

(Business Name)

EMPLOYEE MANUAL

Created (Enter Date)

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SECTION 1 INTRODUCTION

This Manual is designed to acquaint you with **(Business Name)** and provide you with information about working conditions, benefits, and policies affecting your employment. The manual is a guide in assisting all employee's to help bring out their best and to have a thriving, healthy Bikram Yoga studio.

The information contained in this Manual applies to all employees of **(Business Name)**. Following the policies described in this Manual is considered a condition of continued employment. However, nothing in this Manual alters an employee's status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between the Company and any of its employees. The Manual is a summary of our policies, which are presented here only as a matter of information. From time to time **(Business Name)** reserves the right to change or alter this Manual. In such event the employee will be provided such change.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

1.1 CHANGES IN POLICY

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual.

However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the Company, and after those dates all superseded policies will be null.

1.2 EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

1.3 EMPLOYMENT RELATIONSHIP

You enter into employment voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, **(Business Name)** is free to conclude its relationship with any employee at any time for any reason or no reason. Following the probationary period, employees are required to follow the Employment Termination Policy (See Section 3.13).

SECTION 2

DEFINITIONS OF EMPLOYEES STATUS

“EMPLOYEES” DEFINED

An “employee” of (Business Name) is a person who regularly works for (Business Name) on a wage or salary basis. Employees may include regular, temporary, and probationary, and others employed with the Company who are subject to the control and direction of (Business Name). in the performance of their duties.

REGULAR

Employees who have completed the 90-day probationary period and who are regularly scheduled to teach shifts or work in any other capacity.

TEMPORARY

Employee's you have been hired to teach shifts or any other capacity on a temporary basis. Occasionally these individuals could be classified as a contract worker.

PROBATIONARY PERIOD FOR NEW EMPLOYEES

A new employee whose performance is being evaluated to determine whether further employment in a specific position with (Business Name). is appropriate. When an employee completes the probationary period, the employee will be notified of his/her new status with (Business Name).

SECTION 3

EMPLOYMENT POLICIES

3.1 NON-DISCRIMINATION

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at **(Business Name)**. will be based on merit, qualifications, and abilities. **(Business Name)**. does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability.

(Business Name) will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

3.2 NON-DISCLOSURE/CONFIDENTIALITY

The protection of confidential business information and trade secrets is vital to the interests and success of **(Business Name)**. Such confidential information includes, but is not limited to, the following examples:

- Compensation data,
- Financial information,
- Marketing strategies,
- Pending projects and proposals,
- Proprietary production processes,
- Personnel/Payroll records
- Codes, keys and procedures
- Conversations between any persons associated with the company.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

3.3 NEW EMPLOYEE ORIENTATION

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the company, and prepared for their position. New employee orientation is conducted by the owner or manager, and includes an overview of the company history, an explanation of the company core values, vision, and mission; and

company goals and objectives. In addition, the new employee will be given a overview of benefits, tax, and legal issues, and complete any necessary paperwork.

Employees are presented with all codes, keys, and procedures needed to navigate within the workplace. The new employee's owner or manager then introduces the new hire to staff throughout the company, reviews their job description and scope of position, explains the company's evaluation procedures, and helps the new employee get started on specific functions.

3.4 PROBATIONARY PERIOD FOR NEW EMPLOYEES

The probationary period for regular full-time and regular part-time employees lasts up to 90 days from date of hire. During this time, employees have the opportunity to evaluate our Company as a place to work and management has its first opportunity to evaluate the employee. During this introductory period, both the employee and the Company have the right to terminate employment without advance notice.

Upon satisfactory completion of the probationary period, a 90-day review will be given and benefits will begin as appropriate. All employees, regardless of classification or length of service, are expected to meet and maintain Company standards for job performance and behavior (See Section 4, Standards of Conduct).

3.5 BUSINESS HOURS

(Business Name) office is open for business as designated and/or according to the yoga class times, which may change from time to time. Yoga classes are often held on holidays, which employee's may be required to work. The standard workweek varies depending upon the number of classes taught, teacher meetings and other work times.

3.6 LUNCH & BREAK PERIODS

Since yoga class times are scheduled in their current manner, a normal lunch break is generally not applicable. However, from time to time a work day may have extended hours which will require a standard lunch break. (Business Name) will make every effort to allow for employee's breaks as needed.

If employees have unexpected personal business to take care of, they must notify the owner or manager to discuss time away from work and make provisions as necessary. Personal business should be conducted on the employee's own time.

Employees who do not adhere to the break policy will be subject to disciplinary action, including termination.

3.8 PERSONNEL FILES

Employee personnel files may include the following: job application, job description, résumé, records of participation in training events, salary history, records of disciplinary

action and documents related to employee performance reviews, coaching, and mentoring.

Personnel files are the property of (Business Name) and access to the information is restricted. Management personnel of (Business Name) who have a legitimate reason to review the file are allowed to do so.

Employees who wish to review their own file should contact the owner or manager. With reasonable advance notice, the employee may review his/her personnel file in Company's office and in the presence of their owner or manager.

3.9 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the owner or manager of any changes in personnel data such as:

- Mailing address,
- Telephone numbers,
- E-mail address
- Name and number of dependents, and
- Individuals to be contacted in the event of an emergency.

An employee's personnel data should be accurate and current at all times.

3.10 INCLEMENT WEATHER/EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. The decision to close the business will be made by the owner or manager.

When the decision is made to close the business, employees will receive official notification from the owner or manager.

Time off from scheduled work due to emergency closings will be unpaid for all employees.

3.11 EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS

The owner and/or manager will conduct performance reviews and planning sessions with all employees after six months of service. The owner and/or manager may conduct informal performance reviews and planning sessions more often if they choose.

Performance reviews and planning sessions are designed for the owner, manager and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and the owner and/or manager will discuss ways in which the employee can accomplish goals or learn new skills. The planning sessions are designed for the employee and the owner and/or manager to make and agree on new goals, skills, and areas for improvement.

(Business Name) directly links wage and salary increases with performance. Your performance review and planning sessions will have a direct effect on any changes in your compensation. For this reason among others, it is important to prepare for these reviews carefully, and participate in them fully.

New employees will be reviewed at the end of their probationary periods (see Section 3.3, Probationary Period for New Employees). After the initial review, the employee will be reviewed according to the regular performance review schedule.

3.12 OUTSIDE EMPLOYMENT

Employees may hold outside jobs in non-related businesses or professions as long as the employee meets the performance standards of their job description with (Business Name) Unless an alternative work schedule has been approved by (Business Name) employees will be subject to the company's scheduling demands, regardless of any existing outside work assignments.

(Business Name) business space, computers, equipment, and materials are not to be used at anytime for outside employment.

An employee of (Business Name) hired as a teacher may teach Bikram Yoga in any studio that is an authorized studio as designated by Bikram Choudhury or the school listing on the Bikram Yoga website, www.bikramyoga.com. No (Business Name) teacher is allowed to teach yoga of any type in a non-Bikram authorized studio. This follows the guidelines as established by Bikram Choudhury and the Bikram Yoga teacher training agreement.

3.13 CORRECTIVE ACTION

YCB, Inc. holds each of its employees to certain work rules and standards of conduct (see Section 4). When an employee deviates from these rules and standards, (Business Name) expects the employee to take corrective action as directed by the owner or manager.

Corrective action at (Business Name) is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes an oral warning, a written warning, probation, and finally termination of employment. In deciding which initial corrective

action would be appropriate, the owner or manager will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, (Business Name) considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, vandalism or destruction of company property, being on company property during non-business hours, the use of company equipment for personal use without prior authorization by the owner or manager, untruthfulness about personal work history, skills, or training, divulging Company business discussions or practices, and misrepresentations of (Business Name) to a customer, a prospective customer, the general public, or an employee.

3.14 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- **Resignation** – voluntary employment termination initiated by an employee.
- **Termination** – involuntary employment termination initiated by (Business Name)
- **Layoff** – involuntary employment termination initiated by (Business Name) for non-disciplinary reasons.

When an employee intends to terminate his/her employment with (Business Name), he/she shall give (Business Name) at least 30 Days written notice.

Since employment with (Business Name) is based on mutual consent, both the employee and (Business Name) have the right to terminate employment at will, with or without cause during the Introductory/Probationary Period for New Employees.

Any employee who terminates employment with (Business Name) shall immediately return all files, records, keys, and any other materials that are property of (Business Name). No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to (Business Name) will also be deducted from the employee's final check.

3.15 SAFETY

(Business Name) provides information to employees about workplace safety and health issues through regular internal communication such as:

- Training Sessions

- Teacher Meetings
- Postings
- Memorandums
- E-Mail
- Other written communications

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to the owner or manager. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify the owner or manager immediately (See Section 3.16, Employee Requiring Medical Attention).

3.16 HEALTH-RELATED ISSUES

Employees who become aware of any health-related issue, including pregnancy, should notify the owner or manager of health status. This policy has been instituted strictly to protect the employee.

A written “permission to work” from the employee’s doctor is required at the time or shortly after notice has been given. The doctor’s note should specify whether the employee is able to perform regular duties as outlined in his/her job description.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees should notify the owner or manager.

3.17 EMPLOYEE REQUIRING MEDICAL ATTENTION

In the event an employee requires medical attention, whether injured or becoming ill while at work, the employee’s personal physician must be notified immediately. If it is necessary for the employee to be seen by the doctor or go to the hospital, a family member will be called to transport the employee to the appropriate facility. If an emergency arises requiring Emergency Medical Services to evaluate the injury/illness of an employee on-site, the employee will be responsible for any transportation charges. Furthermore, **(Business Name)** employees will not be responsible for transportation of another employee due to liabilities that may occur. A physician’s “return to work” notice may be required.

3.18 BUILDING SECURITY

All employees who are issued keys to the business are responsible for their safekeeping. The last employee, or designated employee, who leaves the business at the end of the business day assumes the responsibility to ensure that all doors and windows are securely locked, thermostats are set on appropriate settings, and all appliances and lights are

turned off with exception of the lights normally left on for security purposes. Employees are not allowed on Company property after hours without prior authorization from the owner or manager.

3.19 INSURANCE ON PERSONAL EFFECTS

All employees should be sure that their own personal insurance policies cover the loss of anything occasionally left at the business. (Business Name) assumes no risk for any loss or damage to personal property. Personal property should be left in cupboards provided.

3.20 SUPPLIES; EXPENDITURES; OBLIGATING THE COMPANY

Only authorized persons may purchase supplies in the name of (Business Name) No employee whose regular duties do not include purchasing shall incur any expense on behalf of (Business Name) or bind (Business Name) by any promise or representation without prior approval by the owner or manager.

3.21 EXPENSE REIMBURSEMENT

Expenses incurred by an employee must have prior approval by the owner or manager. Any reimbursements will be paid by company check or with petty cash on or before the last day of the month. All reimbursement will be required to have a receipt showing the date, amount and vendor. A reimbursement for mileage will be paid according to the current IRS guidelines. A mileage reimbursement request must include beginning and ending mileage, date and purpose of trip.

3.22 PARKING

Employees must park their cars in areas indicated and provided by the Company. Current employee parking is on the far side of the parking lot. Parking requirements may change from time to time.

3.23 VISITORS IN THE WORKPLACE

To provide for the safety and security of employees, visitors, and the facilities at (Business Name) only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

3.24 IMMIGRATION LAW COMPLIANCE

(Business Name) employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with (Business Name) within the past three years or if

their previous I-9 is no longer retained or valid.

SECTION 4

STANDARDS OF CONDUCT

The work rules and standards of conduct for **(Business Name)** are important, and the Company regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the Company's business. All employees agree that any standard or Code of Ethics established by Bikram Choudhury, and **(Business Name)** will be agreed to and followed. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records;
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of company-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, or other company-owned equipment
- Using company equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
- Unauthorized disclosure of business "secrets" or confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

4.1 ATTENDANCE/PUNCTUALITY

The Company expects that every employee will be regular and punctual in attendance. This means being in the business, ready to work, at their designated start time each scheduled day of work. Designated start time is defined in this example: You are scheduled to teach the 9:00am class. The designated start time is 8:15. Please be on time and prepared to work at the designated start time. Absenteeism and tardiness places a burden on other employees and on the Company.

If you are unable to report for work for any reason, notify the owner or manager as soon as possible prior to the regular starting time for your shift. You are responsible for

speaking directly with the owner or manager about your absence. It is not acceptable to leave a message on the owners or managers voice mail, except in extreme emergencies. Should undue tardiness become apparent, disciplinary action may be required.

If there comes a time when you see that you will need to work some hours other than those that make up your scheduled shifts, notify the owner or manager prior to the commencement of work. Each request for special work hours will be considered separately, in light of the employee's needs and the needs of the Company. Such requests may or may not be granted.

4.2 ABSENCE WITHOUT NOTICE

When you are unable to work owing to illness or an accident, please notify the owner or manager. This will allow the Company to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and the Company is not notified of your status, it will be assumed after that you have resigned, and you will be removed from the payroll.

If you become ill while at work or must leave the business for some other reason before the end of your shift be sure to inform the owner or manager of the situation.

4.3 HARASSMENT, INCLUDING SEXUAL HARASSMENT

(Business Name) is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

Anyone who becomes aware of possible harassment should promptly advise the owner or manager who will handle the matter in a timely and confidential manner.

4.4 TELEPHONE USE

(Business Name) telephones are intended for the use of serving our customers and in conducting the Company's business.

Personal usage during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line. No personal long distance phone shall be placed on company's phone.

To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours. Cell phones shall remain in the employee's personal storage area and are not permitted at the front counter or any other work area of the business.

If an employee is found to be deviating from this policy, he/she may be subject to disciplinary action.

4.5 PUBLIC IMAGE

A professional appearance is important anytime that you come in contact with customers or potential customers. Employees should be well groomed and dressed appropriately for our business and for their position in particular.

The following items are considered inappropriate working attire for **(Business Name)**:

- Dirty or smelly clothing
- Shirt cover-ups of a revealing nature
- T-shirts with inappropriate or offensive gestures or advertising

When teaching class the appropriate working attire is:

For Women

- Shorts that are above the knee
- Typical yoga tops that are not over revealing

For Men

- Yoga shorts or board shorts
- No shirt

Consult the owner or manager if you have any questions about appropriate business attire. The owner or manager reserves the right to require an employee to change the attire that they are wearing, if deemed inappropriate.

4.6 SUBSTANCE ABUSE

(Business Name) is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The rules apply during working hours to all employees of the Company while they are on Company premises or elsewhere on Company business.

The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on Company property is prohibited.

Being under the influence of illegal drugs, alcohol, or substances of abuse on Company property is prohibited.

Working while under the influence of prescription drugs that impair performance is prohibited.

So that there is no question about what these rules signify, please note the following definitions:

Company property: All Company owned or leased property used by employees.

Controlled substance of abuse: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.

Drug: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

Drug paraphernalia: Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.

Illegal drug:

- a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation.
- b. Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician.
- c. Inhalants used illegally.

Under the influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

Consistent with the rules listed above, any of the following actions constitutes a violation of the Company's policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination.

Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment.

Working or reporting to work, conducting Company business or being on Company property while under the influence of an illegal drug or alcohol, or in an impaired condition.

4.65 ALCOHOL / DRUG USE / ILLEGAL ACTIVITIES

The reputation of **(Business Name)** and of Bikram Yoga is an important aspect of our business. If any employee is publicly intoxicated through the use of alcohol or drug use this could unduly cause students and the general public to create an unfavorable impression of the teacher, the business and of Bikram Yoga. **(Business Name)** has the right to immediately terminate an employee that is or has become publicly intoxicated. In the event an employee is arrested for any reason, including for the use of alcohol or drugs, **(Business Name)** has the right to immediately terminate employment.

(Business Name) encourages employee's that may have alcohol or drug dependency problems to seek proper evaluation and treatment. At its sole

discretion, (Business Name) may require such evaluation and treatment for any employee as a condition of ongoing employment. In such cases that evaluation or treatment is refused by an employee, (Business Name) reserves the right to immediately terminate the employee.

4.7 TOBACCO PRODUCTS

The use of tobacco products is not permitted anywhere on the Company's premises.

4.8 INTERNET USE

YCB Inc. employees are allowed use of the Internet and e-mail when necessary to serve our customers and conduct the Company's business. Currently (Business Name) uses "MindBody" for managing attendance and sales, "Microsoft Outlook" to manage company e-mails and "Pandora" for music. (Business Name) employee's from time to time will also need to access various additional document files and websites for product orders or information purposes. (Business Name) reserves the right to change and direct the use of these documents and sites at anytime.

Employees may use the Internet when appropriate to access information needed to conduct business of the Company. Employees may use e-mail when appropriate for Company business correspondence.

Use of the Internet must not disrupt operation of the company computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful.

Internet messages are public and not private. (Business Name) reserves the right to access and monitor all files and messages on its systems.

4.9 SOCIAL MEDIA

With the prevalence of Social Media in today's society an employee of (Business Name) is expected to relate and communicate with students, the public and the media at large in a manner that casts the business in the best possible light. (Business Name) currently maintains a Facebook account, a Twitter account, a Company website and sends monthly newsletters. (Business Name) may from time to time, change these accounts and/or add additional Social Media type accounts. When employees communicate through these mediums with students, it is expected that this communication in no way cast any questionable views about the employees or the business. If an employee becomes aware of an individual, whether another employee, a student or the public, that expresses a viewpoint, whether through social media or general conversations, that appears derogatory or cast the business in a unfavorable position, the employee shall not comment (whether publicly or privately) on the view without first discussing the view with the owner or manager of (Business Name). It is the responsibility of the employee to immediately notify (Business Name) of any questionable viewpoint that they become

aware of. It is the sole discretion of the owner or manager to decide what if any response will occur. All employee's will follow this guidance by the owner or manager. Employee's are required to be fans or otherwise of **(Business Name)** Social Media sites.

This policy is in no way intended to discourage or infringe upon the free interaction of employee's discretionary desire to communicate with friends, family or otherwise in their own time. The policy's sole purpose is to ensure that the public image of the employee's and the business is properly managed on Social Media.

4.10 DATING OF EMPLOYEE'S OR STUDENTS

(Business Name) recognizes that relationships can develop at anytime either within the workplace or outside the workplace. **(Business Name)** does not intend to manage or direct how this occurs. However **(Business Name)** and its employee's need to have some basic guidelines in the event relationships develop with another employee or with a student. Some of these guidelines include not using the business as a “dating pool”. “Serial dating” of students will not be tolerated. In the event an employee develops a relationship with another employee or with a student, the employee (s) involved must use the utmost respect of the workplace. In the event a relationship ends between an employee and a student, the employee must not in anyway discourage or block the class attendance of the student. The owner or manager must be notified immediately when an employee begins to “date” or enters into a relationship with a fellow employee or student, or ends such a relationship. At it's sole discretion **(Business Name)**, reserves the right to terminate an employee in the event a relationship has an adverse effect upon the business.

4.11 FRIENDSHIPS

(Business Name) recognizes that often times employee's and students may have prior friendships or will develop new friendships with students. **(Business Name)** does not intend to manage or direct how this occurs. It is important to acknowledge that as yoga instructors we must not allow friendships to dictate how we teach. It is also important to note that it is not appropriate for teachers to discuss any matters related to the conduct of the business or other teachers. **(Business Name)** reserves the right to terminate an employee in the event a friendship has an adverse effect upon the business.

SECTION 5

WAGE AND SALARY POLICIES

5.1 WAGE OR SALARY INCREASES

Each employee's hourly wage, annual salary, and bonus structure will be reviewed at least once each year. The employee's review date will usually be conducted on or about the anniversary date of employment or the date of the previous compensation review. If necessary and at the Company's discretion such reviews may be conducted more frequently.

Although the Company's salary ranges, hourly wage schedules and bonuses may be adjusted on an ongoing basis, (Business Name) does not grant "cost of living" increases. It is the primary purpose of each employee to actively participate in the promotion and sale of yoga classes and packages. Performance as an employee that promotes and sells packages is the key to profits, bonuses and wage increases at (Business Name). Increases will be determined on the basis of performance, adherence to company policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals.

5.2 TIMEKEEPING

Accurately recording shifts worked and bonuses is the responsibility of every employee. Shifts or time worked is the time actually spent performing assigned duties.

(Business Name) does not pay for extended breaks or time spent on personal matters.

The owner or manager may review shift records at anytime. Any changes to an employee's shift record must be approved by the owner or manager. Questions regarding the shift sheets should be directed to the owner or manager.

Shift Sheets – Employees will be provided a shift sheet on a monthly basis. The employee will be given thorough instructions on usage and instructions on how to properly complete the shift sheet. All shifts and bonuses earned shall be recorded on the shift sheets at the end of each shift.

5.3 OVERTIME

(Business Name) is open for business seven days a week. All though overtime is rare, compensation is paid to employees in accordance with federal and state wage and hour restrictions. Overtime is payable for all hours worked over 40 hours per week at a rate of one and one-half times employee's regular shift or hourly rate. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked.

All overtime work performed by an employee must receive the owner's or manager's prior authorization. Overtime worked without prior authorization from the owner or

manager may result in disciplinary action. No employee may record hours, other than for pre-approved duties or occasional meetings, unless approval is received.

5.4 PAYDAYS

All employees are paid monthly. Pay periods run on a calendar month. Paydays are the 5th of the month, for the prior months work. Pay will include shifts worked, and any bonus or commission due for the prior month. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the next business day.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his/her return from vacation.

If the employee is not at work when paychecks are distributed and does not receive the paycheck, the paycheck will be placed in their work folder. If an employee is unable to pick up his or her check on payday, he or she will need to see the if there are any questions about the paycheck, the employee can ask either the owner or the manager.

Paychecks will not, under any circumstances, be given to any person other than the employee without prior approval. Paychecks may be mailed to the employee's address or deposited directly into an employee's bank account upon request. The company reserves the right to change the payroll procedures at anytime.

SECTION 6

BENEFITS AND SERVICES

(Business Name) currently does not offer any benefit program, whether health insurance or otherwise. However (Business Name) will consider, but is not obligated to offer a benefits program in the event additional revenues are being generated. In the event laws are created to mandate any type of "benefits", (Business Name) will implement such requirements.

(Business Name) does offer a program that allows certain family members to enjoy in a reduction of payment for yoga classes. (Business Name) reserves the right to change or cancel this program without notice.

6.3 SOCIAL SECURITY/MEDICARE

(Business Name) withholds income tax from all employees' earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.

6.5 VACATION

(Business Name) encourages all employees to make the most of their time off. Regular breaks from daily work make everyone more productive. However, business circumstances do not always permit everyone to take time off when it is requested.

Any request for time off must be requested as follows:

- Two or three days off (such as a weekend) shall be requested by the 15th of the prior month.
- Individual days off shall be requested by the 15th of the prior month.
- A request for one to two weeks off shall be requested as soon as the employee knows – but no later than the 10th of the prior month.
- A request for more than two weeks off must be requested at least one month prior to the beginning of the month of the requested time off.
- Any last minute request to change an assigned work time or shift shall be discussed with the owner or manager and not to another employee.
- Any time off request shall be first come, first served.

With the exception of last minute schedule changes, all employee's shall request time off in writing. The request can be emailed or given to the owner or manager. (Business Name) will make every effort to accommodate time off request. However, due to the nature of the business it may not be possible to accommodate all requests. An employee may need to adjust their time off request to the needs of the business. Failure to follow these guidelines could result in reduction of shifts offered to the employee or in termination.

6.7 HOLIDAYS

Due to the nature of the business you may be assigned to work on holidays. Any request for time off during holiday's must be made according to the guidelines in section 6.5.

6.8 JURY DUTY/MILITARY LEAVE

Employees will be granted time off to serve on a jury or military leave without pay. However, all regular employees will be kept on the active payroll until their civic duties have been completed. A copy of the jury duty summons and all other associated paperwork are required for the personnel file.

6.9 TRAINING AND PROFESSIONAL DEVELOPMENT

Since employee's at **(Business Name)** are primarily teachers, it is important that employee's have an ongoing personal yoga practice. A bare minimum of three classes a week is necessary. To thrive and grow as a teacher a regular practice of five to seven weeks is required. To truly excel, incorporating the advance series of Bikram Yoga, will help deepen your knowledge and skills as a practitioner and teacher.

To ensure that all employee's and teachers are deepening their practice it is necessary that all employee's attend and practice with the owner and the manager a minimum of three times a month each. The more that a teacher commits to their personal practice, the stronger a teacher they will become.

(Business Name) recognizes the value of professional development and personal growth for employees. Therefore, **(Business Name)** encourages its employees who are interested in continuing education and job specific training to do so. **(Business Name)** may encourage employee's to receive additional specific training. **(Business Name)** does require all employee's that teach yoga to follow the certification and recertification guidelines as designated by Bikram Choudhury and Bikram Yoga. All educational or training expenses are the responsibility of the employee. However **(Business Name)** from time to time may offer to pay for all or part of the expense.

In the event that an employee is required to take time away from the studio, such as attending a Bikram re-certification event, seminar or teacher training, the time off request shall follow the guidelines in section 6.5.

6.10 OPENING NEW STUDIOS

(Business Name) believes that the opening of new Bikram Yoga studios is good for the public and for teachers. **(Business Name)** will help encourage and support the opening of studios as determined by the guidelines established by Bikram's Yoga College of India. **(Business Name)** will help teachers open a school – or possibly open a second school if it is determined to make economic sense.

(Business Name) also believes that the existence of other yoga studios in the area helps to

increase the general population of people that practice yoga. The more people involved in a yoga practice the better.

(Business Name) believes that the York area is not a good location to open a second school that teaches Bikram Yoga. Economically, having two schools in York could cause both schools to have lower enrollment – thus making both schools less viable – both economically and for the students. In the event that any employee becomes aware of any individual or corporation looking to open a Bikram Yoga school or any type of Hot Yoga school in the area, it is required that the teacher immediately notify the owner or manager.

EMPLOYEE COMMUNICATIONS

7.1 STAFF MEETINGS

Staff meetings will be held two times a month and are mandatory. These staff meetings will normally be held on Tuesdays from 11am to 1pm.. From time to time the Company may need to change the time, schedule additional meetings or cancel scheduled meetings. In such events the Company will notify the employee's as soon as possible of any changes. All employee's are expected to accommodate such changes.

Staff meetings are intended for the purpose of discussing recent or future company activities. Meetings may include discussions about sales, teaching or other matters. All employee's are encouraged to participant in the discussions and offer their insights as appropriate. It is with a free flow of exchange that we can develop and create an opportunity for each employee and the business in general to grow. All staff meeting discussions are considered confidential and shall not be discussed with any non-employee.

7.2 POSTED INFORMATION

Information may be posted to provide employees access to important information and announcements. The employee is responsible for reading the posted information. This information is posted in various locations around the business. It is important that employee's keep abreast of any newsletters, websites, Facebook or other media used by (Business Name)

7.3 SUGGESTIONS

(Business Name) encourages employees who have suggestions, ideas and feedback to discuss such information to the owner or manager. The business thrives best when this ideas are freely discussed. Some of the best business ideas are generated in this manner.

7.4 PROCEDURE FOR HANDLING COMPLAINTS

Under normal working conditions, employees who have a job-related problem, question or complaint should first discuss it with the owner or manager. At this level, employees usually reach the simplest, quickest, and most satisfactory solution.

Employee Name _____

I have read and agree to abide by this Employee Manual. I agree not to make any copies of this Employee Manual and to return this Manual upon termination of employment.

Employee Signature

Date

(Business Name) Signature

Date