider has material nonpublic information. This period commences from the point in time when the Insider obtains material nonpublic information and ends two full trading days after this information has been made public or the information is no longer material. For example, if information was obtained after the opening of market on a Monday, the Company Securities could not be traded until Thursday. If the information was obtained prior to the opening of market on a Monday, the Securities could not be traded until Wednesday.

Insiders shall not disclose or tip material nonpublic information about the Company nor any other entity the Insider obtains information about as a result of their relationship with the Company.



### **PROHIBITION ON PLEDGING**

Securities held in a margin account as collateral for a margin loan may be sold by a broker without the customer's consent if the customer fails to meet certain requirements. Securities pledged as collateral for a loan may be sold in foreclosure by the lender if a borrower defaults on the loan. As a result, the sale of stock may occur in a black out period or during a period in which you have material nonpublic information. As a result, you may not simultaneously hold our securities and trade on margin or utilize the Securities as collateral for a loan.

### **PROHIBITION ON SPECULATION AND HEDGING**

Investing in Company Securities provides an opportunity to share in the long-term growth of the Company. In contrast, short-term speculation based on fluctuations in the market for Company Securities could unduly focus the Company's directors, officers and employees on the Company's short-term stock market performance. Furthermore, such activities may create the appearance of improper or inappropriate conduct involving Company Securities or may put the potential for personal gain in conflict with the best interests of the Company and its stockholders.

As such, directors, officers, employees and members of their immediate family may not engage in any hedging or monetization transactions with respect to Company Securities, including by trading in put or call options, warrants, swaps, forwards and other derivatives or similar instruments on Company Securities, or by selling Company Securities short. Anyone may, of course, in accordance with this policy and other Company policies, exercise options granted to them by the Company.

### **ADDITIONAL TRADING POLICY – BLACK OUT PERIOD**

The Company has determined that all officers, directors, and those other persons identified in *Exhibit A* (as may be amended from time to time by the Compliance Officer, and as posted on Lazydays Intranet) shall be prohibited from buying, selling, or making any transaction or effecting a transaction in Company Securities EXCEPT during the following trading window (the Trading Window):

Beginning at the opening of the market two full trading days following the date of public disclosure of the Company's financial results for a preceding calendar quarter or year and ending at the close of market on the 15<sup>th</sup> day prior to the end of the fiscal quarter. By way of example, if earnings are released after market on Monday, May 14<sup>th</sup>, the open window will begin on Thursday, May 17<sup>th</sup> and end on Friday, June 15<sup>th</sup> (15 days prior to the end of the second quarter ending June 30<sup>th</sup>).

The Company may impose special black out periods, during which certain persons will not be permitted to buy, sell, or otherwise effect transactions in Company Securities, even though the trading window would otherwise be open. If a special black out period is imposed, the Compliance Officer will notify the affected persons who should then upon such notification refrain from engaging in any transaction involving Company Securities and refrain from disclosing the existence of the special black out period to other people.

Note that even during the Trading Window, an Insider may not engage in transactions related to the Company Securities if they are in possession of material nonpublic information. Trading in the Company Securities during the trading window is not a safe harbor and good judgment should be applied by all Insiders.

### **EXCEPTIONS TO TRADING POLICY**

Notwithstanding the foregoing, a transaction will be exempt from the policy if it is made pursuant to a written trading plan that has been approved in writing by the Compliance Officer in advance of a black out period while the person was not in possession of material nonpublic information and the written trading plan meets all of the requirements of the SEC's rules and regulations, including Rule 10b5-1 of the Securities and Exchange Act of 1934, as amended (the Exchange Act).

The exercise of stock options under the Company's equity incentive plan with a cash payment of the exercise price is exempt from this policy, since the other party to these transactions is the Company itself and the price does not vary with the market, but is fixed by the terms of the option agreement. Additionally, if it is not prohibited under the terms of the Company's equity incentive plan and any applicable award agreement, an election to do a net exercise of a stock option pursuant to which you elect to have the Company withhold shares of common stock to satisfy tax withholding requirements and/or the exercise price of the option is also exempt from this policy. These exemptions do not apply to the sale of any shares issued upon such exercise and it does not apply to a cashless exercise of options, which is accomplished by a sale of a portion of the shares issued upon exercise of an option. If it is not prohibited under the terms of the Company's equity incentive plan and any applicable award agreement, the election to have the Company withhold shares of common stock to satisfy tax withholding requirements upon the vesting of a restricted stock award or restricted stock unit award will be exempt from this policy (but this exemption does not include market sales of stock to cover the tax withholding obligation).

### **ADDITIONAL CONSIDERATIONS FOR OFFICERS, SENIOR MANAGEMENT, AND DIRECTORS**

All executive officers, senior management and directors of the Company must refrain from trading in Company Securities, even during the Trading Window, without first contacting the Company's Compliance Officer and obtaining pre-clearance to commence trading in the Company Securities.

Certain officers and directors of the Company (the Section 16 Reporting Persons) are required to comply with Section 16 of the Exchange Act as well as any related rules and regulations. Section 16 Reporting Persons have the individual responsibility to file their Section 16 reports with the SEC, though the Company will assist you in making these filings.

Any Company Securities purchased on the open market by a Section 16 Reporting Person, or member of such individuals' immediate family or household, must be held for a minimum of six months. Note that the SEC's short swing profit rules penalize

Section 16 Reporting Persons who sell any Company Securities within six months of a purchase by requiring such person to disgorge all profits to the Company whether or not such person had knowledge of any material, nonpublic information. Same day cashless exercises of stock options are not subject to this prohibition, provided that there were no previous purchase transactions on the open market within six months of the exercise date.

### **ADDITIONAL CONSIDERATIONS FOR INSIDERS**

Insiders who violate the policy may be subject to disciplinary action, up to and including termination of employment.

In addition, pursuant to U.S. federal and state securities laws, Insiders may be subject to criminal or civil actions including fines and/or imprisonment for any insider trading violations. In addition, Insiders may be liable for any tips they provide to any person to whom they have disclosed material nonpublic information related to the Securities.

### **IMMIGRATION COMPLIANCE**

Employment with Lazydays is conditioned upon compliance with federal law requirements to produce original documentation establishing identity and eligibility to work in the United States and completion of INS Form I-9, swearing that the right to work in the United States is secured. New hires must establish identity and right to work in the United States by (1) providing documentation that establishes both identity and employment Authorization (“List “A” documents”) or (2) providing documentation that separately establishes identity (“List “B” documents”) and employment Authorization (“List “C” documents”). All documents must be unexpired. Documentation must be produced within three business days of hire, or on the first day of any employment that is less than three business days. The Company also complies with the Colorado Affirmation requirements and requires employee to submit appropriate documentation to enable timely processing of Affirmation documentation as a condition of employment.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Company is an equal opportunity employer. The Company maintains and enforces a policy that prohibits discrimination against any employee or applicant for employment because of race, ancestry, color, age, national origin, ethnicity, religious creed or belief, physical or mental disability, marital or familial status, legally protected medical condition, genetic information, military or veteran status, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender (including gender identity and gender expression), sexual orientation, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or other category protected by federal, state or local law. This policy extends to all aspects of the Company's practices, including but not limited to, recruiting, hiring, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and all other terms and conditions of employment.

It is the Company's policy to comply with the Americans with Disabilities Act Amendment Act, Title VII, and related state law. If a qualified individual with a disability needs an accommodation to perform the essential functions of the job, or an individual with a sincerely-held religious belief needs an accommodation to perform the essential functions of the job, the Company will work with that individual to identify and implement a reasonable accommodation, so long as it does not pose an undue hardship. If you need an accommodation, please contact the Human Resources Department. Please keep in mind that your accommodation request may require information from your health care provider substantiating your disability and the need for an accommodation and information about what accommodation might enable you to perform the essential functions of the job.

To the extent that the Company requests medical information in connection with any request for an accommodation, it is our intention to comply with the Americans with Disabilities Act Amendment Act, the Genetic Information Non-Discrimination Act, and all other applicable law. If you request information from a health care provider to be provided to us, we ask that you include the following notice in your request to the provider: *The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. Genetic information as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.*

## **NO HARASSMENT OR DISCRIMINATION**

The Company also maintains and enforces a policy that prohibits unlawful harassment of employees. The Company's employees are entitled to a workplace where we can achieve our full potential. Harassment detracts from that environment. When an employee is harassed because of race, ancestry, color, age, national origin, ethnicity, religious creed or belief, physical or mental disability, marital or familial status, legally protected medical condition, genetic information, military or veteran status, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender (including gender identity and gender expression), sexual orientation, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or other category protected by federal, state or local law, it is a violation of law and also of the Company's policy.

**The Company will not tolerate unlawful discrimination, harassment, or retaliation in the workplace.**

Unwelcome conduct based on race, ancestry, color, age, national origin, ethnicity, religious creed or belief, physical or mental disability, marital or familial status, legally protected medical condition, genetic information, military or veteran status,

sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender (including gender identity and gender expression), sexual orientation, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or other category protected by federal, state or local law, that interferes with an employee's job performance or creates an intimidating, hostile or offensive working environment, is prohibited. Such conduct may include sexual propositions or innuendos, suggestive comments, teasing or jokes based on race, ancestry, color, age, national origin, ethnicity, religious creed or belief, physical or mental disability, marital or familial status, legally protected medical condition, genetic information, military or veteran status, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender (including gender identity and gender expression), sexual orientation, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or other protected category, obscene or offensive language or gestures, display of obscene or offensive materials, or physical conduct. It is also unlawful and a violation of Company policy for anyone to base any employment decision on submission to or rejection of unwelcome sexual advances or requests for sexual favors, or on impermissible factors such as race, ancestry, color, age, national origin, ethnicity, religious creed or belief, physical or mental disability, marital or familial status, legally protected medical condition, genetic information, military or veteran status, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender (including gender identity and gender expression), sexual orientation, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or other protected category.

The Company's policy also requires that employees promptly report discrimination, harassment, and retaliation. If you have been the victim of discrimination, harassment, or retaliation, or have witnessed discrimination, harassment, or retaliation, you should immediately notify the Human Resources Department or the Ethics Hotline. In addition, the Company encourages, but does not require, you to tell a harasser to stop, and that their behavior is unwelcome and offensive. The Company forbids retaliation against employees because they made a good faith report of discrimination, harassment, or retaliation or participated in an investigation of a discrimination, harassment, or retaliation complaint.

The Company will conduct a prompt and appropriate investigation of each discrimination, harassment, and retaliation complaint. If discrimination, harassment, or retaliation has occurred, the Company will take steps to stop the discrimination, harassment, or retaliation, and may take disciplinary action, up to and including termination of employment, against the person responsible.

## **OPEN DOOR POLICY**

It is Lazydays policy to treat all employees fairly and impartially and to provide prompt consideration of complaints or grievances that may arise. During the course of your employment, if you encounter a problem of any type, you should first attempt to resolve it with your supervisor. If that is unsuccessful, you should discuss it with the Department Manager and/or the Human Resources Department. If you do not

feel comfortable discussing the situation with your supervisor, you should consult with the Department Manager and/or the Human Resources Department.

## **REFERRAL BONUS**

Employee referrals are an excellent source of new employees for Lazydays. We will be happy to consider anyone you recommend for available job openings. Of course, all applicants must be screened as carefully as you were. Please keep in mind that we always hire the best qualified candidate for the job.

Lazydays offers a referral program for employees referring family and/or friends for open positions available at Lazydays. See the Human Resources Department for details about the program.

## **ANTI-NEPOTISM POLICY**

Lazydays is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives. Relatives are defined as one of the following: spouse or significant other, parent/stepparents, child/stepchild, grandparent, grandchild, brother/brother-in-law, sister/sister-in-law, uncle, aunt, nephew, niece, first cousin, in-laws (daughter, mother, son, daughter). Due to the potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, Lazydays will hire relatives of persons currently employed only if: a) candidates for employment will not be working directly for or supervising a relative, and b) candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in a decision involving direct benefits to the relative. Such decisions include hiring, retention, transfer, promotion, wages, and leave requests.

There will be no exception to this policy without approval by the CEO and VP, Operations.

## **COMPENSATION**

### **COMMISSIONED AND FLAT RATE POSITIONS SETTLEMENT POLICY**

Lazydays ensures that all commissioned sales positions or flat rate positions are paid in accordance with federal and state wage and hour laws. Commissioned employees will receive the required minimum pay prescribed by the Fair Labor Standards Act but are exempt from the FLSA overtime requirements and are not paid overtime. If you are a commissioned employee who participates in a bonus plan, please see your supervisor for the relevant pay dates and plan details.

All employees, including commissioned and flat rate positions, must clock in/out so that an accurate number of hours are recorded and paid. Failure to clock in/out is grounds for disciplinary action, up to and including termination of employment.

## **DEDUCTIONS FROM COMPENSATION POLICY**

It is the policy of Lazydays to compensate its employees in strict compliance with state and federal laws and regulations, such as the Fair Labor Standards Act. If an employee feels that a particular deduction should not have been made, that employee should contact the Human Resources Department to give the Company the opportunity to address the error. The Company will reimburse the employee for any improper deductions and will take steps to ensure that the improper deduction does not re-occur.

## **EMERGENCY CLOSINGS**

Certain emergencies, such as severe weather, fires, power failure, or natural disasters may disrupt normal business operations, and may force a Company closure. If a decision to close a facility is made and the decision occurs during nonworking hours, employees should utilize the Emergency Line to receive any updates or notifications. If a facility is officially closed due to emergency conditions, non-exempt employees will be offered the option to utilize accrued PTO time for the amount of regularly scheduled time missed. Exempt employees will be required to use PTO time to cover the entire day off, in accordance with applicable law.

## **DEDUCTIONS FROM PAY OF EXEMPT EMPLOYEES**

Subject to the exceptions provided below, an exempt employee will receive their full salary for any week in which they perform any work without regard to the number of days or hours worked. Exempt employees need not be paid for any workweek in which they perform no work.

**Exceptions.** Deductions from pay of exempt employees are allowed under the following exceptions:

- (1) The Company is not required to pay the full salary in the initial or last week of employment. The Company will pay a proportionate part of an employee's full salary for the time actually worked in the first and last week of employment.
- (2) Deductions from pay may be made for absences of one or more full days occasioned by sickness or disability (including work-related accidents) in accordance with the workers' compensation, leave of absence and/or other written policies or practices. The Company is not required to pay any portion of an employee's salary for full day absences for which the employee receives compensation under disability, workers' compensation or other plans, policies or practices. Deductions for such full day absences also may be made before the employee has qualified under the Plan, policy or practice, and after the employee has exhausted the leave allowance thereunder.
- (3) Deductions from pay of exempt employees may be made for penalties imposed in good faith for infractions of safety rules of major significance, or for suspensions arising from infractions of workplace conduct rules set forth in a written policy that applies to all employees.

(4) Deductions from pay may be made when an exempt employee is absent from work for one or more full days for personal reasons, other than sickness or disability.

(5) If the Company closes due to inclement weather, an exempt employee will be required to use a PTO day to cover the day missed, to the extent permitted by applicable law.

(6) The Company will not make deductions from pay for absences of an exempt employee due to jury duty, attendance as a witness, temporary military leave, or as otherwise required by applicable state law.

If an employee believes that an improper deduction was made from their salary, they should immediately notify the Human Resources Department. The Company will reimburse the employee for any improper deductions and will take steps to ensure that the improper deduction does not re-occur.

## **EMPLOYEE RECORDS**

It is Lazydays' policy to respect individual privacy, and to maintain in confidence, to the extent possible, personal information pertaining to employees.

Employee personnel files are the property of Lazydays, and access to this information is restricted. If you would like to have an opportunity to review your own file, contact the Human Resources Department.

All requests for references regarding current or former employees must be directed to the Human Resources Department. It is Company policy to provide only dates of employment, position held, and, with the employee's consent, compensation information. Only the Human Resources Department is authorized to respond to requests for references; employees are not permitted to respond to requests for references regarding current or former employees.

It is important to keep employee records accurate and up-to-date, and we ask your assistance with this. Specifically, please notify the Human Resources Department if there is any change in:

- (1) Name
- (2) Address
- (3) Telephone number
- (4) Marital status
- (5) Dependent status or benefits eligibility
- (6) Beneficiary of Group Life Insurance or 401k
- (7) Persons to notify in case of emergency
- (8) Education or work-related skills
- (9) Criminal convictions



- (10) Motor vehicle accidents, incidents, or citations that could affect their approved driver status.

## **HOURS OF WORK AND YOUR PAYCHECK**

All non-exempt employees are hired at an hourly rate. A regular week's pay for a non-exempt hourly employee consists of the number of hours worked during that week multiplied by the employee's hourly rate. All flat rate employees are hired at a flat rate per hour. Pay is calculated by multiplying the number of hours flagged times the hourly flat rate. Hours may be flagged only for completed work. In-process work may not be paid until it is completed. Flat rate employees are required to clock in and out and will be paid the greater of minimum wage for all hours worked or total flagged hours.

Individual workday schedules will vary depending on the needs of the business and will be determined by your immediate supervisor. Employees must be available to work hours other than their regular scheduled hours, and to work more than 40 hours per workweek, except upon request. Hours worked by non-exempt employees in excess of 40 hours per week will be compensated in accordance with applicable law. PTO days, sick days and holidays will not be counted as time worked for purposes of computing overtime pay.

Non-exempt employees must clock in and out at the start and end of their workdays and at the start and end of their lunch breaks. **Non-exempt employees are not permitted to begin work before their scheduled start times, to work through their lunch hour, or to work past their regular hours, without prior authorization from their supervisor.**

Some employees may work from home. They are on duty while working and must clock in and out on the computer just as other on-duty employees do at our physical premises.

**Non-exempt employees should not work overtime without prior authorization from their supervisor. Non-exempt employees who work more than 40 hours in a workweek without prior authorization are obligated to report the time worked and will be paid overtime for such time, but will be subject to disciplinary action, up to and including termination of employment.**

**All hours worked must be recorded.** Employees are never permitted to work off-the-clock. Failing to record hours worked will result in disciplinary action, up to and including termination of employment.

All employees are obligated to review their time records and ensure they are accurate and to bring any error to the attention of their manager.

## **TIME KEEPING RECORDS**

It is the employee's responsibility to follow time keeping policies that have been established by the Company. Time clock or written time records must indicate the actual time on the job. Any alteration of time records after approval of the supervisor or misrepresentation of hours worked will be treated as falsification of Company

records and theft, which is subject to disciplinary action, up to and including termination of employment.

All hourly employees, including commissioned employees, flat rate employees, and anyone who works from home, must record their time worked. Under no circumstances should one employee record time for another employee. Recording time, clocking-in, etc., for anyone else including family members is grounds for disciplinary action, up to and including termination of employment.

Any modified working hours must be approved in advance by either your immediate supervisor or the Human Resources Department.

Our pay week is Sunday through Saturday. For those employees who participate in a monthly commission plan or quarterly bonus plan, please see your supervisor for the relevant pay dates. Regularly scheduled paydays are Fridays, on a bi-weekly basis. All earnings and supplemental wages are taxed according to the guidelines of the Internal Revenue Service.

### **DIRECT DEPOSIT/CASH CARD**

For the payment of wages, you may choose between direct deposit or a cash card in accordance with applicable state and local law. Please see the Human Resources Department for more information.

### **JOB OPPORTUNITY PROGRAM**

We post open positions both internally and externally. Internal openings can be accessed in UltiPro.

Any employee wishing to apply for an open position can do so through UltiPro. All open positions are posted under [Myself>My Company>View Opportunities](#).

Employees can complete the online application for consideration.

### **ON-CALL/EMERGENCY CALL-BACK POLICY**

*(Hourly & flat rate employees only)*

Occasionally, an employee may receive an unscheduled request from a manager which requires the employee return to work, before their next scheduled shift due to an unforeseen event. An employee who is required to physically return to work outside of their normal work schedule will be paid for the time worked or a minimum of two hours, whichever is greater.

Some employees may be on-call at home or allowed to leave a message where they can be reached to assist in circumstances that do not require their physical return to work. Where the employee is otherwise completely relieved from duty for periods long enough to enable the use of time effectively for their own purposes, if the employee is called to handle a matter from home, the employee will be paid for the time actually worked. For example, if an IT employee addresses an issue for 30 minutes after hours with remote system access, they will be compensated for 30

minutes and must submit a manual timesheet to their supervisor reflecting the time worked.

All time worked while on-call must be recorded.

Time worked while on-call will be calculated at the employee's regular rate of pay. If an employee is called back to the Company premises to work, they will be paid for travel time in addition to the time worked. If you are eligible for overtime pay, and the additional hours worked bring your total hours that week to more than 40, you will be paid overtime for the hours in excess of 40.

Call-backs that occur during paid holidays, PTO, sick time, or other leave will be paid at the regular rate in addition to the holiday, PTO, etc. pay.

On-call employees must also adhere to all Lazydays policies while on-call, including, but not limited to, the Code of Business Conduct and the Drug-Free Workplace Policy. Any variance from such policies may result in disciplinary action, up to and including termination of employment.

## **PERFORMANCE MANAGEMENT**

Lazydays maintains a performance review and salary program that is competitive and fair.

All performance reviews and salary increases will be conducted on a set schedule based on location.

If your performance meets expectations, you may be eligible for an increase. Salary increases are based on performance and vary depending on where your current rate of pay is within the salary range.

For more clarification, please see your supervisor or the Human Resources Department.

## **TIME OFF**

### **BEREAVEMENT**

Lazydays offers bereavement leave to provide a time for mourning after the loss of an immediate family member. An eligible employee may take up to three days of paid leave for a death in the immediate family, or as otherwise required by applicable law. For purposes of this policy, immediate family includes: spouse, child, mother, father, sister, brother, mother and father-in-law, brother and sister-in-law, grandchild, grandparent and grandparent-in-law, as well as domestic partners.

Bereavement pay is calculated based on the base pay rate at the time of the absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime, or shift differentials. Those employees paid exclusively on a commission basis (salespeople, F&I business managers) will be paid at the PTO pay rate.

Only full-time and part-time regular employees are eligible for bereavement leave; seasonal employees are not eligible for bereavement leave, unless otherwise required by applicable state or local law. As with other leave programs, outside employment during bereavement leave is not permitted.

The employee must notify their supervisor within two hours of regular starting time of the need to use bereavement leave. If additional bereavement leave is needed, PTO or unpaid personal leave may be taken with the approval of the Human Resources Department.

### **DOMESTIC VIOLENCE LEAVE**

Employees who have been with Lazydays for at least three months may request up to three days' unpaid leave in every 12-month period, or as otherwise required by applicable state or local law, if they or a family member or a household member are a victim of domestic violence. The leave is to cover activities such as obtaining an injunction, seeking medical or mental health care, making the employee's home secure, seeking legal assistance or obtaining services from a community organization when there has been an incident of domestic violence. We recognize that emergency situations may arise, so as much notice as is prudently possible is required. Leave must be certified by providing documentation (police report, court order, etc.) to the Human Resources Department. Please see the Human Resources Department for more information, or to apply for domestic violence leave.

### **LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT (FMLA)**

The Company will grant family and medical leave in accordance with the requirements of the Family and Medical Leave Act (FMLA). No greater or lesser leave benefits will be granted than those set forth in the FMLA.

Employees must contact the Human Resources Department as soon as they become aware of the need for FMLA leave. Specific notice requirements for requesting FMLA leave are discussed below.

### **EMPLOYEE ELIGIBILITY**

To be eligible for FMLA benefits, an employee must:

- (1) Have been employed by the Company for a total of at least 12 months as of the date leave commences;
- (2) Have worked at least 1,250 hours during the 12 months immediately preceding the start of the requested FMLA leave; and
- (3) Be employed at a worksite where at least 50 employees are employed by the Company within 75 miles of that worksite when the employee gives notice of the need for leave.

Employees reemployed under Uniformed Services Employment and Reemployment Rights Act (USERRA) will be given credit for any months and hours of service they

would have been employed but for the USERRA-covered service in determining eligibility for FMLA leave.

### **LEAVE ENTITLEMENT**

Under the FMLA, eligible employees are entitled to receive up to a total of 12 workweeks (or up to 26 workweeks for Military Caregiver Leave) of unpaid leave during a 12-month period.

Eligible employees may use FMLA leave for any one, or more, of the following qualifying reasons:

- (1) For the birth of a son or daughter of the employee, and to bond with the newborn child of the employee;
- (2) For the placement with the employee of a son or daughter for adoption or foster care and to bond with the newly placed child;
- (3) To care for the employee's spouse, son, daughter, or parent with a serious health condition;
- (4) Because of a serious health condition that makes the employee unable to perform the functions of the employee's job;
- (5) Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty status) (Qualifying Exigency Leave); and
- (6) 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 (Military Caregiver Leave).

A serious health condition is an injury, illness, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider, as defined by applicable law.

For purposes of measuring the 12-month period for FMLA entitlement for numbers one through five above, the Company uses a rolling 12-month period measured backward from the date an employee uses any FMLA leave. The 12-month period for FMLA leave taken for Military Caregiver Leave, number six above, will be calculated on a going forward basis starting with the first day of leave. The employee's entitlement to leave taken for Military Caregiver Leave will expire at the end of the 12-month period and any unused leave will be forfeited.

An employee's entitlement to leave for a birth or placement of a child under categories numbers one and two above expires at the end of the 12-month period beginning on the date of the birth or placement, and any such FMLA leave must be concluded within this one-year period.

The Company may count time taken off for prenatal care and pregnancy complications against the FMLA leave entitlement.

### **QUALIFYING EXIGENCY LEAVE**

Eligible employees may take FMLA leave for a qualifying exigency while the employee's spouse, son, daughter, or parent (the military member or member) is on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty). 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 for members of the reserve components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation, as defined in section 101(a)(13)(B) of Title 10, United States Code.

Qualifying exigencies include:

- (1) Issues arising from a covered military member's short notice deployment (i.e., deployment on seven or less days of notice) for a period of seven days from the date of notification;
- (2) Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the covered active duty or call to covered active duty status of a covered military member;
- (3) Certain childcare and related activities arising from the covered active duty or call to covered active duty status of a military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, or immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or day care facility if they are necessary due to circumstances arising from the covered active duty or call to covered active duty of the military member;
- (4) Making or updating financial and legal arrangements to address a military member's absence while on covered active duty or call to covered active duty status;
- (5) Attending counseling provided by someone other than a health care provider, for oneself, the military member, or the child of the military member, the need for which arises from the covered active duty or call to covered active duty status of the military member;
- (6) Taking up to 15 calendar days of leave to spend time with a military member who is on short-term temporary, rest and recuperation leave during deployment;

- (7) Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the military member's covered active duty status, and addressing issues arising from the death of a military member while on covered active duty status;
- (8) To care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty, including arranging for alternative care, providing care on an immediate need basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility; and
- (9) To address other events which arise out of the military member's covered active duty or call to covered active duty status provided that the Company and employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

### **MILITARY CAREGIVER LEAVE**

An employee who is the spouse, son, daughter, parent, or next of kin (nearest blood relative) of a covered service member with a serious injury or illness may take up to a total of 26 weeks of leave during a single 12-month period to care for the service member. The 12-month period begins to run on the first day the employee takes leave for this reason and ends 12 months later. An eligible employee is limited to a combined total of 26 weeks of leave for any FMLA-qualifying reason during the 12-month period. However, only 12 of those 26 weeks may be used for a FMLA-qualifying reason other than to care for a covered service member. In other words, an employee may take their 12 weeks of family and medical leave for the birth of a son or daughter of the employee and in order to bond with such son or daughter; for the placement of a son or daughter with the employee for adoption or foster care; in order to care for the employee's spouse, son, daughter, or parent with a serious health condition; because of the employee's own serious health condition; or because of a qualifying exigency, and then may take additional time, up to a combined total of 26 weeks of leave, to care for a covered service member with a serious injury or illness. For example, an eligible employee may, during the single 12-month period, take 16 workweeks of FMLA leave to care for a covered service member and 10 workweeks of FMLA leave to bond with a newborn child.

A covered service member is a current member of the Armed Forces, including a member of the Regular Armed Forces, National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. A covered service member also includes a covered veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. A covered veteran means an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five- year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

An eligible employee must commence leave to care for a covered veteran within five years of the veteran's active duty service, but the single 12-month period may extend beyond the five-year period.

In the case of a current member of the Armed Forces, including a member of the National Guard or Reserves, a serious injury or illness means an injury or illness that was incurred by the covered service member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.

In the case of a covered veteran, a serious injury or illness means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is: (i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or (ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or (iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or (iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

### **AMOUNT OF LEAVE FOR SPOUSES EMPLOYED BY THE COMPANY**

Spouses who are both employed by the Company will be limited to a combined total of 12 workweeks of FMLA leave for:

- (1) Birth and bonding with the employee's newborn child;
- (2) Placement of a child for adoption or foster care with the employee and to bond with the newly placed child; or
- (3) To care for an employee's parent who has a serious health condition.

Spouses who are eligible for FMLA leave and are both employed by Company may be limited to a combined total of 26 workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness (Military Caregiver Leave). However, a combined total of no more than 12 workweeks out of the 26 workweeks may be taken by spouses for the birth, adoption, or placement of a



child with the couple, or to care for an employee's parent with a serious health condition.

### **INTERMITTENT/REDUCED SCHEDULE LEAVE**

Under some circumstances, employees may take FMLA leave intermittently, which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule. You are required to report each intermittent absence to the 3<sup>rd</sup> party FMLA Administrator and also follow your department's normal call-in procedures. You must designate the FMLA absence to your manager when you call-in or risk the absence being designated as not being protected.

Intermittent or reduced schedule leave may be taken when there is a medical need for leave to care for the employee's own serious health condition, to care for the employee's spouse, parent, son, or daughter with a serious health condition, or to care for a covered service member with a serious injury or illness, and the medical need can be best accommodated through an intermittent or reduced leave schedule. FMLA leave may also be taken intermittently for a qualifying exigency arising out of the covered active duty status or call to covered active duty of a military member. Employees needing intermittent or reduced schedule leave for planned medical treatment must work with the Company to schedule the leave so as not to unduly disrupt its operations, subject to the approval of the health care provider. Leave to bond with a newborn or for a newly placed child for adoption or foster care must be taken all at once and may not be taken intermittently or on a reduced leave schedule. This restriction on intermittent leave or a reduced leave schedule does not apply for FMLA leave during which the mother has a serious health condition in connection with the birth of her child or if the newborn child has a serious health condition.

When an employee takes FMLA leave on an intermittent or reduced leave schedule basis, the Company will account for the leave using an increment no greater than the shortest period of time that the Company uses to account for use of other forms of leave, provided that it is not greater than one hour. An employee's FMLA leave entitlement will not be reduced by more than the amount of leave actually taken.

If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee, a family member, or a covered service member, including during a period of recovery from the employee's own serious health condition, a serious health condition of a spouse, parent, son, or daughter, or a serious injury or illness of a covered service member, the Company may require the employee to transfer temporarily, during the period that the intermittent or reduced leave schedule is required, to an available alternative position for which the employee is qualified, with equivalent pay and benefits, and which better accommodates recurring periods of leave than does the employee's regular position. When the employee no longer needs to continue the intermittent or reduced leave schedule, the employee will be placed in the same or equivalent job as the job they left when the leave commenced.

## **EMPLOYEE NOTICE REQUIREMENTS**

Absent unusual circumstances, employees requesting FMLA leave are required to contact their manager and the Human Resources Department regarding their request for leave.

An employee must provide the Company at least 30 days' advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of the employee or of a family member, or the planned medical treatment for a serious injury or illness of a covered service member. If 30 days' notice is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. For foreseeable leave due to a qualifying exigency, notice must be provided as soon as practicable, regardless of how far in advance such leave is foreseeable.

For purposes of this policy, as soon as practicable means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. When the need for FMLA leave is foreseeable and an employee fails to give timely advance notice with no reasonable excuse, the Company may delay FMLA coverage, in accordance with applicable law.

Absent unusual circumstances, employees are expected to provide notice of unforeseeable FMLA leave in accordance with the Company's regular and customary call-in procedures as outlined in the Attendance Policy. Specifically, employees must notify their direct supervisor and the Human Resources Department within one hour of their scheduled start time if they will be absent. If unusual circumstances prevent an employee from complying with the Company's regular and customary call-in procedures, the employee must provide the Company with notice of the need for FMLA leave as soon as practicable under the circumstances. If an employee does not comply with the Company's regular and customary call-in procedures, and no unusual circumstances justify the failure to comply, FMLA-protected leave may be delayed or denied.

## **NOTICE OF ELIGIBILITY AND NOTICE OF RIGHTS AND RESPONSIBILITIES**

When an employee requests FMLA leave, or when the Company acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the Company will notify the employee of the employee's eligibility to take FMLA leave within five business days, absent extenuating circumstances. Eligible employees will also be provided with notice of their rights and responsibilities under the FMLA, including any requirements for the employee to furnish the Company with certifications necessary to support the employee's request for FMLA leave.

## **CERTIFICATION REQUIREMENTS**

At the time an employee requests leave for a serious health condition of the employee or the employee's immediate family member, the employee will be required to obtain a medical certification from the health care provider of the

employee or the employee's ill-family member, which substantiates the need for the requested leave.

Eligible employees who request Qualifying Exigency Leave may be required to provide the Company with a copy of the military member's active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to covered active duty status, and the dates of the military member's covered active duty service. The Company may also require that an employee seeking Qualifying Exigency Leave submit a certification from the employee to support their request for Qualifying Exigency Leave.

Eligible employees who request Military Caregiver Leave may be required to provide the Company with a certification completed by an authorized health care provider of the covered service member and a certification completed by the employee and/or covered service member to support the employee's request for Military Caregiver Leave.

For purposes of confirmation of family relationship, the Company may require the employee giving notice of the need for leave to provide reasonable documentation or statement of family relationship.

The employee must provide the requested certification to the Company within 15 calendar days after the Company's request, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts or the Company provides more than 15 calendar days to return the requested certification.

In the case of foreseeable leave, if an employee fails to provide certification in a timely manner, normally within 15 calendar days from the date that the certification is requested, then the Company may deny FMLA coverage until the required certification is provided.

In the case of unforeseeable leave, the Company may deny FMLA coverage for the requested leave if the employee fails to provide a certification within 15 calendar days from receipt of the request for certification, unless not practicable due to extenuating circumstances. Absent such extenuating circumstances, if the employee fails to timely return the certification, the Company may deny FMLA leave until a sufficient certification is provided, and the absences can result in disciplinary action, up to and including termination of employment. If the employee never produces the certification, the leave is not FMLA leave.

The Company may contact the employee's health care provider for the purposes of clarification and authentication of the medical certification. The Company may also require an employee to obtain, at the Company's expense, a second medical certification from a health care provider of its choosing. If the opinions of the health care providers differ, the Company may require the employee to obtain, at the

Company's expense, certification from a third health care provider, jointly approved by the Company and the employee, whose conclusion shall be final and binding. In some circumstances, during FMLA leave, the Company may require an employee to furnish recertification relating to a serious health condition that justified the leave.

### **NOTICE OF DESIGNATION OF FMLA LEAVE**

When the Company has enough information to determine whether the leave is being taken for a FMLA-qualifying reason (e.g., after receiving a certification), the Company will notify the employee whether the leave will be designated and will be counted as FMLA leave within five business days, absent extenuating circumstances.

The Company may retroactively designate leave as FMLA leave with appropriate notice to the employee provided that the Company's failure to timely designate leave does not cause harm or injury to the employee. In all cases where leave would qualify for FMLA protections, the Company and an employee can mutually agree that leave be retroactively designated as FMLA leave.

### **PERIODIC STATUS REPORTS AND INTENT TO RETURN TO WORK**

In some circumstances, the Company may require an employee on leave to furnish it with periodic reports of the employee's status and intent to return to work. If the employee gives the Company unequivocal notice of the employee's intent not to return to work, the Company's obligations to continue the leave, maintain health benefits, and restore the employee may cease, in accordance with applicable law. If the circumstances of an employee's FMLA leave change and the employee intends to report to work prior to the scheduled date of their return, the Company will require the employee to provide notification of at least two business days, when feasible, prior to the date the employee intends to report to work. The Company may deny restoration when such notice is not provided. Likewise, an employee is required to provide the Company at least two business days' notification, when feasible, if it will be necessary for the employee to take more leave than originally anticipated.

### **SUBSTITUTION OF PAID LEAVE**

An employee is required to substitute any accrued PTO and other paid leave to run concurrently with otherwise unpaid leave when FMLA leave is requested. Any paid leave used for an FMLA qualifying reason will be charged against an employee's entitlement to FMLA leave. This includes leave for disability or workers' compensation injury/illness, provided that the leave meets FMLA requirements. The concurrent substitution of paid leave for unpaid leave does not extend the 12 workweek (or 26 workweeks, where applicable) leave period. After all paid leave time has been exhausted, the remaining leave shall be unpaid.

### **BENEFITS DURING LEAVE**

The Company will maintain, for up to a maximum of 12 workweeks of FMLA leave (or 26 weeks of leave for Military Caregiver Leave), any group health insurance coverage, including family coverage, that the employee was provided before the leave on the same terms and conditions as if the employee had continued to work

during the leave period. In addition, the employee will be entitled to new or changed plan/benefits to the same extent as if the employee was not on leave.

Employees taking leave are still responsible for their normal portion of premium payments to maintain health insurance coverage. The employee must make arrangements with the Human Resources Department to pay their share of health insurance premiums.

Except as required by the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) and for key employees, as defined under applicable law, the Company's obligation to maintain health benefits during leave (and to restore the employee to the same or equivalent employment) under FMLA ceases if and when the employment relationship would have terminated if the employee had not taken FMLA leave (e.g., if the employee's position is eliminated as part of a nondiscriminatory reduction in force and the employee would not have been transferred to another position); an employee informs the Company of their intent not to return from leave (including before starting the leave if the Company is so informed before the leave starts); or the employee fails to return from leave or continues on leave after exhausting their FMLA leave entitlement in the 12-month period. In addition, an employee has no greater right to benefits than if the employee had continuously worked during the FMLA leave period.

The Company's obligation to maintain health benefits also stops if the employee's premium payment is more than 30 days late. The Company will provide at least 15 days' written notice in advance that coverage will cease if payment is not received. If the Company elects to maintain group health insurance coverage for an employee who has failed to make premium payments during FMLA leave, the Company is entitled to recover from the employee the employee's share of any premium payments missed by the employee during the FMLA leave.

The Company may also recover premiums it has paid to maintain health insurance coverage if an employee fails to return to work from unpaid FMLA leave for a reason other than the employee's own serious health condition or the employee's immediate family member serious health condition or another reason beyond the employee's control.

The Company may elect to continue other Company provided non-health benefits during unpaid FMLA leave to ensure that the employee will be eligible to be restored to the same benefits upon returning to work. However, at the conclusion of FMLA leave, the Company is entitled to recover from the employee the employee's share of premiums it paid to maintain other non-health benefits during unpaid FMLA leave, in accordance with applicable law.

### **JOB REINSTATEMENT**

Under most circumstances, upon return from FMLA leave, an employee will be reinstated to their previous position, or to a substantially similar position with equivalent pay, benefits, and other employment terms and working conditions. An

employee's use of FMLA leave will not result in the loss of any employment benefit that they earned or to which they were entitled before the start of FMLA leave.

However, upon return from FMLA leave, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee would have been laid off had the employee not gone on FMLA leave, or if the employee's position has been eliminated during the FMLA leave, then the employee will not be entitled to reinstatement.

The Company reserves the right to deny reinstatement to salaried, eligible employees who are among the highest paid 10 percent of the Company's employees employed within 75 miles of the worksite (key employees) if such denial is necessary to prevent substantial and grievous economic injury to the Company's operations.

When FMLA leave was caused by the employee's own serious health condition that made the employee unable to perform the essential functions of their position, the Company may require the employee to present a fitness-for-duty certificate. The Company may delay restoration until the certificate is provided.

The Company will not interfere with, restrain, or deny the exercise of any right provided by the FMLA. The Company will not refuse to hire or to discharge or discriminate against any individual for opposing or complaining about any unlawful practice under the FMLA or for being involved in any proceedings related to the FMLA.

ADDITIONAL INFORMATION For further information or clarification about FMLA leave, please contact the Human Resources Department.

**You cannot hold any type of outside employment during any leave of absence, FMLA or otherwise.**

## **HOLIDAYS**

Lazydays observes the following holidays:

- New Year's Day
- Easter Sunday
- Memorial Day (Fixed Ops and corporate only)
- Independence Day (corporate only)
- Labor Day (Fixed Ops and corporate only)
- Thanksgiving Day
- Day After Thanksgiving Day (corporate only)
- Christmas Day

Lazydays complies with all applicable local laws regarding holidays.

Generally, holidays that fall on Saturday are observed on Friday and holidays that fall on Sunday are observed on Monday. However, management reserves the right to

change or schedule holidays based on business needs. On occasion the above holidays may be designated by management as floating holidays to ensure coverage on those holidays. Floating holidays may be taken at any time within the calendar year with prior supervisory approval. A regular Request for Time-Off must be submitted indicating the floating holiday. Holidays not taken by the end of the calendar year are automatically forfeited. In the event of voluntary or involuntary termination for any reason, unused holidays will not be paid.

All non-exempt full-time employees meeting eligibility requirements will be paid their straight-time wages for eight hours on holidays which are observed by Lazydays. Employees that are paid on commission-only basis may receive the time off without pay. All part-time and seasonal non-exempt employees who are normally scheduled to work may be given the time off but will not be compensated.

Where permitted by applicable law, to be eligible for holiday pay, a non-exempt employee must work full shifts on the last scheduled work day before and the first scheduled work day after the holiday. Where permitted by applicable law, absence or partial absence on either of these qualifying days will cause the non-exempt employee to be ineligible for holiday pay for the respective holiday unless:

- (1) The supervisor/manager has, upon request, given specific pre-approval for each absence on one or both of the qualifying days; or
- (2) The employee presents medical documentation or evidence of a serious and unavoidable emergency which necessitated the employee's absence on the qualifying day and such reason is satisfactory to the supervisor/manager.

In the event eligibility is not confirmed, payment will be withheld. Upon receipt of supporting documentation, payment will be made in the next possible regular pay. Non-exempt employees on any type of leave of absence are not eligible for holiday pay.

Eligible non-exempt employees who are required to work on a holiday will receive the holiday pay at a rate of straight time for eight hours, in addition to flat rate for flagged hours or straight time for hours worked. This does not apply to exempt employees, nor does it apply to fully commissioned employees.

Non-exempt employees not meeting the holiday eligibility requirements will be paid at straight time for actual hours worked on the holiday. This does not apply to exempt employees, nor does it apply to fully commissioned employees.

Employees who do not work the holiday and who receive holiday pay will not receive credit for hours worked for the purpose of meeting overtime eligibility. Overtime is paid after the employee actually works more than 40 hours in a work week.

## **JURY DUTY**

The Company recognizes employee obligations to serve on state and federal juries, and complies with applicable federal, state, and local laws regarding jury duty.

Employees summoned for jury duty must notify their supervisor immediately upon receipt of the jury summons so that the Company can make appropriate arrangements for coverage in the employee's absence. You are expected to return to work, when reasonable, during your regularly scheduled business hours or if released earlier than anticipated. No employee will be discharged from employment by the Company because of the nature or length of service on a grand or petit jury.

### **TIME OFF TO VOTE**

The Company allows for time off to vote, in accordance with applicable state and local law. Please check with your supervisor about taking time off to vote.

### **USERRA LEAVE OF ABSENCE FOR UNIFORMED SERVICE**

The Company complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state law which protects the job rights of individuals who voluntarily or involuntarily leave employment positions to perform service in the uniformed service, as defined under USERRA and applicable state law. Persons entitled to benefits under USERRA have the right to be re-employed when they leave employment with the Company to perform service in the uniformed services if they: (1) ensure that the Company receives advance notice of their service, unless such notice is impossible or unreasonable, or military necessity prevents the giving of notice; (2) have five years or less of cumulative service in the uniformed service while with the Company; (3) return to work or apply for reemployment in a timely manner after conclusion of service; and (4) have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If such persons are eligible for reemployment, the Company will restore them to the job and benefits they would have attained had they not been absent due to military service or, in some cases, a comparable job.

Anyone who (1) is a past or present member of the uniformed service; (2) has applied for membership in the uniformed service; or (3) is obligated to serve in the uniformed service, will not be denied initial employment, reemployment, retention in employment, promotion, or any benefit of employment, based on that status. In addition, the Company will not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

Employees who leave their jobs to perform military service have the right to elect to continue existing employer-based health plan coverage for themselves and their dependents for up to 24 months while in the military.

The Company permits employees to take leaves of absence for performance of services in the uniformed service in accordance with applicable law. If you have questions about your entitlement to military leave, health insurance coverage during the leave, reinstatement rights following the leave, or other issues relating to a military leave of absence, you may contact the Human Resources Department.



## **LACTATION ACCOMMODATIONS**

The Company supports nursing parents and complies with all state and federal laws regarding expressing breastmilk in the workplace. The Company will not tolerate discrimination, harassment, or retaliation against any employee based on the request for or usage of lactation accommodations. Any discrimination, harassment, retaliation, or other violations of this policy should be reported to the Human Resources Department.

The Company provides reasonable break time for an employee to express breast milk for one year after the employee gives birth, unless applicable state or local law extends this time period. Employees may use provided paid breaks if possible, but may take additional reasonable time. Employees should work with their supervisor and the Human Resources Department regarding scheduling and reporting additional break time. Additional break time will be unpaid unless the employee is not completely removed from duty, or as otherwise required by applicable state or local law. Because exempt employees receive their full salary during weeks in which they work, all exempt employees who need lactation accommodation breaks do not need to report any extra break time.

The Company provides designated private spaces, other than a bathroom, at all Company sites for employees to express breast milk. If a designated room is used for additional purposes, the Company will prioritize the use of the room for expressing breast milk. If multiple employees need to use the designated private space for expressing breast milk, the Human Resources Department will work with the employees on scheduling or designate additional space. Employees with private offices may use their offices to express breastmilk if they wish.

Employees who need lactation accommodations should contact the Human Resources Department.

## **ACCOMMODATIONS FOR PREGNANT EMPLOYEES**

The Company provides accommodations to employees when needed due to limitations related to pregnancy, childbirth, or related medical conditions, provided such accommodations are reasonable and do not pose an undue hardship.

An employee needing reasonable accommodation should inform their supervisor or the Human Resources Department. On receipt of an accommodation request, the Company will engage in an interactive process with the employee to determine possible reasonable accommodation options consistent with the Pregnant Workers Fairness Act, Americans with Disabilities Act Amendments Act, and/or applicable state and local law. The Human Resources Department will facilitate the process. Employees may be required to provide medical support for the accommodation. Reasonable accommodations which do not result in an undue hardship on the operation of the Company will be considered for all employees with limitations due to pregnancy, childbirth, or related medical conditions when those limitations affect

their ability to perform the essential functions of their job. All employment decisions are based on the merits of the situation in accordance with applicable job criteria.

## **PERSONAL LEAVE OF ABSENCE**

A leave of absence is defined as authorized time away from work, with or without pay. Leaves may be approved for such reasons as disability due to illness or injury, family medical emergencies, bereavement leave, jury duty, and military service and training. In addition to the foregoing, a Personal Leave of Absence may also be granted **for other reasons** on a case-by-case basis for a period not to exceed six months. The foregoing time limitation does not apply to medical leaves granted under the Americans with Disabilities Act Amendments Act. Whether leave is a reasonable accommodation in such circumstances will be evaluated on a case-by-case basis.

Approval of a Personal Leave of Absence request will be granted and/or permitted to continue at the sole discretion of Department Management and the Human Resources Department. Any requests must have supervisor approval before they are submitted to the Human Resources Department for approval.

Approval will be based on staffing needs of the Company, the employee's tenure, the employee's performance, the impact on the department, other employees and the business, and other factors the Company deems appropriate.

If a Personal Leave of Absence is granted, pay will be discontinued at the start of the leave of absence, once all available PTO time is exhausted. Holidays which occur during the leave period will not be paid. If applicable, payments made under any bonus plan may be pro-rated to reflect this leave of absence.

Having been granted a Personal Leave of Absence does not mean that you will be guaranteed to return to the same job. In the event your position is not available upon return, you may apply for any open position for which you are qualified. If a position is not available, it will be considered a voluntary quit. You may reapply for employment at any time thereafter.

A Personal Leave of Absence will not be considered a break in service with Lazydays.

You must return to work on the day due back on the job. Failure to return to work or to extend the Personal Leave of Absence with the approval of Department Management and the Human Resources Department will result in termination of employment.

Employees returning from any type of leave after 90 days or more are required to take and pass a drug test prior to their return-to-work date. Please refer to our Drug-Free Workplace Policy for testing procedures.

It is your responsibility to pay both the employee portion and the Company portion of your current benefit elections while on a Personal Leave of Absence. Prior to your first day of leave you must contact the Human Resources Department to make

arrangements to pay your premiums. Failure to do so will result in termination of benefits.

You cannot hold any type of outside employment during any leave of absence, Personal or otherwise. Such employment is cause for immediate termination of employment.

Approvals do not automatically carry over year to year. Requests must be resubmitted for approval each year.

## PAID TIME OFF

Lazydays encourages employees to utilize time off to ensure continued health and well-being, and implemented a Paid Time Off (PTO) policy for employees to have time away to use as they choose. PTO may be used for any purpose, including, but not limited to, PTO, personal matters, and recovery from injury or illness. This policy replaces any prior PTO policy, and is effective January 1, 2024.

Full-time employees earn PTO based on length of service with the Company, and in accordance with applicable state and local law, according to the following schedule:

Length of Service	PTO Accrual			
	Accrual Per Pay Period	Hours Accrue Per Year	Days Accrue Per Year	Max Carry Over
D.O.H to 4 yrs	3.08	80	10	50%
Years 5-9	4.62	120	15	50%
Years 10-13	5.23	136	17	50%
Years 14+	6.15	160	20	50%

Part-time, seasonal, temporary, and contracted staff are not eligible for PTO, except where required by applicable state and local law.

Employees do not earn PTO time while on any leave of absence. Except where prohibited by law, employees may not carryover more than 50% of unused PTO time from one year to the next. PTO is not paid out upon separation from the Company, except where required by applicable law. PTO may not be used in lieu of a notice period.

As a new hire or re-hire, an employee will start to accrue PTO upon date of hire or re-hire. Accrued hours will not be available for use until the employee has reached 90 days of employment, except where required by applicable state and local law. An employee who separates from Lazydays and is later re-hired is not given credit for prior service, except where required by applicable state and local law. **Re-hire date determines PTO eligibility.**

PTO may be scheduled in four-hour increments or in increments required by applicable law. PTO may be requested at any time throughout the year, subject to supervisor approval. Approval will be based on staffing needs and other factors the Company deems appropriate. If more employees request PTO than can be given at the same time, management will determine who will be granted PTO based on staffing needs, length of service, and the order in which requests are received.

## **PAID SICK LEAVE**

Lazydays provides paid sick leave to employees in accordance with applicable law.

Full-time non-exempt employees in Florida, Indiana, Iowa, Ohio, Oklahoma, Tennessee, Texas, Utah and Wisconsin receive eight hours of paid sick leave each year.

Full-time exempt employees in Florida, Indiana, Iowa, Ohio, Oklahoma, Tennessee, Texas, Utah, and Wisconsin receive 40 hours of paid sick leave each year.

All full-time employees regardless of exemption status in Arizona, Nevada, Oregon and Washington receive 40 hours of paid sick leave each year.

All full-time employees regardless of employment status in Colorado and Minnesota receive 48 hours of paid sick leave each year.

Lazydays will grant employees paid sick leave after 90 days of service and, at the beginning of each new calendar year. This amounts to an advance of wages and assumes the employee will work the entire calendar year, through December 31.

Except where prohibited by law, paid sick leave does not roll over to the following year and is not paid out upon termination of employment.

## **LAZYDAYS EMPLOYEE FOUNDATION**

70% of our employees donate through payroll deduction to our non-profit organization. Through the Lazydays Employee Foundation, we have provided scholarships and grants locally, and we've built the Lazydays House and the Lazydays Youth Development Center just in the last few years. You will learn more about the foundation during your Onboarding Process. For more information, visit [www.lazydaysemployeefoundation.org](http://www.lazydaysemployeefoundation.org). Forms to sign up are available in the Human Resources Department and on the Company Intranet.

## **EMPLOYEE BENEFITS**

### **BENEFITS**

The Company provides regular full-time employees with the opportunity to participate in one or more group health, life, disability and/or dental insurance plans.

The Company reserves the right not to offer such opportunities, to modify any insurance plan or plans in any manner, to substitute one or more new plans for one or more existing plans, and to terminate any insurance plan or plans, at its sole discretion and without advance notice, to the extent permitted by applicable law. Only regular full-time employees who have completed 30 days of employment are eligible for enrollment.

A summary plan description for each group health, life and/or disability insurance plan offered to Company employees is available for review by employees. The summary plan descriptions provide a detailed explanation of eligibility requirements, coverage, enrollment procedures, claim procedures, costs to the employee, deductible amounts, and other provisions of available insurance plans. Employees who wish to review a summary plan description should contact the Human Resources Department.

### **EMPLOYEE VEHICLE PURCHASE POLICY**

Our goal is to make Lazydays vehicle inventory available to employees so they can enjoy the RV lifestyle. The Employee Purchase Program is intended solely for the personal use of Lazydays employees and their immediate family, thus quantity of purchases is limited.

New Retail inventory in stock only. Employee cost is done cost + dealer fees and additional tax, title, tags fees.

### **SECTION 125 PREMIUM ONLY PLAN**

Lazydays participates in Section 125 Premium Only Plan. This benefit plan allows employees payroll deductions for group insurance premiums for medical, dental and vision to be taken before taxes instead of after taxes. This allows employees the added savings of not having to pay Social Security and federal income taxes on premium deductions.

For additional information or to elect not to participate in the Section 125 Premium Only Plan, please see the Plan Administrator in the Human Resources Department.

### **UNEMPLOYMENT COMPENSATION BENEFITS**

Lazydays is a covered employer under state unemployment compensation laws. Unemployment benefits may be provided to partially replace wages which are lost during periods of unemployment. Persons applying for benefits must meet basic requirements to establish eligibility as required by law. Eligibility for benefits and the amount of the benefit, if any, will be determined by the state unemployment compensation agency.

Termination due to unsatisfactory job performance may impact unemployment compensation benefits.

## **ON-THE-JOB**

## **ATTENDANCE POLICY**

Every employee is important to the successful functioning of the Company. Absenteeism and tardiness place an unfair burden on your department and fellow workers, and seriously affects the Company's ability to serve its customers. Consequently, regular attendance and punctuality is required. The following are general attendance guidelines, which may be modified where applicable law so requires:

- Failure to call in an unscheduled absence within one hour of scheduled start time, or not calling in at all, is serious. Two no call-ins or late call-ins within a 12-month rolling period are grounds for immediate termination. Three days of no-call, no-show will be considered a voluntary quit, in accordance with applicable federal, state, and local law.
- Any unreported absence within the first 90 days of employment may be considered a voluntary resignation, in accordance with applicable federal, state, and local law.
- Lost time cannot be made up at the end of the shift or on another day within the same workweek unless specifically authorized by the supervisor.
- Proper notification of an absence is direct phone contact with the supervisor. A call in will be required for each day of an absence unless the employee is under a health care provider's care and has the appropriate documentation on file with their supervisor or the Human Resources Department.
- Employees must notify their direct supervisor of absences. Management reserves the right to request a health care provider's excuse for any absence due to illness or injury. Absences in excess of three days for medical reasons generally require a health care provider's note.

## **CASH HANDLING POLICY (IRS FORM 8300)**

Lazydays is committed to conducting its business ethically and legally. In particular, Lazydays is specifically committed to supporting and enforcing all laws and regulations relating to the accurate and timely reporting of large cash transactions. Every employee involved in the cash handling process will be trained on the general requirements of the law as well as on the specific obligations of their particular position. These employees will receive a compliance manual and will be expected to follow its requirements in every case. Employees who fail to perform their obligations relating to cash handling procedures will be subject to disciplinary action, up to and including termination of employment.

All new employees, regardless of position, will be trained on identifying and reporting suspicious transactions. Suspicious transactions should be reported to the employee's supervisor, to the Internal Auditor, or to the Controller who serves as the Company's Compliance Officer regarding cash handling procedures.

## **GENERAL CASH COUNTING PROCEDURES**

- (1) Cash must be separately counted by two people if it exceeds 20 bills. Cash should be counted in front of the customer.
- (2) Plastic money bags must be used to store/transport cash. Each person who handles the bag should write their initials on the face of the bag. The customer number should be written on the bag along with the amount.
- (3) Failure to comply with these procedures will result in disciplinary action, up to and including termination of employment, and reimbursing the Company for any loss, in accordance with applicable law.

## **CHILDREN AT WORK POLICY**

For insurance and safety reasons, employees are not permitted to bring children to work while the employee is working, except for Company-sponsored Take Your Child To Work Days. This policy includes holidays and weekends. It is expected that employees have an emergency back-up plan in place for care of their family members. Alternative arrangements should be made for children when there are school closures, sick days, or PTO/holidays. This policy applies to everyone regardless of position or location.

## **COMPANY PROPERTY AND SURVEILLANCE**

### **SEARCHES ON COMPANY PROPERTY**

In order to ensure the health, welfare, and safety of our employees, customers and vendors, safeguard our facilities and equipment, and monitor enforcement of our personnel policies, we reserve the right to conduct video surveillance of any portion of our premises at any time, with the exception of private areas of restrooms. By being employed here, all employees consent to video surveillance at any time the Company may choose.

To safeguard the property of Lazydays, its employees, customers and vendors, and to help prevent the possession, sale, and use of illegal drugs or the improper use of legal drugs, we also reserve the right to question employees and all other persons entering and leaving the premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from our property. In addition, we reserve the right to search any employee's office, desk, workspace, files, lockers, vehicles, or any other area or article on our premises. All offices, desks, files, etc. are the property of the Company. Inspections may be conducted at any time at our discretion.

Any employee who refuses to cooperate in an investigation or search by management will be subject to disciplinary action, up to and including termination of employment. **REMOVAL OF COMPANY PROPERTY** To ensure that all Company property leaving the premises has been properly approved, a properly authorized Property Pass must be filled out and approved by a Department Manager. Company property includes *anything* that is removed from a coach. These items are considered Company property, not the property of individual employees. Any item that is removed from a coach or is no longer needed for any reason must go to the furniture room or to the

Recycle Room. This includes items that a customer wants removed or does not want. Employees may not accept any items from customers. Items that are absolutely of no value will be disposed of in the dumpsters. They are not to be removed from the dumpsters and taken off the property without an approved Property Pass. This policy applies to any other items or materials including but not limited to electronic equipment, office supplies, cleaning supplies, and any other items used in daily operations.

Any Company property removed from Lazydays property without an approved Property Pass will be considered theft of Company property. Employees who fail to comply with this policy will be subject to disciplinary action, up to and including termination of employment.

## **CUSTOMER EXPERIENCE TRAINING**

Our Training & Development process utilizes our Lazydays Connect Series to provide the needed training within our Company to focus on The Lazydays Way, which is our way of doing business, needed job skills, required compliance and providing our customers a Best-in-Class Customer Experience. Training incorporates our Culture, which encompasses our purpose, core values and our standards defined in our Code of Business Conduct.

Training may be delivered in person or electronically. Many courses are available to be taken online or through mobile apps. The timeline for completion is outlined for each assigned training and is mandatory for all employees as a condition of employment. Completing training outside of the designated timeframe is only allowed while an employee is on a Company approved leave of absence, PTO or other approved leave as designated by Company policy. Designated courses are required to be completed upon return and a defined timeframe will be determined.

All new hire employees will be required to complete a defined training curriculum during their onboarding process.

## **DRESS CODE**

To the customer, you *ARE* the Company. Consequently, employees are expected to present a professional, businesslike image to customers, prospects, and the public at all times. Acceptable personal appearance is an ongoing requirement for employment with Lazydays. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted. Remember, you only have one chance to make a good first impression. The following are guidelines to assist you in meeting these requirements. Please keep in mind that it is impossible to cover every aspect of dress in this policy, so if you are not sure whether something is acceptable, it would be best not to wear it. This policy does not change on Friday or on the weekend.

## **TECHNICIAN UNIFORMS**

Lazydays pays the full cost of your uniforms. A deposit will be deducted from your paycheck over several weeks, to the extent permitted by applicable law. When you



leave the Company, the full deposit will be refunded to you if you return all of your uniforms in good condition within three days. After three days, the deposit is non-refundable and you will be billed for the full cost of the uniforms which exceeds the deposit amount. If all uniforms are not returned in good condition, the reimbursement will be prorated accordingly. It is expected that you will report to work each day with a clean pressed uniform that fits appropriately. You are expected to be in full uniform (example: uniform shirt with non-uniform pants is not permitted). Shirts are to be tucked in and buttoned, and belts, socks and appropriate shoes or work boots should be worn.

### **UNIFORM SHIRTS**

New/rehired customer facing Lazydays employees will be issued three uniform shirts based on the department in which they work. Lazydays pays the full cost of the initial three uniform shirts. You may purchase additional shirts through payroll deduction. When you leave the Company, the shirts will not need to be returned.

### **MEN**

Men who wear a uniform shirt should wear appropriate business attire including dress slacks in black, charcoal, or dark grey.

### **WOMEN**

Women who wear a uniform shirt should wear appropriate business attire including skirts or dress slacks in black, grey, brown, khaki or navy. Skirt length shall be conservative, professional, should fit well and be at a length at which you can sit comfortably in public. If you are in a seated position and the thigh area is exposed, the skirt is too short for a work environment. Mini-skirts, skorts, sun dresses, beach dresses, spaghetti-strap dresses, Capris, and cropped-length pants are inappropriate for the office. Any clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate for a place of business.

### **ALL EMPLOYEES**

All attire should be clean and pressed, and fit appropriately, not exposing body contours or undergarments. Appropriate undergarments must be worn. Clothing that contains slogans, writing or other symbols other than those representing Lazydays is not permitted. Hair coloring must be natural looking. Hair should be clean, combed and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length. Sideburns, moustaches, and beards should be neatly trimmed. Tattoos that contain language, images, or designs that are malicious, vulgar, obscene, threatening, or harassing must not be visible. Good personal hygiene is essential; please keep in mind that excessive perfume or cologne is not only offensive but can cause problems for people with allergic reactions to these types of products. Headgear, other than Lazydays hats, is not permitted.

Please see the Human Resources Department to request any type of accommodation due to sincerely held religious beliefs or medical reasons.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Employees may not be compensated for work time missed because of failure to comply with this policy.

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

Requests for additional exceptions to this policy for any reason may be directed to the Human Resources Department.

## **EMERGENCY EVACUATION PROCEDURES**

An emergency evacuation route is posted in various locations throughout the buildings. All new employees will be trained on emergency evacuation procedures during onboarding. Evacuation procedures will be reviewed with all employees on an annual basis or as procedures change. Each department has an assigned meeting place and an assigned headcounter.

Evacuation procedures are as follows:

- Any employee may initiate standard emergency notification (pull alarm, voice announcement/paging, etc.). The announcement must be immediately following the incident (fire, accident, etc.) which threatens the safety of other individuals.
- Outside services should be called by dialing 911. Any employee may initiate this call as well. If it is an emergency situation, no one should wait for supervisor approval – anyone is authorized to call 911 if the situation warrants it.
- Upon hearing the announcement, alarm, etc. all employees are to proceed to the designated area where they will meet other department members (outside the building). They should use the nearest exit available to them and then meet their department coworkers at the designated area.
- Any visitors are the responsibility of the person hosting them, and they should guide them to the nearest exit as well.
- Assigned headcounters for each department are responsible for:
  - (1) Ensuring orderly exit of employees;
  - (2) Accounting for their coworkers at the designated area; and
  - (3) Reporting any missing individuals to the appropriate person.

*\* Please ensure that you know where the emergency exit is for your work area and your assigned meeting place.*

## **GOLF CART POLICY**

Golf carts are only for employee use. You are expected to comply with the following:

- Customers, family, and friends may not drive golf carts under any circumstances as per our insurance policy.
- Always obey all traffic signals and rules of the road. Please keep on the right-hand side of the road at all times.
- After dark, do not operate golf carts that are not equipped with headlights.
- Golf carts are to be driven only on Company property. For your safety, do NOT drive golf carts on public streets.
- Golf carts are to be returned to the valet area or designated parking area immediately after every use. Do not leave golf carts in the employee parking area after hours or during the workday.
- Golf carts should never be left unattended even for brief periods. Doing so could cause accidents or problems with maneuvering a customer's coach in and out of the service bays.
- Do not pull in front of vehicles being parked or moved by lot porters or other individuals.
- If your golf cart has stalled, run out of gas or has a flat tire, never push the golf cart from behind with another cart.
- Smoking of any type is prohibited while operating Lazydays golf carts.
- Always keep your arms, legs and feet inside the golf cart while moving.
- Do not pass other vehicles.
- If you need to stop and talk to someone, pull over to the side of the road. Never stop in the road or drive parallel and talk to someone else.
- Do not use a cell phone while driving a golf cart.
- Do not engage in misconduct when driving a golf cart.

Misconduct includes, but is not limited to:

- Playing bumper cars with the carts.
- Horsing around and driving the carts too close to each other or making a false attempt to run into another cart.
- Participating in mock races.
- Riding or carrying a passenger anywhere other than a passenger seat.
- Jumping or stepping onto moving golf carts.
- Driving and/or parking golf carts in employee parking areas.

Our fleet of leased golf carts is under warranty from the manufacturer. Failure to follow the below items may result in voiding of our warranty.

- No modification or adjustment may be made to the governor cable on the golf cart.
- Golf carts must be maintained in accordance with manufacturer guidelines (i.e., clean, well maintained).
- Golf carts must not be driven over the posted speed limit of five miles per hour.

**PENALTIES** Use of golf carts is a privilege. Noncompliance with this policy may result in loss of this privilege. If you have been assigned a golf cart, any costs due to your abuse, not following proper care, etc., are your financial responsibility. Management reserves the right to take further disciplinary action, up to and including termination

of employment, depending upon the nature of the violation and/or frequency of the violations.

## **HOUSEKEEPING POLICY**

Customers often compare the quality of service with the cleanliness of our dealership. We are proud of the quality of our Company overall, and our service, and we must not allow untidiness to create an impression to our customers which is inconsistent with our reputation for quality service. Good housekeeping aids in the safety of our work areas and creates less wear and tear on our equipment. While walking through the dealership, please stop to pick up any litter in your path and promptly notify property management of any cleanliness/sanitation issues you notice. Please take additional care to keep your areas clean and neat, keep equipment in its proper place, dispose of refuse in its proper place, and observe the few simple rules of tidiness.

## **CONFIDENTIAL AND NON-PUBLIC INFORMATION**

The Company has expended substantial time and effort developing confidential and proprietary information which, if disclosed, could provide competitors with a competitive advantage. In addition, Company personnel often have access to confidential financial information belonging to our customers, which, if not safeguarded, could result in identity theft or other wrongdoing. All employees have a duty to safeguard our confidential, restricted, and proprietary information and trade secrets in all forms (Non-Public Information). As used throughout this handbook, Non-Public Information means (i) competitively sensitive information, (ii) of importance to the Company, (iii) that is not publicly available and is kept in confidence by the Company, (iv) that becomes known to the employee through their employment with the Company. Such Information should only be shared with others (including other employees) for legitimate Lazydays' business purposes on a need-to-know basis and should not be disclosed or provided to anyone outside of Lazydays without the approval of senior management and General Counsel.

All employees are responsible for safeguarding customer and Lazydays' Non-Public Information, in all forms, consistent with Lazydays' Safeguard Program, the Gram'-Leach-Bliley Act (GLBA) and the Federal Trade Commission (FTC) Safeguard Legislation and applicable state law, such as the Florida Information Protection Act. Care should be taken not to openly discuss such Information or leave it in locations such as on copiers, computer screens, in unsecured garbage cans, mailboxes, in-boxes, unsecured desks, or unlocked file cabinets at any time, even when the area is occupied. All lockable office doors should be locked anytime the office is unattended and always at the end of each workday. All Non-Public Information must be stored in properly secured files. Non-Public Information should only be shared, including between employees, on a need-to-know basis. Hardcopies of any such Information must be disposed of in locked containers designated for that purpose, the contents of which will be shredded.

Any communication of Non-Public Information via e-mail or the Internet should be encrypted. Only encryption keys known to Lazydays' Information Technology department shall be used. Unauthorized access, copying, distribution or other use of Non-Public Information, including any failure to secure such Information when it is evident from the content that it should have been secured, is prohibited.

Assuming the above definition applies, examples of non-public information include:

- Social Security numbers
- Driver license information and birth dates
- Birth certificates
- Passports
- Tax returns
- Credit card information, credit reports/decisions
- Bank statements/information
- Personal or Lazydays financial statements
- Finance applications
- 8300 Forms
- Insurance applications/cards
- Warranty applications
- Content of contractual agreements, including pricing
- Responses to REP or other competitive bidding or negotiation
- Company strategies, initiatives and plans

No Non-Public Information or customer information may be downloaded, transmitted, copied or printed from Lazydays systems or databases and removed from Lazydays' premises. Employees are not permitted to retain copies of Non-Public Information or customer information, in any form (including electronic) after their employment ends.

The duty to safeguard Non-Public Information continues after your employment ends.

Nothing in this policy prohibits disclosure of information generally obtained through the job, information available to the public, and/or information an employee has a right to disclose as protected conduct. Nothing in this policy is intended to prohibit good faith reporting of possible violations of applicable law or regulation to any government agency or entity, or in making disclosures where such disclosures are protected under applicable law or regulation, and advance notice of such disclosures is not required to be provided to the Company. Similarly, nothing in this policy prevents any employee from exercising, in any way, their rights under Section 7 of the National Labor Relations Act, including their ability to speak with coworkers regarding terms and conditions of employment, to file with the National Labor Relations Board an unfair labor practice charge, to assist a coworker with the filing of a charge, to provide information to the NLRB, to assist with the NLRB's investigation or litigation of a charge, or to speak with others regarding workplace issues.

Employees shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that: (a) is made (i) in confidence

to a federal, state, or local government official, either directly or indirectly, or to an attorney, and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (b) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

## **ELECTRONIC AND TELEPHONE COMMUNICATIONS POLICY**

Computers, computer files, the e-mail system, e-mail messages, software furnished to employees, telephones, telephone messages, components of the telephone system and all electronically stored information are property of the Company intended for the Company's business use. Communications tools and messages produced or carried by such communications tools are Company property, subject to reasonable inspection and monitoring. *Employees should have no expectation that any information transmitted over or stored on Company facilities or systems is or will remain private.*

In the course of your job, you may use these communications tools to communicate internally with the coworkers or externally with clients, consultants, vendors, and other business acquaintances. The Company provides you with electronic communications tools to facilitate business communications and to enhance your productivity. As with the telephone, there may be occasions to use these facilities for personal purposes. Personal use of our communications tools should be limited and in no event should such use interfere with the performance of your job, consume significant resources, give rise to more than nominal additional costs, or interfere with the activities of other employees. In addition, under no circumstances shall such facilities be used for personal business enterprises or personal business endeavors. Employees should not use a password, access a file, or retrieve any communication without authorization. To ensure compliance with this policy, computer, e-mail and telephone usage may be monitored. In addition, the Company may record some conversations.

The Company and specifically authorized individuals may access electronic and telephone communications systems and review communications within the systems, without notice to users of the systems, when the Company deems it appropriate to do so. The reasons for which the Company may obtain such access include, but are not limited to, for quality assurance purposes; maintaining the system; preventing or investigating allegations of system abuse or misuse; ensuring compliance with Company policies; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; ensuring that the Company's operations continue during an employee's absence; ensuring that client needs or deadlines are met; detecting communications that are of a violent, vulgar or pornographic content; and any other purpose deemed appropriate by the Company. Employees may not access (or attempt to obtain access to) another individual's electronic communications without appropriate authorization from the Company.

**Employees waive any right to privacy in computer files, e-mail messages and telephone communications, and consent to the monitoring, access, recording**

**and/or disclosure of computer files, e-mail messages and telephone communications by authorized Company representatives.**

Deleting computer files and e-mail messages does not guarantee that they have been erased from the system. The Company retains backup copies of all documents, including e-mail correspondence, produced on the Company's computer system. The Company may store electronic communications for a period of time after the communication is created. From time to time, communications stored in the system may be deleted, printed or utilized for any appropriate purpose. Please remember that computer files and e-mail messages may (under certain circumstances) be discoverable by opposing parties during litigation and by the government during certain investigations.

The Company's other policies, including its Equal Employment Opportunity and No Harassment or Discrimination policies, apply to the use of, and any communications sent via, the e-mail and telephone systems. No one may use electronic communications in a manner that may be construed by others as harassment or discrimination based upon race, ancestry, color, age, national origin, ethnicity, religious creed or belief, physical or mental disability, marital or familial status, legally protected medical condition, genetic information, military or veteran status, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender (including gender identity and gender expression), sexual orientation, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or other category protected by federal, state or local law, or in a manner that is threatening, intimidating or abusive of others. For example, it is against Company policy to display or transmit sexual images, messages or cartoons, ethnic slurs, racial epithets or anything that may be construed as harassment or offensive to others based on any protected characteristic.

The Company encourages use of the Internet for legitimate business-related or professional activities, but you should avoid browsing the Web on Company time, creating personal Home Pages, or otherwise using the Company facilities or systems to access Internet sites for reasons unrelated to the Company's business and your job responsibilities.

Downloading, copying, modifying or transmitting the copyrighted information and intellectual property of entities other than Lazydays is prohibited unless specific permission has been granted in writing by the other entity and by Lazydays' senior management or General Counsel. Not all information or products used by Lazydays are owned by Lazydays. Many are the proprietary products of others used under license or other contractual agreement governing their use. Such information and products are protected under federal law. Lazydays will prosecute violators to the full extent of the law and will seek to recover any fines levied against the Company from any individual responsible for the fine.

Only authorized, licensed software is allowed on the Company's computers. Software products and data files not associated with Company business, other than those preinstalled by an approved software vendor or manufacturer, are not allowed on

our computers. In addition to the computer hardware and peripheral devices, any software or data, of any nature or source that is placed on or located on any Company computer drive is the exclusive property of the Company. As an employee you have no rights to any computer hardware, including peripheral devices, software or data, even if you installed the software on the computer (or peripheral device) or placed the data on the computer (or peripheral device). Accordingly, you should avoid using Company computer equipment for personal or any other uses other than for Company business.

Employees are authorized to send or receive any Non-Public Information (defined above) to external sites or account solely in connection with the performance of their duties and only if they have been authorized by the Department Head to do so. Under no circumstances may an employee send or receive Non-Public Information to or from any personal e-mail account, or copy or store such information on any form of electronic storage media or computer, web or Internet site that is not Company property or under Company control.

All remote access must be via the systems authorized by Lazydays for that purpose. Remote access of the Lazydays' information and systems described herein is prohibited unless authorized in writing by Information Technology management and the Department Head.

All computers must employ a screen saver timeout that locks the machine to prevent unauthorized access and viewing of information on the monitor. In some situations, Information Technology may employ the means to automatically log partners off after some period of inactivity. Information Technology determines the length of the time before the screen saver is activated for all machines.

All computers, including any personal computers used for remote connections, must employ the corporate standard anti-virus software, including updated virus signatures and all e-mail communications must be scanned, including all personal e-mail accounts accessed from Lazydays' systems.

No unauthorized Internet or other connections to external networks are permitted and all access to external networks must be done through Lazydays' firewall. All such connections must be approved in writing by the Chief Information Officer or equivalent authority.

Passwords shall be at least six characters in length, include a combination of letters and numerals, and they shall be changed periodically, not less frequently than every 60 days and anytime they become compromised. User IDs and passwords should not be written down or kept in unsecured locations. Passwords should be easy to recall for the user, but difficult to guess by others. A mix of upper and lower case is more secure. Picking letters from a phrase that's meaningful to you may be the source for a good password. In this way, your password is really a pass phrase. (Do you know the way to San Jose? could be DYKtwTSJ). Interweaving letters from successive words is



another technique – e.g. iron horse becomes iHrOoRnSE. Initials, complete words, phone numbers, alphabetic and keyboard sequences should be avoided.

No personal audio, video, image or other files may be stored on Lazydays' systems. Any such files may be deleted by the Information Technology department without notice.

It is impossible to ensure the complete confidentiality of information contained in electronic communications, especially with external communications. Therefore, Non-Public Information (defined above) should not be included in electronic communications without adequate protections. All outgoing e-mail transmissions (including e-mail correspondence containing attachments) must contain the following statement:

*The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of this information by persons or entities other than the intended recipient(s) is unauthorized and prohibited. Any transmission of confidential and/or privileged material to persons or entities other than the intended recipient(s) shall not be construed as a waiver of any privilege or confidence. If you receive this transmission in error, please contact the sender and delete the material.*

Contact IT if you would like assistance setting up your e-mail program so this disclaimer will automatically appear in your e-mail messages.

**TELEPHONE/INTERCOM USAGE** Use of Lazydays' communication systems for long distance calls is restricted by a pass code issued to each individual. No personal, long distance calls may be placed on any Lazydays' system. Personal local calls, both incoming and outgoing, are discouraged, except for emergencies.

## **TEXT AND EMAIL COMMUNICATIONS POLICY FOR IMPORTANT INFORMATION**

To ensure effective communication of important information, Lazydays implements notification systems utilizing personal cell phones and

email addresses. This policy outlines guidance and procedures for utilizing these communication channels to disseminate critical information promptly. This policy applies to all team members, including employees and contractors of Lazydays.

**1. Authorized Communication Channels:**

During critical events, as well as for Information Technology (IT) and Human Resources (HR) notices, team members may receive Lazydays Alert Notifications through the Everbridge platform, a notification system utilized by Lazydays. Critical event examples encompass emergencies, severe weather, building evacuations, and similar scenarios. IT notices may include IT and/or power outages, while HR notices may include updates on open enrollment or policy changes. These alert notifications through Everbridge are considered official and reliable sources of information provided by Lazydays during these events.

**2. Use of Personal Devices:**

Employee personal cell phone and email addresses provided during orientation or updated in the company's HR platform, UKG, will be utilized for Lazydays Alert Notifications through the Everbridge platform. Each employee is responsible for ensuring their contact information in UKG is accurate and up to date. Employees have the option to opt out of receiving text communications on their personal cell phones by typing the keyword, "STOP" as a reply message. Contractors will receive these communications only to their Lazydays email address.

**3. Confidentiality and Security:**

Team member contacts are provided for Everbridge notifications will be solely used for critical communication purposes and will not be shared with third parties. Team members must maintain the confidentiality of any information received through these communications.

**4. Testing:**

Periodic tests may be conducted to ensure equipment and procedures are being maintained. IT will communicate details of test communications in advance through company email. It is each team member's responsibility to notify IT if they have not received test messages.

**5. Employee Responsibilities:**

Each employee must ensure their contact information in UKG is accurate and up to date. Employees and contractors must maintain the confidentiality of any information received through text communications. In the event of communication testing, each

team member, employee or contractor, must notify if they have not received test messages.

**6. Responsibilities for System Communications and Local Emergency Communications:**

IT, HR, and other corporate departments will be responsible for generating respective Everbridge notices to team members. Dealership General Managers will be responsible for their store's local emergency or system communications. In addition, HR is responsible for Corporate Emergency Communications.

## **WORK FOR HIRE**

All information, computer systems, communications and other work products developed by those using Lazydays' resources or within the scope of your service to Lazydays are works made for hire and are automatically the property of Lazydays unless otherwise sold, assigned, transferred or licensed under specific contractual agreement by Lazydays. All individuals shall promptly and fully inform senior management and the General Counsel of any intellectual property made, developed, conceived or written within the scope of, or incidental to, their service to the Company. Written records, including, but not limited to development notes, drawings, images, sketches and reports should be maintained during and following development and are the property of Lazydays.

## **SOCIAL MEDIA POLICY**

This policy provides guidance for employee and contractor use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

## **PROCEDURES**

The following principles apply to professional use of social media on behalf of Lazydays as well as personal use of social media when referencing Lazydays.

Employees and contractors need to know and adhere to the Lazydays' Code of Business Conduct, handbook, and other Company policies when using social media in reference to Lazydays.

Employees and contractors should be aware of the effect their actions may have on their images, as well as Lazydays' image. The information that employees and contractors post or publish may be public information for a long time.

Employees and contractors should be aware that Lazydays may review content and information made available by employees and contractors through social media. Employees and contractors should use their best judgment in posting material so that it is never harmful to Lazydays' customers or otherwise a violation of Company policy.

Although not an exclusive list, some specific examples of social media conduct that is prohibited by the foregoing paragraph include posting commentary, content, or images that are malicious, vulgar, obscene, pornographic, harassing, or that can create a hostile work environment.

Employees and contractors are not to publish, post or release any Non-Public Information (defined above).

Employees and contractors should get written permission before they refer to or post images of current or former customers, vendors or suppliers. Additionally, employees and contractors should get written permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property. The Lazydays Legal Department can provide guidance as to the proper procedure to be used to secure permission for use.

Social media use shouldn't interfere with employee's or contractor's responsibilities at Lazydays. Lazydays' computer systems are to be used predominantly for business purposes. When using Lazydays' computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, Lazydays blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action, up to and including termination of employment.

Subject to applicable law, after-hours online activity that violates Lazydays' Code of Business Conduct or any other Company policy may subject an employee or contractor to disciplinary action, up to and including termination of employment.

If employees or contractors publish content after-hours that involves work or subjects associated with Lazydays, a disclaimer should be used, such as this: The postings on this site are my own and may not represent Lazydays' positions, strategies or opinions.

It is highly recommended that employees and contractors keep Lazydays related social media accounts separate from personal accounts, if practical.

## **NO SOLICITATION POLICY**

Because of safety, job efficiency, and other compelling business reasons, persons who are not employees will not be permitted or allowed to enter any area(s) of the Company's property, at any time, for purposes of solicitation for funds, membership or individual commitment to outside organizations, or to distribute literature for any purpose.

Employees may not solicit for funds, membership or individual commitment to outside organizations or causes during the employee's own working time or on the working time of the employee(s) being solicited.

Distribution of literature for any purpose in working areas is prohibited. Distribution may only take place in non-working areas during non-working time. The premises must be kept clean and free of litter at all times.

As used throughout this handbook, working time means the time an employee is expected to be working, which does not include rest, meal, or other authorized breaks.

## **PARKING POLICY**

The front of the administrative building has been designated exclusively for customer parking. The designated employee parking lots are to be used at all times. Parking in a non-designated area may result in your vehicle being towed, with recovery at your own expense. Personal vehicles are not allowed in any of the service bays at any time without prior management authorization. Violations of this policy may result in disciplinary action, up to and including termination of employment. If you have a state-issued disabled sticker or permit, you may utilize any of the designated disabled parking areas. You are required to furnish a copy of the permit to the General Manager. Failure to do so may result in your vehicle being towed and/or further disciplinary action. If you are in need of a temporary disability sticker, your health care provider can provide you with the documentation you need to get a temporary tag from the Department of Motor Vehicles.

Employees may not leave personal vehicles such as boats, trailers, jet skis, panel trucks, etc. on Lazydays property without prior management authorization. Any such vehicles parked on the property may be towed at the employee's expense.

## **PERSONAL PHONE POLICY**

Employees may have the opportunity to use their personal electronic devices for business purposes ONLY when authorized in advance by management. Personal electronic devices include, but are not limited to, personally owned cell phones, tablets, laptops and computers. Company policies pertaining to harassment, discrimination, retaliation, trade secrets, confidential information and ethics apply to the use of personal devices for work-related activities.

While at work, employees are expected to minimize use of personal devices for personal matters on working time. Excessive personal calls, e-mails or text messaging during the workday, regardless of the device used, can interfere with employee productivity and be distracting to others. Employees should generally handle personal matters on non-working time and ensure that friends and family members are aware of the policy. Exceptions may be made for emergency situations and as approved in advance by management.

Non-exempt employees who use their personal devices to perform work outside of normal working time are expected to record and report all time worked; no non-exempt employee is permitted to work off the clock. Employees who use their personal phone for Company business will be reimbursed for any overage in minutes or roaming charges incurred as a result of their business use.

No employee may send, receive or store the Company's Non-Public Information (defined above) or confidential customer information on a personal device under any circumstances.

Employees whose job responsibilities include regular or occasional driving for business purposes, or those that are issued a cell phone for business use, are expected to refrain from using a cell phone while driving. Safety must come before all other concerns.

## **GUIDELINES**

Regardless of the circumstances, including slow or stopped traffic, employees must pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.

Employees are prohibited from texting, accessing the Internet or making use of electronic mail functions while the vehicle is in motion. This includes the time waiting for a traffic signal to change. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before using a cell phone.

Under no circumstances are employees allowed to place themselves or others at risk to fulfill business needs.

Employees who are charged with traffic violations, including those resulting from the use of their phone while driving, will be solely responsible for all liabilities that result from such actions.

Cell phones are not permitted to be used in areas where an expectation of privacy exists; i.e.: restrooms, locker rooms, showers, etc. All phones must be turned off and put away before entering these areas.

With supervisor approval only, personal cell phones are permitted in the workplace. Personal devices should be used only when necessary, or during lunch and/or breaks.

Company telephones are to be used for Company business, except in the case of emergency. Additionally, phones and the intercom system should always be used in a professional manner and are not permitted to be used for non-business related messages.

Violations or abuse of this policy may result in loss of phone privileges and/or disciplinary action, up to and including termination of employment.

## **DISCIPLINE AND MISCONDUCT POLICY**

The success of our organization depends largely on our relationships with our customers and others. The Company requires that all employees show respect for others, including customers, vendors, members of the public, and anyone else our employees interact with in connection with their work. Employees are expected to behave in a professional manner. Employees are prohibited from engaging in violent,

threatening or intimidating conduct, making malicious personal comments or using vulgar, obscene, threatening, or abusive language. Violations of this policy by anyone on the Company's premises, by anyone acting as a representative of the Company while off the Company's premises, or by anyone acting off the premises when their actions affect the Company's business interests, will lead to disciplinary action, up to and including termination of employment and/or legal action as appropriate and permitted by applicable law.

It is our goal to administer equitable and consistent discipline for unsatisfactory conduct in the workplace. The Company's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future. Although employment with the Company is based on mutual consent and both the employee and the Company have the right to terminate employment at will, with or without cause or advance notice, in addressing issues that arise, the Company may use a variety of disciplinary measures, at its discretion. Disciplinary measures may include one or more of the following:

- Counseling session with a verbal warning;
- Written warning;
- Suspension with or without pay; or
- Termination of employment.

Factors that may be considered by the Company when determining appropriate discipline include, but are not limited to, the nature and severity of the conduct, its frequency, the impact on customers and/or other employees, the employee's tenure with the Company, the employee's performance history and the employee's disciplinary history. However, the Company is not required to consider all or any of these factors in any particular disciplinary decision.

Employees who demonstrate conscious disregard of the Company's interests and deliberately violate or disregard the standards of behavior we expect of our employees will be terminated immediately. Misconduct which demonstrates that kind of disregard or violation of our standards includes, but is not limited to, the following:

- Any acts of intentional dishonesty.
- Any acts of insubordination.
- Any acts in violation of the Company's Equal Employment Opportunity and Non-Harassment or Discrimination policies.
- Any acts of aggression or intimidation toward a customer, prospective customer, or employee.
- Any acts of unsatisfactory work performance that has a significant impact on the Company, its employees or customers.
- Removing Company equipment from the dealership for personal use without authorization.
- Placing parts into or authorizing service on a customer's unit without the appropriate paperwork.

- Accepting cash or other items from a customer for personal use.
- Taking or accepting cash from any cash box without signing a petty cash slip.
- Revealing Non-Public Information (defined above) to others.
- Vulgar, obscene or abusive language while on Company premises, on Company business, or while wearing a Lazydays badge or attire in public.
- Immoral or indecent conduct on Company property, while on Company business, or while wearing a Lazydays badge or attire in public.
- Disregard of safety rules or established safety practices.
- Theft of property of the Company, customers or other employees.
- Interference with work of other employees, being in working areas outside of your work area without proper authorization or having personal visitors in working areas.
- Unauthorized presence on Company property while under suspension or in other circumstances where employee has been told to not be on the Company's property for legitimate business reasons.
- Solicitation of other employees during the working time of either person.
- Distribution of literature during working time or in working areas; any distribution must be in non-working areas during non-working time.
- Off-duty access of working areas without legitimate business reasons, or off-duty access of non-working areas where employee has been notified to remain off Company property for legitimate business reasons.
- Abuse, misuse or intentional destruction of Company or employee property.
- Intentional falsification of Company records or Company information, including inaccurate time or time clock reporting.
- Possession of firearms or weapons on Company property, except in accordance with applicable law.
- Engaging in conduct which implies, threatens or results in actual harm to any employee, customer or vendor while on Company property or on Company business.
- Tampering with another employee's time records or employee information.
- Refusing to attend Company meetings or mandatory training sessions.
- Taking unauthorized breaks or leaving the job without notification to immediate supervisor.
- Sleeping while on duty.
- Unauthorized or inappropriate use of a customer-owned or Company-owned vehicle.
- Utilizing equipment or furniture in any vehicle for personal use (TV, stereo, microwave, etc.).
- Possessing, using or being under the influence of alcohol or illegal drugs, or the unlawful use of drugs on Company property or on working time.
- Refusal to submit to or altering a medically approved drug/alcohol test by any employee involved in a workplace accident or suspected of being under the influence of such substances.

## **PROBLEM RESOLUTION POLICY**

The Company is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in



which any problem, complaint, suggestion, or question receives a timely response from Company management.

The Company strives to ensure fair and honest treatment of all employees. Employees are encouraged to offer positive and constructive feedback.

If an employee believes that a condition of employment or a decision affecting them is unjust or inequitable, the employee is encouraged to first notify their immediate supervisor. If the supervisor is unavailable, the concern involves the supervisor, or if the employee believes it would be inappropriate to complain to the supervisor, the employee should contact the Human Resources Department. If the employee's complaint concerns the Human Resources Department, the employee should contact the CFO or the General Counsel. No employee will be penalized, formally or informally, for voicing a complaint with the Company in a reasonable, business-like manner, or for using this problem resolution procedure in good faith. In addition, the Company maintains a toll-free Ethics Hotline (1-866-384-4277) which may be used to anonymously bring concerns to the Company's attention.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

## **SAFETY, HEALTH & ENVIRONMENTAL POLICY**

Lazydays is committed to providing you a safe and healthy work environment. The safety of our work force is a core Company value that is incorporated into every aspect of our organization and will not be overlooked nor sacrificed for any reason. Our goal is to assure your health and well-being through a proactive safety program focused on the prevention of all injuries and occupational injuries.

You have an important role to play with safety and health at Lazydays. By actively participating on safety teams, audits, and following our Safe Work Rules, you will have a positive and direct impact on the safety of not only yourself, but your co-workers too.

The Lazydays Safety Manual contains all of the policies and forms related to safety. Employees may review the Safety Manual at any time either in the Human Resources Department, or through their supervisor. Safety training is conducted according to the needs of the business and is in compliance with OSHA regulations. Employees are strongly encouraged to take an active role in the Lazydays safety programs.

**Work Related Injuries or illnesses FOR EMERGENCIES, THE CLOSEST PERSON SHOULD CALL 911. DO NOT WAIT FOR APPROVAL—JUST MAKE THE CALL. FOR ALL OTHER ON-THE-JOB INJURIES, THE INJURED EMPLOYEE'S SUPERVISOR MUST BE NOTIFIED IMMEDIATELY AND THEN NOTIFY THE HUMAN RESOURCES DEPARTMENT TO FILE A REPORT.**

For all work-related injuries or illness:

- You must immediately report your injury to your supervisor, Department Manager and the Human Resources Department. The report should be made before the end of

the shift in which the injury occurred. A work-related illness should be reported within 24 hours of becoming aware of the illness.

- If you have suffered a work-related injury or illness, you must go to the health care provider, clinic, or facility assigned by the Company.
- The workers' compensation carrier will authorize all hospital admissions, surgeries, health care provider visits, and other necessary medical care.
- You must be treated by approved health care providers. If treatment is provided without authorization, the charges may be denied by the insurance company.
- One health care provider change may be requested by the employee.
- The injured employee will be required to take a post-accident drug and/or alcohol test. If a positive test result is determined, termination of employment may occur and benefits under workers' compensation and unemployment benefits may be denied.
- Lazydays has a return-to-work policy. Normal duties may be modified to accommodate conditions and any such modifications will be consistent with any applicable legally imposed requirements.
- Under certain circumstances a workers' compensation injury may be considered a serious illness under the FMLA and the injured employee may be entitled to FMLA leave concurrently with the workers' compensation leave.

**SAFETY DATA SHEETS** Copies of Safety Data Sheets (SDS's) for all chemical products (hazardous and non-hazardous) to which employees may be exposed are maintained by an outside vendor. Instant access to a SDS is possible by dialing an 800 number and requesting a fax of the specific chemical. Access is available 24 hours per day. Phone Number: 888-429-6287. To obtain a copy of a SDS, contact the Safety Department.

## **SAFE WORK RULES**

The following Safe Work Rules are meant to be followed by all Lazydays employees, at all levels, at all times.

- (1) Be familiar with and comply with all posted signs and safe work procedures established for your department or job assignment.
- (2) Know how to access a Safety Data Sheet (SDS).
- (3) If you have concerns or doubts about the safe way to do a job, STOP, ask your supervisor or their backup.
- (4) Maintain good housekeeping and safety practices by keeping your work area neat and clean. All aisles must be kept open.
- (5) Always use personal protection required for the job you are performing.
- (6) If your job requires you to use respiratory protection, do not proceed unless you have been properly trained, fitted, and cleared to use the equipment.

- (7) All machine repairs, maintenance or set-up procedures must follow the Lockout/Tagout procedure for that machine.
- (8) Prior to servicing a vehicle, the employee who will be under the vehicle, on the vehicle, or in the vehicle conducting repairs will remove the key from the ignition and keep it in their pocket until the repair is completed, or a full steering wheel cover may be used instead.
- (9) All guards and safety devices shall be kept in good operating condition at all times. No equipment shall be operated with a guard or safety device removed and/or bypassed.
- (10) Never wear dangling, loose-fitting clothing or jewelry when operating machinery. Long hair must be worn up if there is any danger that it could be caught in the machinery or equipment that you use in your job. Machinery or equipment includes the vehicles themselves.
- (11) Gloves are not to be worn on machines with rotating spindles such as drill presses.
- (12) Report all accidents or injuries immediately to your supervisor or their backup.
- (13) Report all conditions that you believe to be unsafe to your supervisor or their backup.
- (14) Report malfunctioning machinery or tools to your supervisor or their backup.
- (15) Know the emergency evacuation route for your department.
- (16) Know who the first aid responders are in your area and the location of emergency equipment such as eyewashes and medical supplies.
- (17) The possession or use of marijuana, any illegal drugs or alcohol or improper use of legal drugs during work hours, including breaks or lunch, is prohibited.
- (18) Reporting or returning to work under the influence of marijuana, any illegal or non-prescribed drugs or alcohol is prohibited. Additionally, reporting or returning to work under the influence of legally prescribed drugs which recommend against or warn against their use around moving equipment, machinery or other restrictions such as driving may be prohibited. Inform your supervisor or the Human Resources Department of any restrictions regarding the performance of your duties resulting from prescription medications.
- (19) Careless, reckless or otherwise unsafe actions, use of equipment, vehicles or tools, will result in disciplinary action, up to and including termination of employment.
- (20) Compressed air hoses are not to be used for blowing dirt from clothing or your person.

- (21) Compressed air hoses used to clean equipment must be fitted with nozzles limiting the maximum air pressure to 30 PSI.
- (22) Only authorized personnel may make electrical repairs.
- (23) Observe all flammable liquid safe handling procedures. Use approved metal containers, spark proof tools and grounding and bonding straps when transferring liquids. Keep the distance for free-fall of liquids as short as possible.
- (24) Operate forklifts ONLY if you are a certified Lazydays forklift operator.
- (25) Operate vehicles on Lazydays property only at five mph, and observe all signals and posted signs.
- (26) Chock wheels and use jack stands as appropriate for the job you are performing.
- (27) Comply with the Smoking Policy. Use only designated smoking areas.
- (28) Follow all department or job-specific safe work rules.
- (29) Fall protection equipment must be utilized when working at a height of six feet or more.
- (30) Comply with Golf Cart policy requirements.

## **SMOKING POLICY**

In order to comply with government regulations, Lazydays prohibits smoking throughout the workplace. This includes, but is not limited to, cigarettes, cigars, electronic cigarettes or pipes of any kind. This policy includes all warehouse and storage areas, all kiosks, offices, all service bays, as well as outdoor areas, except where designated. Smoking is prohibited in all Lazydays buildings. Smoking is not permitted while in transit on golf carts or any other Company-owned vehicle and is not permitted in the presence of customers at any time. Please keep the grounds clean by properly disposing of smoking materials in the ashtrays only. If you are uncertain of where the designated smoking areas are, please see your supervisor or Department Manager.

There are no designated smoking breaks.

## **BREAKS**

Employees in some departments are authorized to take breaks. Lazydays complies with all applicable federal, state, and local law regarding breaks.

Breaks of any kind must not detract from your work or efficiency and must not cause disruption to fellow employees. Breaks cannot exceed 15 minutes in the morning and 15 minutes in the afternoon, unless expressly approved by the Human Resources Department for legitimate reasons, or as otherwise required by state and local law.

Employees who take excessive breaks are subject to disciplinary action, up to and including termination of employment.

## **TRAVEL POLICY**

Employees traveling on Company business are expected to represent the Company professionally, and to abide by all Company policies, including the Code of Business Conduct and the Drug-Free Workplace Policy.

It is the policy of Lazydays to reimburse only reasonable and necessary expenses actually incurred. All business travel, including airfare, rental cars and hotels, must be arranged through the Lazydays designated travel agency. Reimbursements will be made in accordance with this policy.

Be sure to request a copy of the current Travel Policy from the Human Resources Department before engaging in any Company-related travel.

## **USE OF COMPANY VEHICLES**

Company vehicles are to be used for Company business only. Vehicles may not be borrowed or loaned for personal use. Only approved drivers may operate any Lazydays vehicle. All rules and laws governing the road will be strictly obeyed. Defensive driving practices will be utilized.

Use of cell phones or personal computing devices (such as laptops, iPhones, iPads) is prohibited while driving. Smoking of any type is prohibited while operating a Lazydays vehicle. Seat belts will be utilized at all times by all passengers.

No radio or stereo will be played so loudly as to interfere with traffic sounds.

Under no circumstances is any R.V. to be moved in reverse without a spotter.

The Company will not assume responsibility, financial or otherwise, for any unlawful act you may commit while operating a Lazydays vehicle.

Under NO circumstances is anyone to operate a vehicle while under the influence of alcohol or any chemical substance or prescription medication which could impact your ability to drive safely.

You must have a valid need to drive off premises, as determined by the Human Resources Department.

You must notify Risk Management prior to taking Company vehicles off property (rallies, shows, auctions, etc.).

Be aware that many of these vehicles are larger and heavier than an automobile. They do not handle like an automobile and cannot be expected to perform in the same manner.

No person may drive a Company vehicle off premises unless specifically authorized by the Human Resources Department. The individual must provide evidence that

they meet current insurance underwriting criteria and possess a valid state driver's license.

If a Commercial Driver's License (CDL) is required for your position, you will be required to participate in necessary medical exams and random drug and alcohol testing.

*NOTE: MVR verifications are processed on a yearly basis. Please advise your manager and the Human Resources Department of any moving violations that could impact your approved driver status.*

## **WEAPONS ON COMPANY PREMISES**

Lazydays believes in maintaining a safe workplace free from threats, coercion, or violence of any kind. Employees are not permitted to possess guns, ammunition or any other dangerous or potentially dangerous weapons inside any Company facility, office or in any Company vehicle, except where expressly permitted by applicable law. Violation of this policy is grounds for disciplinary action, up to and including termination of employment.

Only employees who have a valid license to carry a concealed weapon, or are lawfully permitted to carry, may be in possession of firearms which they have a valid license to carry, or are lawfully permitted to carry, under certain limited circumstances:

- (1) All firearms must be locked inside or locked to a private motor vehicle in a Company parking area and are only permitted when employees are lawfully in the parking area. Private motor vehicles include cars, trucks, vans, sports utility vehicles, motor homes, recreational vehicles, motorcycles, motor scooters, or any other vehicle operated on the road and required to be registered under state law. Employee vehicles are permitted on the property only during their scheduled work hours. Vehicles may not be left overnight on Company property without advance approval from Property Management and/or the Human Resources Department.
- (2) Employees may not remove such weapons from their vehicles while on Company property for any reason except lawful purposes.
- (3) Employees may not fire, brandish, threaten anyone with, or otherwise use such weapons at any time while on Company property except for lawful defensive purposes, even if such weapons remain in their vehicles.
- (4) Employees who do not have a valid license to carry a concealed weapon are not permitted to possess such a weapon anywhere on Company property or in a Company vehicle at any time. As required by law, employees with a valid license to carry a concealed weapon must provide a copy of their license if requested by management and security officers.

Conduct that threatens, intimidates, or coerces another employee, a customer, a vendor, or a member of the public will not be tolerated.

Employees must immediately report any violation of this policy to the Human Resources Department. Employees who fail to comply with this policy will be subject to disciplinary action, up to and including termination of employment.

## **WORKING OFF-SITE**

Employees who are required to work off-site from the dealership are expected to represent the Company professionally, and to abide by all Company policies, including the Code of Business Conduct and the Drug-Free Workplace Policy.

Employees that are required to work off-site are reminded they must abide by the Time Keeping Records and Attendance Policies included in this handbook.

For questions or clarification, please contact your Department Manager or the Human Resources Department.

## **CONCLUDING EMPLOYMENT**

If you wish to terminate your employment, you are requested to give at least two weeks' written notice to your supervisor. While you are not required to give notice, failure to give two weeks' notice may negatively impact your rehire status in the future. PTO time cannot be used in lieu of notice.

The Company does not pay employees for accrued but unused PTO time on termination of employment, except where required by state and local law.

Commissions, bonuses or any opportunities that have not completely delivered and closed prior to the termination effective date are not paid, unless approved in advance by the Department Manager or required by state or local law.

On the final workday, you will be responsible for settling all monetary and property obligations to the Company. This will include turning in all Lazydays property such as ID badge, keys, uniforms, cell phones, computers, gas cards, credit cards, dealer plates, and other miscellaneous items. You may be billed for the replacement cost of these items.

Please note that all leads are Company property and are to be left with the Company in the event of separation of employment. In addition, the right to solicit such leads is also the right of the Company.

Before leaving the Company's employ, you should contact the Human Resources Department to schedule an exit interview.

All personal property, including toolboxes, must be removed from the dealership on the last day of employment. Toolboxes or other personal items may be searched by management before they are permitted to be removed from the property. The Company is not responsible for any personal items at any time.

Upon resignation or termination of employment, all Company data on personal devices will be removed by Information Technology.

Please note that even if your paycheck is normally direct deposited, the last paycheck may not be direct deposited.

Extended benefits may be available at your expense for an additional period under the Comprehensive Omnibus Budget Reconciliation Act (COBRA). Upon termination of your employment, you will be notified of your rights under COBRA.



## **RECEIPT AND ACKNOWLEDGMENT OF COMPANY'S EMPLOYEE HANDBOOK**

I hereby acknowledge that I have received a copy of Company's Employee Handbook and that it is available in UltiPro. I understand that it is my obligation to read the handbook and to ask questions, if necessary, to ensure that I understand the handbook. I expressly acknowledge reviewing the policies regarding Equal Employment Opportunity, No Harassment or Discrimination, Electronic Communications and Telephone Systems, Text Communications Policy During Critical Events, Confidential Information, and Compliance contained in the handbook and addenda.

I understand that nothing contained in the handbook, in any other materials provided to me, or in any communications with me create a contract or guarantee of continued employment. Instead, employment with the Company is on an at-will basis. This means that the employment relationship may be terminated at any time by either the Company or me, with or without cause. Any written or verbal statement to the contrary by any representative of the Company is invalid and cannot be relied upon. I understand that all new employees must complete a 90-day probationary period. I also understand that even successful completion of the probationary period does not guarantee me future employment.

I understand that the Company has a legitimate interest in monitoring the work-related activities of its employees and the use of its telephones, computers and electronic communications service and storage systems. I consent to the Company's monitoring of any wire, mechanical, fiber, oral or electronic communications which are made using any of the Company's wire, mechanical, fiber, oral or electronic communications services or systems, or which take place during work time or on the Company property, in its sole discretion. I also consent to the Company's surveillance of its premises in accordance with the policy set forth in this handbook.

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

## **MODEL CONSENT AND RELEASE**

For the intangible value of participating in the Work (as defined below) and other good and valuable consideration, the undersigned hereby irrevocably consents to and authorizes the use by LDRV Holdings Corp. d/b/a Lazydays ("Lazydays"), and its affiliates, licensees, employees, agents and representatives, to use his or her name, voice and photographic and/or video likeness of themselves in all forms and media in perpetuity for promotional, advertising, trade, and any other lawful purposes (the "Work"), without further consent from or any royalty, payment, or other compensation to the undersigned. Lazydays shall have the right in perpetuity to photograph, publish, re-publish, adapt, exhibit, perform, reproduce, edit, modify, make derivative works, distribute, display or otherwise use or reuse the undersigned's name, image, voice, video and/or likeness in connection with any product or service in all markets, media or technology now known or hereafter developed in Lazydays products or services, as long as there is no intent to use the image, voice and/or likeness in a disparaging manner. Lazydays may exercise any of these rights itself or through any successors, transferees, licensees, distributors or other parties, commercial or nonprofit without paying compensation.

The undersigned acknowledges and agrees that he or she will have no right to review or approve the Work. The undersigned agrees that Lazydays is and will be the sole and exclusive owner of all right, title, and interest in and to the Work, including all copyrights and other intellectual property rights therein, in perpetuity. In furtherance of the foregoing, the undersigned agrees that the results and proceeds of his or her services in connection with the Work are works made for hire for Lazydays. To the extent the Work, or any part thereof does not qualify as work made for hire, the undersigned shall, and hereby do, (a) assign, transfer, and otherwise convey to Lazydays, irrevocably and in perpetuity, all of his or her right, title, and interest, if any, in and to the Work, including all copyright and other intellectual property rights; and (b) irrevocably waive any and all claims he or she may now or hereafter have in any jurisdiction to so-called "moral rights" or rights of droit moral in the Work.

**THIS CONSENT PROVIDES LAZYDAYS WITH YOUR ABSOLUTE AND UNCONDITIONAL CONSENT, ALLOWING LAZYDAYS TO PUBLICIZE AND COMMERCIALY EXPLOIT YOUR NAME, LIKENESS, AND OTHER PERSONAL CHARACTERISTICS AND PRIVATE INFORMATION AS SET OUT ABOVE. BY SIGNING, YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTOOD ALL OF THE TERMS OF THIS CONSENT.**

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

# **ADDENDA**

## **ARIZONA POLICIES**

### **ARIZONA PAID SICK TIME**

Employees in Arizona are eligible for paid sick time (PST) of up to 40 hours per year. PST is awarded from the date of hire, but new employees must work for 90 days before they can use PST.

PST is based on the calendar year (January 1 to December 31) and awarded 40 hours on January 1. Employees hired after July 1 each year will receive at the date of hire an amount of PST equal to the Company's reasonable estimation of what the employee would receive at the rate of one hour for every 30 hours worked between the date of hire and the end of the calendar year, up to a maximum of 40 hours. The maximum number of hours awarded is 20 hours, rather than 40. Employees are limited to using 40 hours of PST per calendar year. Unused leave at the end of the year will be eliminated.

PST may be used for yourself or the care of a family member for the following purposes:

- (1) Medical care or mental or physical illness, injury, or health condition;
- (2) A public health emergency; and
- (3) Absence due to domestic violence, sexual violence, abuse, or stalking.

PST is not considered time worked for overtime calculations. PST is paid at the base straight-time rate of pay in effect when the PST is taken. Flat rate technicians will be paid their designated flat rate for each hour of PST used. Commissioned employees will be paid a predesignated hourly rate. PST can be taken in no smaller than one-hour increments.

To ensure customer service and smooth business operations and as a courtesy to coworkers, employees should schedule foreseeable time off, such as medical appointments or appointments relating to domestic violence, sexual violence, abuse or stalking of the employee or a family member, as far in advance as possible and make a reasonable effort to schedule PST in a manner that does not unduly disrupt the Company's operations. In case of an emergency or illness, employees should notify their supervisor at least one hour in advance of their scheduled shift or as soon as practicable. Employees may provide notice of the intended use of PST in person, verbally, by phone, electronically, or in writing.

For absences of three days or more, the Company will require reasonable documentation of the reason. Employees must be accurate and truthful regarding the use of PST. Honesty and integrity in using Company benefits is important, as is keeping accurate time records. Violations of Company policies, practices, and procedures may lead to disciplinary action, up to and including termination of employment.

The Company prohibits discrimination or retaliation against employees because of an employee's request for, or use of, legally mandated PST. Employees that believe that they have been treated unfairly on account of their use of legally mandated PST, or for requesting legally-mandated PSL, should immediately report their concern to the Human Resources Department so that the matter may be reviewed and appropriate corrective action may be taken.

Unused PST is not paid out upon separation of employment. This is a use-it-or-lose-it policy. If an employee is rehired within nine months, the Company will reinstate unused PST. This policy is designed to comply with the Fair Wages and Healthy Families Act.

### **TIME OFF TO VOTE**

This policy applies to tribal, municipal, county, state, and federal elections. If there are less than three consecutive hours between the opening of the polls and the beginning of the employee's work shift, or between the end of the employee's work shift and the closing of the polls, the Company will grant paid time off to vote to ensure the employee receives three consecutive hours to vote. In such event, the employee is expected to work with their manager no later than the day prior to the day of voting to schedule paid time off so that the employee will have three consecutive hours to vote. The manager has discretion in determining whether the time will be provided at the beginning or ending of the employee's shift.

## **COLORADO POLICIES**

### **MEAL AND REST PERIODS**

Non-exempt Colorado employees who are scheduled work at least five hours will be provided an uninterrupted and duty-free meal period of at least 30 minutes. The meal period will be provided at least one hour after the start of the employee's shift and one hour before the end of the shift.

Colorado employees will be provided with a 10-minute rest period for each four hours worked, or major fraction thereof. Rest periods will be provided in accordance with the following schedule:

<b>Shift Duration</b>	<b>Number of Rest Periods</b>
More than 2 hours, up to 6 hours	1 rest period
More than 6 hours, up to 10 hours	2 rest periods
More than 10 hours, up to 14 hours	3 rest periods
More than 14 hours, up to 18 hours	4 rest periods
More than 18 hours, up to 22 hours	5 rest periods
More than 22 hours, up to 24 hours	6 rest periods

Employees who are not able to take the referenced rest break or who have their rest break interrupted due to work requirements must indicate the missed rest break on their timecard.

### **JURY DUTY**

All regularly employed non-exempt jurors will be paid regular wages not to exceed \$50 a day, for the first three days of juror service.

### **COLORADO NURSING MOTHERS BREAKS**

Nursing mothers are permitted to take unpaid break time to express breast milk for a nursing infant's first two years of birth. At that time, a private area would be made available to you. If this policy applies to you, please contact the Human Resources Department for more information.

By signing this handbook, employees are also acknowledging receipt of the Colorado Anti-Discrimination poster included with this addendum.

### **COLORADO PAID SICK TIME**

To the maximum extent allowed by law, this policy is intended and will be used to satisfy with Colorado's Healthy Families and Workplaces Act (HFWA) leave requirements. This policy will afford employees the opportunity to take sick leave (1) in at least an amount of hours and with pay sufficient to satisfy the HFWA and applicable rules, (2) for all the same purposes covered by the HFWA and applicable rules, and (3) under all the same conditions as under the HFWA and applicable rules.

Employees in Colorado are eligible for paid sick time (PST) of up to 48 hours of PST per calendar year. PST is granted in full at the beginning of each calendar year. Unused PST at the end of the calendar year will be eliminated and will not be carried over.

PST may be used for yourself or the care of a family member for the following purposes:

- (1) For the care of a physical or mental illness, injury or health condition, or medical diagnosis, care, or preventive medical care, of an employee or employee's family member; or
- (2) For specified purposes if employee or family member is a victim of domestic abuse, sexual assault, or harassment and the use of the leave is to (a) seek medical attention; (b) obtain services from a victim services organization; (c) obtain mental health or other counseling; (d) seek relocation; or seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment; or
- (3) For closure of an employee's place of business or a child's school or place of care due to a public health emergency; or
- (4) To grieve, attend funeral services or a memorial, or address financial and legal matters that arise after the death of a family member;
- (5) For the care of a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care; or
- (6) To evacuate the employee's residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence.

For purposes of this policy, family member is defined as an immediate family member related by blood, marriage, civil union, or adoption, a child for whom the employee stands or previously stood *in loco parentis*, or a person for whom the employee is responsible for providing or arranging health or safety care.

In the event of a public health emergency, on the date an emergency is declared, your PST shall be supplemented to the following extent:

- (1) For employees who normally work 40 or more hours in a week, to ensure you may take PST of at least 80 hours;
- (2) For employees who normally work fewer than 40 hours in a week, at least the greater of either the amount of time you are scheduled to work in a 14-day period or the amount of time you actually work on average in a 14-day period.

PST hours may be used for the duration of the public health emergency and for four weeks after the end of the public health emergency for any of the following purposes:

- (1) Needing to self-isolate due to either being diagnosed with, or having symptoms of, a communicable illness that is the cause of the PHE;
- (2) Seeking a diagnosis, treatment, or care (including preventive care) of such an illness;
- (3) Being excluded from work by a government health official, or by the Company, due to the employee having exposure to, or symptoms of, such an illness, regards of whether the employee has been diagnosed with such an illness;
- (4) Being unable to work due to a health condition that may increase susceptibility or risk of such an illness; or
- (5) Caring for a child or other family member in category (1), (2), or (3) or whose school, child care provider, or other care provider is unavailable, closed, or providing remote instruction due to the PHE.

PST is not considered time worked for overtime calculations. It is paid at the base straight-time rate of pay in effect when the PST is taken. Flat rate technicians will be paid their designated flat rate for each hour of PST used. Commissioned employees will be paid a predesignated hourly rate. PST can be taken in no smaller than one hour increments.

To ensure customer service and smooth business operations and as a courtesy to coworkers, employees should schedule foreseeable time off, such as medical appointments or appointments relating to domestic violence, sexual violence, abuse or stalking for the employee or a family member, as far in advance as possible and make a reasonable effort to schedule PST in a manner that does not unduly disrupt the Company's operations. In case of an emergency or illness, employees should notify their supervisor at least one hour in advance of their scheduled shift or as soon as practicable. Employees may provide notice of the intended use of PST in person, verbally, by phone, electronically, or in writing.

For absences of more than four consecutive days, the Company will require reasonable documentation of the reason. Employees must be accurate and truthful regarding the use of PST. Honesty and integrity in using Company benefits is important, as is keeping accurate time records. Violations of Company policies, practices, and procedures may lead to disciplinary action, up to and including termination of employment.

Unused PST is not paid out upon separation of employment. This is a use-it-or-lose-it policy. If an employee is rehired within six months, the Company will reinstate unused PST. This policy is designed to comply with the Healthy Families and Workplaces Act.

Employees may request and use PTO under this policy and applicable law without fear of retaliation or discrimination, which this policy prohibits.

#### **PAID FAMILY AND MEDICAL LEAVE INSURANCE (FAMLI)**

Lazydays complies with Colorado's state-run Paid Family and Medical Leave Insurance Act (FAMLI). Beginning January 1, 2024, FAMLI will provide Colorado

employees with 12 weeks of paid family and medical leave funded through a payroll tax paid half by employers and half by employees. Employees who take leave for pregnancy or childbirth complications may receive up to 16 weeks of FAMLI leave. By signing the handbook, employees are also acknowledging receipt of the FAMLI poster included with this addendum.

Beginning in 2023, employees will see a deduction on their paycheck for Colorado FAMLI benefits. From January 1, 2023 through the end of 2024, premiums will be 0.9 percent of the employee's wage (0.45 percent to be paid by the Company and 0.45 percent to be paid by the employee). Beginning in 2025, the premium may be adjusted by the relevant Colorado agency, up to a maximum of 1.2 percent of each employee's wages.

Leave will be available under FAMLI starting January 1, 2024. FAMLI leave supplements other forms of paid leave provided by the Company, such as PTO, but does not replace them. Upon the execution of a written agreement between an employee and the Company, an employee may use accrued paid leave to supplement the employee's pay while on FAMLI leave.

FAMLI leave runs concurrently with leave under the Family Medical Leave Act (FMLA), short-term disability, long-term disability, or any other separate bank of time off solely for the purpose of paid family and medical leave, such as paid parental leave.

Employees covered by FAMLI may use leave for the following reasons:

- (1) To care for a child following birth adoption, or placement through foster care;
- (2) To care for a family member with a serious health condition;
- (3) To care for the employee's own serious health condition;
- (4) To take qualifying exigency leave, meaning the employee's family member is active duty military service or has notice of an impending call to active duty;
- (5) To take safe leave.

To qualify for benefits under the Act's safe leave provision, an employee must be using the leave from work to: (1) obtain a civil protection order; (2) receive medical care or mental health counseling for themselves or a family member; (3) secure the home from the perpetrator; or (4) seek legal assistance to address issues that arise from domestic violence, stalking, sexual assault, or abuse.

For purposes of this policy, family member includes a child (whether biological, adopted, a stepchild, a child of a domestic partner or a child to whom the individual stands *in loco parentis*), a parent, a person to whom the covered individual is legally married or a domestic partner, a grandparent, grandchild or sibling of the covered individual or the covered individual's spouse or domestic partner, and any other individual with whom the individual has a significant personal bond that is or is like a family relationship.



While on leave, employees may receive up to 12 weeks of paid family or medical leave, with an additional four weeks of leave for pregnancy or childbirth complications. Benefits under FAMLI are capped, but the caps adjust year to year. Employees are permitted to take leave in increments of one hour.

Employees must apply for leave through the State FAMLI Division. Employees must make a reasonable effort to schedule FAMLI leave so as not to unduly disrupt Company operations. When the need for FAMLI leave is foreseeable, an employee must provide at least 30 days' notice. When the need for leave is not foreseeable, or 30 days' notice is not possible, employees only must provide notice as soon as practicable.

### **FAMILY CARE**

In addition to leave to which employees are entitled under the federal Family and Medical Leave Act (FMLA), employees shall receive leave to care for the employee's civil union partner or domestic partnership. A domestic partnership must be one that is registered with the state or municipality or is recognized by the Company. Leave taken pursuant to the Family Care Act runs concurrently with leave taken under the FMLA and does not increase the total amount of leave to which an employee is entitled during a 12-month period under the FMLA, Family Care Act, or both.

### **COLORADO OVERTIME AND MINIMUM PAY STANDARDS ORDER**

The Company is providing the applicable Colorado Overtime and Minimum Pay Standards Order (COMPS) with the addendum. By signing the handbook, employees are also acknowledging receipt of the COMPS poster included with this addendum. As COMPS is revised, updated posters will be posted and/or distributed as required by applicable law.

## **MINNESOTA POLICIES**

### **NOTICE OF RIGHTS REGARDING PERSONNEL RECORDS**

Minnesota employees (or their representative) have a right to review their personnel record once every six months and former employees may review their personnel record one time each year after separation for as long as the record is maintained.

To review their personnel records, employees must make a written request to the Human Resources Department. The Company will comply with said request no later than seven working days after receipt of the request if the records are kept in Minnesota, and 14 days otherwise. With respect to current employees, the Company will make personnel records available for review during the normal hours of operation at the employee's place of employment or another nearby location. The Company may require that the review be made in the presence of a Company representative. After the employee's review and upon the employee's written request, the Company will provide the employee with a copy of the records. With respect to former employees, the Company will provide a free copy of personnel records upon the former employee's written request.

If an employee disputes any specific information contained in the employee's personnel record, the employee may ask the Company to remove or revise the disputed information. If the Company does not agree, the employee may submit a written statement, not to exceed five written pages, specifically identifying the disputed information and explaining the employee's position. The Company will retain the employee's statement along with the disputed information, and the Company will provide a copy of the statement to any person to whom it provides a copy of the disputed information. If, in providing records for an employee's review, the Company omits any information that should be in those records, the Company may not use the omitted information in any subsequent legal proceeding, unless the omission was unintentional, and the Company provides the employee with a reasonable opportunity to review the omitted information prior to its use.

The Company will not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate is allowed against employees who have exercised their rights concerning their personnel record.

The Minnesota Department of Labor and Industry enforces these personnel records laws for Minnesota employers (i.e., Minn. Stat. § 181.960, et seq.), and may assess a fine of up to \$5,000 for violations. The Department may bring a civil action to recover that fine, together with costs and attorney's fees. Employees also have the right to bring a civil action for a violation of these laws, within one year of their actual or constructive discovery of the alleged violation, to compel compliance with the law and for actual damages, costs, and in certain cases, back pay, reinstatement or other make-whole, equitable relief, plus reasonable attorney fees.

## **NOTICE OF RIGHTS UNDER MINNESOTA'S WAGE DISCLOSURE PROTECTION LAW**

Under the Minnesota Wage Disclosure Protection law, employees have the right to tell any person the amount of their own wages. The Company will not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee for asserting their rights or remedies under Minn. Stat. § 181.172. Employees' remedies under the Wage Disclosure Protection law are to bring a civil action against the Company and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or 1-800-342-5354.

## **NURSING MOTHER AND LACTATING EMPLOYEE BREAKS**

The Company will provide a reasonable amount of break times to accommodate an employee desiring to express milk. The break times may run concurrently with rest and meal periods already provided to the employee. The Company will not reduce an employee's compensation for time used for the purpose of expressing milk. To provide privacy, the Company will make reasonable efforts to provide employees with the use of a clean, private, and secure room or location in close proximity to the work area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion by coworkers and the public and that includes access to an electrical outlet. The Company will not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee for exercising their rights under this policy. Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at [dli.laborstandards@state.mn.us](mailto:dli.laborstandards@state.mn.us) or 651-284-5075. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit [dli.mn.gov/newparents](http://dli.mn.gov/newparents).

## **PREGNANCY ACCOMMODATIONS**

The Company will provide reasonable accommodations to employees for health conditions related to pregnancy or childbirth upon request, with the advice of a licensed health care provider or certified doula. However, the Company is not required to provide an accommodation if it would impose an undue hardship on its business.

Pregnant employees are not required to consult their health care provide or certified doula, nor will the Company claim undue hardship, for the following accommodations: (1) more frequent or longer restroom, food, and water breaks; (2) seating; and (3) limits on lifting over 20 pounds. The Company will engage in the interactive process with respect to an employee's request for reasonable accommodation. Reasonable accommodations may include, but are not limited to, temporary transfer to a less strenuous or hazardous position, temporary leave of absence, modification in work schedule or job assignments, seating, more frequent or longer break periods, and limits to heavy lifting. The Company will not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee for asserting rights or remedies under this policy. The Company will not require an employee to take a leave or accept an accommodation.

Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at [dli.laborstandards@state.mn.us](mailto:dli.laborstandards@state.mn.us) or 651-284-5075. Employees also have the right to file a civil lawsuit for relief. For more information about this law visit [dli.mn.gov/newparents](http://dli.mn.gov/newparents).

### **MEAL AND REST BREAKS**

The Company will provide all employees with adequate time within each four consecutive hours of work to utilize the nearest rest room. Additionally, every employee who works for eight or more consecutive hours will be provided a minimum 30-minute unpaid meal break during that workday.

### **MINNESOTA EARNED SICK AND SAFE TIME**

Under this policy, beginning on January 1, 2024, eligible Minnesota employees will accrue and may use paid sick and safe time as required by Minnesota's Earned Sick and Safe Time (Minnesota ESST) law.

Employees begin to accrue Minnesota ESST upon commencement of employment but will not be eligible to use accrued Minnesota ESST until they have performed at least 80 hours of work in Minnesota in a year.

Employees covered by this policy will accrue paid Minnesota ESST at a rate of one hour for every 30 hours worked up to a maximum of 48 hours for each 12-month period during a calendar year.

Employees will be allowed to carryover accrued, unused Minnesota ESST from one calendar year to the next, but the overall total of accrued Minnesota ESST (Minnesota ESST carried over from one year to the next and Minnesota ESST accrued in the current 12-month period) by an employee in any calendar year may not exceed 80 hours (the Maximum Accrual).

Employees who reach the applicable Maximum Accrual at any time will cease to accrue Minnesota ESST until they use sufficient Minnesota ESST to fall below the Maximum Accrual. No employee will receive retroactive credit for any period of time during which that employee did not accrue Minnesota ESST because the employee had accrued the maximum amount.

Employees may take accrued Minnesota ESST for the following purposes:

- The employee's absence due to (i) mental or physical illness, injury, or other health condition; (ii) need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or (iii) need for preventative medical or health care; and
- The employee's absence due to care for a family member (i) with a mental or physical illness, injury, or other health condition; (ii) who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition; or (iii) who needs preventative medical or health care; and

- The employee's absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the absence is to (i) seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking; (ii) obtain services for a victim services organization; (iii) obtain psychological or other counseling; (iv) seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or (v) seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceedings related to or resulting from domestic abuse, sexual assault, or stalking; and
- The employee's absence due to closure of the Company due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency; and
- The employee's inability to work or telework because the employee is (i) prohibited from working by the Company due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or (ii) seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the Company has requested a test or diagnosis; and
- The employee's absence due to health authorities having jurisdiction or by a health care provider's determination that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

For purposes of this policy, covered family members include: (1) an employee's (i) child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood *in loco parentis*; (ii) spouse or registered domestic partner; (iii) sibling, stepsibling, or foster sibling; (iv) biological, adoptive, or foster parent, stepparent, or a person who stood *in loco parentis* when the employee was a minor child; (v) grandchild, foster grandchild, or step grandchild; (vi) grandparent or step grandparent; (vii) a child of a sibling of the employee; (viii) a sibling of the parents of the employee; or (ix) a child-in-law or sibling-in-law; (2) any of the family members listed above of a spouse or registered domestic partner; (3) any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and (4) up to one individual annually designated by the employee.

The Company requires that its employees give seven days' notice of their intent to use Minnesota ESST where the need for such leave is foreseeable. Where the need is not foreseeable, employees must give notice as soon as practicable. Employees will be paid for Minnesota ESST at the same hourly rate they earn from employment at the time the leave is taken.

The Company reserves the right to require appropriate documentation supporting an employee's use of Minnesota ESST for absences of more than three consecutive days.

Because Minnesota ESST is not considered earned until used, it will not be paid out upon termination, regardless of whether that termination is voluntary or involuntary. If an employee is rehired within 180 days of separation from employment, their previously accrued unused Minnesota ESST will be reinstated.

Employees may request their Minnesota ESST balance and the amount of Minnesota ESST already used in the current year from the Human Resources Department. The information will be provided in writing or electronically.

The Company will not take any adverse employment action, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against a person because the person has exercised or attempted to exercise rights protected under Minnesota's ESST law, including but not limited to, because the person requested Minnesota ESST, used Minnesota ESST, requested a statement of accrued Minnesota ESST, informed any person of their potential rights, made a complaint or filed an action to enforce a right to Minnesota ESST, or for participating in any manner in an investigation, proceeding, or hearing under Minnesota's ESST law. Employees have the right to file a complaint with the Minnesota Department of Labor and Industry or bring a civil action if Minnesota ESST is denied by the Company or the employee is retaliated against for requesting or using Minnesota ESST.

## **NEVADA POLICIES**

### **NEVADA PAID LEAVE**

Paid Leave may be used for PTO, a sick day(s), personal appointments or matters, or for emergencies that would prevent the eligible employee from working as scheduled.

Part-time employees who are not eligible for other paid time off offered by the Company are eligible for Paid Leave.

Temporary, seasonal or on-call employees are not eligible for Paid Leave.

Employees are eligible to take Paid Leave on their 90th day of employment.

Paid Leave will accrue starting your first day of employment, in an amount equal to .01923 hours/per every hour of work performed.

Employees must notify their immediate supervisor as soon as practicable that they intend to use Paid Leave, and how much leave the employee intends to use. The Company requests as much notice as possible be given. An employee's repeated failure to provide reasonable notice of their need and use of Paid Leave may result in discipline.

Employees do not need to state or provide the reason for their use of Paid Leave. Employees may use Paid Leave for PTO, personal reasons, or because they are sick, or need treatment of a mental or physical illness, injury, or health condition, are receiving a medical diagnosis or medical care, are receiving or participating in preventative care, are participating in caregiving, or are addressing other personal needs related to the health of the employee.

Employees may take up to 40 hours of Paid Leave per year, provided the employee has that much paid leave accrued. Paid Leave shall be taken and paid in minimum increments of four hours. If an employee does not have Paid Leave to cover an absence, the time taken will have to be taken without pay.

Up to 40 hours of unused, accrued Paid Leave can roll-over from year to year, based on the employee's hire date/anniversary date.

Paid Leave that is unused as of an employee's termination date will be forfeited and will not be paid out at termination. However, employees who are re-hired within 90-days of their separation date will have any unused accrued Paid Leave they forfeited upon termination, reinstated.

Paid Leave may be coordinated with other paid time off or leaves of absence that are detailed in the handbook.

To the extent that anything in this policy conflicts with a requirement of governing federal, state or local law or regulation, the governing law or regulation will apply.

## **KIN CARE LEAVE**

Employees who are eligible to accrue Paid Leave may use their Paid Leave to care for an immediate member of their family. For purposes of this policy, immediate family members are defined as children, foster children, spouses, domestic partners, siblings, parents, mother or father-in-law, grandchildren, grandparents, or stepparents of the employee. The Paid Leave may be taken to assist a member of the employee's immediate family who has an illness, injury, medical appointment, or other authorized medical need. The amount of Paid Leave an employee can use to care for a member of the employee's family is equal to the amount of Paid Leave that the employee accrues during a 6-month period.

For employees covered by the Company's Paid Leave policy, the same conditions apply with respect to when Paid Leave accrues, when an employee can take Paid Leave, and what notice is required.

Employees who are not eligible for paid sick leave, but accrue Paid Leave, can use their Paid Leave for purposes of this policy.

## **VICTIMS OF DOMESTIC VIOLENCE OR SEXUAL ASSAULT LEAVE**

The Company will provide employees who have been employed by the Company for at least 90 days and who are a victim of an act which constitutes domestic violence or sexual assault, or whose family or household member is a victim of an act which constitutes domestic violence or sexual assault, and who are not the perpetrator, up to 160 hours of leave in one 12-month period.

Leave may be taken consecutively or intermittently and must be used within the 12 months immediately following the date on which the act which constitutes domestic violence or sexual assault occurred. Domestic Violence or Sexual Assault Leave may only be used for the following purposes:

- For diagnosis, care or treatment of a health condition related to an act which constitutes domestic violence or sexual assault committed against the employee or a family or household member of the employee;
- To obtain counseling or assistance related to an action which constitutes domestic violence or sexual assault committed against the employee or a family or household member of the employee;
- To participate in court proceedings related to an act which constitutes domestic violence or sexual assault committed against the employee or a family or household member of the employee;
- To establish a safety plan, including without limitation, any action to increase the safety of the employee or the family or household member of the employee from a future act which constitutes domestic violence or sexual assault.

Employees should provide the Company with notice of their need for leave following the occurrence of the action which constitutes domestic violence or sexual assault as



soon as practicable. If additional leave time is needed for any of the foregoing purposes, employees must provide the Company with at least 48 hours' advance notice prior to taking such leave. The Company at its discretion may require employees to provide documentation that confirms or supports the reason an employee is requesting such leave (e.g., police report, application for an order for protection, etc.).

Domestic Violence/Sexual Assault Leave will run concurrently with FMLA leave if it is used for a reason that may also qualify under the FMLA. During any period of unpaid leave, all Company-provided benefits that operate on an accrual basis (e.g., PTO leave) will cease to accrue.

While on Domestic Violence/Sexual Assault Leave, the Company will continue your health benefits under its group health plans at the same level and under the same conditions as if you had continued to work. If you choose not to return to work or you leave the Company within 30 calendar days of returning, subject to applicable law, the Company may be entitled to reimbursement for its share of the cost of providing your health plan premiums during any period of unpaid Domestic Violence/Sexual Assault Leave.

#### **OVERTIME**

All overtime work must be pre-approved by your supervisor. Working overtime without your supervisor's approval may result in disciplinary action, up to and including termination of employment. Overtime will be paid to non-exempt Nevada employees at one and one-half (1½) times the regular rate of pay for hours worked in excess of 40 in one week. In addition, overtime will be paid to non-exempt Nevada employees earning less than one and one-half 1½ times Nevada's minimum wage for hours worked in excess of eight in one workday.

#### **MEAL AND REST PERIODS**

Employees are not expected to perform any work during a meal or rest period. If an employee does not receive, or is prevented from taking a meal or rest break, the employee should notify a supervisor or the Human Resources Department immediately. Employees are expected to clock out/in for meal periods, but do not need to do so for rest breaks.

These are the meal and rest periods available to Nevada employees:

All Nevada employees who work at least eight hours in a workday are provided with an unpaid meal period of at least 30 minutes. During this time, employees are not expected or required to perform any duties. Employees are expected to clock out, and back in, so that the Company can accurately account for the employee's meal periods, and can also confirm that meal periods were taken.

Employees will be granted:

- One 10-minute paid break if they work at least three and a half (3.5) hours and less than seven continuous hours;

- Two 10-minute paid breaks if they work at least seven and less than 11 continuous hours;
- Three 10-minute paid breaks if they work at least 11 and less than 15 continuous hours; and
- Four 10-minute paid breaks if they work at least 15 and less than 19 continuous hours.

#### **TIME OFF TO VOTE**

Employees who are registered to vote and whose regular work hours will otherwise deprive them of an opportunity to vote in a statewide election will be provided with paid time off as follows:

- One hour - If the distance between the employee's polling place and work site is two miles or less.
- Two hours - If the distance between the employee's polling place and work site is between two and 10 miles.
- Three hours - If the distance between the employee's polling place and worksite is more than 10 miles.

Employees are required to notify the Human Resources Department and their supervisor at least one full workday prior to the election that they need leave and must work with their manager/supervisor to schedule this time away from work.

## **OREGON POLICIES**

### **OREGON PAID SICK TIME**

All employees in Oregon are eligible for paid sick time (PST) of up to 40 hours of PST per calendar year. PST is granted in full at the beginning of each calendar year. For purposes (4) and (5) specifically, as detailed below, employees must work for 180 days before they can use PST. Up to 40 hours of PST can be carried over to a subsequent year, but employees are limited to accruing a total of 80 hours. Oregon employees may take PST in one hour increments.

PST may be used for yourself or the care of a family member for the following purposes:

- (1) Medical care or mental or physical illness, injury, or health condition;
- (2) To obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;
- (3) To obtain preventive medical care;
- (4) To care for an infant or newly adopted child under 18 years of age, a newly placed foster child under 18 years of age, or an adopted or foster child older than 18 years of age if the child is incapable of self-care because of a mental or physical disability;
- (5) Following the death of a family member, to attend their funeral or alternative, make arrangements necessitated by their death, or grieving;
- (6) Absence due to domestic violence, harassment, assault, or stalking;
- (7) If your place of business is closed due to a public health emergency;
- (8) If your child's school or place of care is closed due to a public health emergency and you must be absent from work to care for the child; and
- (9) If you are required to be excluded from your place of business for health reasons due to a public health emergency.

PST is not considered time worked for overtime calculations. It is paid at the base straight-time rate of pay in effect when the PST is taken. Flat rate technicians will be paid their designated flat rate for each hour of PST used. Commissioned employees will be paid a predesignated hourly rate. PST can be taken in no smaller than one hour increments.

To ensure customer service and smooth business operations and as a courtesy to coworkers, employees should schedule foreseeable time off, such as medical appointments or appointments relating to domestic violence, sexual violence, abuse or stalking for the employee or a family member, as far in advance as possible and make a reasonable effort to schedule PST in a manner that does not unduly disrupt

the Company's operations. In case of an emergency or illness, employees should notify their supervisor at least one hour in advance of their scheduled shift or as soon as practicable. Employees may provide notice of the intended use of PST in person, verbally, by phone, electronically, or in writing.

For absences of three days or more, the Company will require reasonable documentation of the reason. Employees must be accurate and truthful regarding the use of PST. Honesty and integrity in using Company benefits is important, as is keeping accurate time records. Violations of Company policies, practices, and procedures may lead to disciplinary action, up to and including termination of employment.

Unused PST is not paid out upon separation of employment. This is a use-it-or-lose-it policy. If an employee is rehired within six months, the Company will reinstate unused PST.

### **OREGON SUPPLEMENTAL DISCRIMINATION, HARASSMENT, AND RETALIATION POLICY**

This policy supplements the Company's generally applicable discrimination and harassment policies set forth in the handbook and applies to all Oregon employees.

In addition to other characteristics protected by federal, state, or local law, the Company specifically prohibits discriminatory, harassing, or retaliatory workplace conduct because of race (including physical characteristics that are historically associated with race, including, but not limited to, natural hair, hair texture, hair type, and protective hairstyles), color, national origin, religion, sex, gender, pregnancy (including a pregnancy- or childbirth-related disability or condition), sexual orientation, gender identity/expression, marital status, age, an expunged juvenile record, uniformed service, or a physical or mental disability. The Company also expressly prohibits sexual assault, defined as unwanted conduct of a sexual nature inflicted upon a person or compelled by physical force, manipulation, threat, or intimidation. For purposes of this policy, the workplace includes when employees are on the Company's premises, at a Company-sponsored off-site event, traveling on behalf of the Company, or conducting Company business, regardless of location.

All employees must report promptly all concerns of unlawful discrimination, harassment, or retaliation. The Company also encourages employees to document all incidents of unlawful discrimination, harassment, or retaliation as soon as possible. Employees may report concerns of unlawful discrimination, harassment, or retaliation to their department head, the Human Resources Department, or any member of management, and should do so as soon as possible. Upon receipt of such a complaint or report, the Company will provide a reporting employee with another copy of this policy. The Company will handle reports or complaints in accordance with its generally applicable complaint investigation procedures set forth in the handbook.

The Company will not take, or tolerate, any form of retaliatory or negative treatment or action against an employee because they made a good faith report or complaint under this policy.

Nothing in this policy prevents an employee from filing an external complaint of unlawful discrimination, harassment, or retaliation with the Oregon Bureau of Labor and Industries (BOLI), U.S. Equal Employment Opportunity Commission (EEOC), or in court. However, for claims based on workplace conduct occurring on or after September 29, 2019, Oregon law provides that any legal action asserting allegations of sexual assault or discrimination or harassment in violation of ORS 659A.030 (because of race, color, national origin, religion, sex, gender, pregnancy, sexual orientation, gender identity/expression, marital status, age, or an expunged juvenile record), ORS 659A.082 (because of uniformed service), or ORS 659A.112 (because of disability), must be commenced within **five years** of the occurrence. Other applicable laws may have a shorter time limitation on filing.

### **NON-DISCLOSURE/NON-DISPARAGEMENT AGREEMENTS**

In accordance with Oregon law, the Company will not require or coerce any employee or prospective employee to enter into any agreement as a condition of employment, continued employment, promotion, compensation, or receipt of benefits that contains a non-disclosure, non-disparagement, or other provision that has the purpose or effect of preventing the employee from disclosing or discussing workplace conduct that constitutes sexual assault or discrimination or harassment because of race, color, national origin, religion, sex, gender, pregnancy, sexual orientation, gender identity/expression, marital status, age, an expunged juvenile record, uniformed service, or disability.

A non-disclosure provision prohibited by this policy is an agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of workplace conduct that constitutes sexual assault or discrimination or harassment because of race, color, national origin, religion, sex, gender, pregnancy, sexual orientation, gender identity/expression, marital status, age, an expunged juvenile record, uniformed service, or disability. A non-disparagement provision is an agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the Company. A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the Company and allows the Company not to rehire that individual in the future.

Notwithstanding the foregoing, if voluntarily requested by an employee who has claimed to be aggrieved by workplace conduct that constitutes sexual assault or discrimination or harassment because of race, color, national origin, religion, sex, gender, pregnancy, sexual orientation, gender identity/expression, marital status, age, an expunged juvenile record, uniformed service, or disability, the Company may enter into a settlement, separation, or severance agreement with the employee that includes an otherwise prohibited non-disclosure, non-disparagement, or other provision or a no-rehire provision as a term or condition of the agreement, provided the agreement also provides that the employee has seven days to revoke the

agreement. The Company may also enter into an agreement with an employee that includes such provisions if it makes a good faith determination that the employee engaged in workplace conduct that constitutes sexual assault or discrimination or harassment because of race, color, national origin, religion, sex, gender, pregnancy, sexual orientation, gender identity/expression, marital status, age, an expunged juvenile record, uniformed service, or disability, or as otherwise permitted by Oregon law.

**NON-INTERFERENCE**

Nothing in this policy, nor any of the Company's separate policies, is intended to have the purpose or effect of preventing Oregon employees from disclosing or discussing workplace conduct that constitutes sexual assault or discrimination or harassment in violation of ORS 659A.030 (because of race, color, national origin, religion, sex, gender, pregnancy, sexual orientation, gender identity/expression, marital status, age, or an expunged juvenile record), ORS 659A.082 (because of uniformed service), or ORS 659A.112 (because of disability), or engaging in other legally protected disclosures, except to the extent expressly permitted by applicable law.

## **TENNESSEE POLICIES**

### **MEAL AND REST PERIODS**

Employees who are scheduled to work at least six hours will be provided an uninterrupted and duty-free meal period of at least 30 minutes. The meal period will be provided at least one hour after the start of the employee's shift.

## **WASHINGTON POLICIES**

### **WASHINGTON PAID SICK TIME**

Employees in Washington are eligible for paid sick time (PST) of up to 40 hours of PST per calendar year, or as otherwise required by local law. PST is granted in full at the beginning of each calendar year. Up to 40 hours of PST can be carried over to a subsequent year, and employees are limited to carrying over a total of 40 hours.

PST may be used for yourself or the care of a family member for the following purposes:

- (1) Medical care or mental or physical illness, injury, or health condition;
- (2) To obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;
- (3) To obtain preventive medical care;
- (4) Absence due to domestic violence, sexual assault, or stalking;
- (5) If your place of business is closed due to an order of a public official for any health-related reason; and
- (6) If your child's school or place of care is closed due to an order of a public official for any health-related reason and you must be absent from work to care for the child.

PST is not considered time worked for overtime calculations. It is paid at the base straight-time rate of pay in effect when the PST is taken. Flat rate technicians will be paid their designated flat rate for each hour of PST used. Commissioned employees will be paid a predesignated hourly rate. PST can be taken in no smaller than one hour increments for exempt employees. PST can be taken in no small than quarter hour increments for non-exempt employees.

To ensure customer service and smooth business operations and as a courtesy to coworkers, employees should schedule foreseeable time off, such as medical appointments or appointments relating to domestic violence, sexual violence, abuse or stalking for the employee or a family member, as far in advance as possible and make a reasonable effort to schedule PST in a manner that does not unduly disrupt the Company's operations. In case of an emergency or illness, employees should notify their supervisor at least one hour in advance of their scheduled shift or as soon as practicable. Employees may provide notice of the intended use of PST in person, verbally, by phone, electronically, or in writing.

For absences of more than three days, the Company will require reasonable documentation of the reason, unless providing reasonable documentation creates an undue burden or expense. Employees must be accurate and truthful regarding the use of PST. Honesty and integrity in using Company benefits is important, as is keeping accurate time records. Violations of Company policies, practices, and procedures may lead to disciplinary action, up to and including termination of employment.



Unused PST is not paid out upon separation of employment. If an employee is rehired within 12 months, the Company will reinstate unused PST, subject to any carryover limits.

## **WISCONSIN POLICIES**

### **WISCONSIN FAMILY MEDICAL LEAVE ACT**

Employees' rights under the Wisconsin Family and Medical Leave Act and the Wisconsin Bone Marrow and Organ Donation Leave Act (Wisconsin Leave Laws) are outlined below. These rights apply in addition to employees' rights under the FMLA as described in the handbook. It is possible for a Wisconsin employee to be eligible for, and entitled to, leave under the FMLA, the Wisconsin Leave Laws, or both. To that end, eligibility and allotments under the FMLA and Wisconsin Leave Laws shall be tracked separately.

To be eligible for leave under the Wisconsin Leave Laws, an employee must be employed by the Company for 52 consecutive weeks and have been paid for 1,000 hours in the 52-week period prior to the time leave commences.

If the employee's leave is covered by the Wisconsin Leave Laws, the 12-month leave year will begin each calendar year on January 1st and end the following December 31st. Up to six weeks of leave pursuant to the Wisconsin Leave Laws may be taken by an employee for the birth or adoption of a son or daughter. Leave for the birth or adoption of a child may be taken 16 weeks prior to and within 16 weeks after the actual birth or adoption. No more than one six-week period of leave may be used by an employee, either as continuous or partial absence leave, as to the birth or adoption of any one child. Up to two weeks of leave pursuant to the Wisconsin Leave Laws may be taken by an employee to care for a parent, parent-in-law, spouse, domestic partner, parent of domestic partner, or child who has a serious health condition. Up to two weeks of leave pursuant to the Wisconsin Leave Laws may be taken by an employee who experiences a serious health condition which renders the employee unable to perform one or more of the essential functions of the job. Up to six weeks of leave pursuant to the Wisconsin Leave Laws may be taken by an employee for the period of time necessary for the employee to undergo a bone marrow or organ donation procedure and to recover from such procedure.

For purposes of the Wisconsin Leave Laws, a serious health condition is a disabling physical or mental illness, injury, impairment or condition involving either inpatient care in a hospital, nursing home, or hospice; or outpatient care that requires continuing treatment or supervision by a health care provider.

Each time an employee takes leave, the Company will compute the amount of leave the employee has taken under this policy and subtract it from the leave available. The balance remaining is the amount the employee is entitled to take at the time of the new leave request. In their sole discretion, an employee may elect to substitute any available, accrued PTO for unpaid leave pursuant to the Wisconsin Leave Laws. When PTO is substituted for the employee's unpaid leave, this PTO will not be available to an employee later. Substitution of PTO for unpaid leave pursuant to the Wisconsin Leave Laws does not entitle an employee to additional leave pursuant to the Wisconsin FMLA Leave Laws.

If an employee suffers a serious health condition as a result of an on-the-job injury, leave pursuant to the Wisconsin Leave Laws will not be counted simultaneously with the employee's workers' compensation benefits. For periods of leave covered only by the FMLA, the substitution rules in the FMLA policy in the handbook will apply.

Employees are permitted to take leave pursuant to the Wisconsin Leave Laws related to the birth or adoption of a healthy child on an intermittent or reduced schedule provided the employee's schedules such absences.