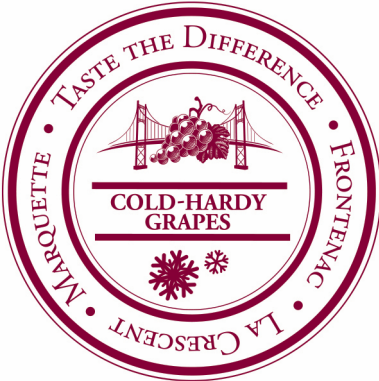


**THOUSAND ISLANDS EMPLOYEE GUIDELINES
AND COMPANY POLICIES**



DATE: September 22, 2020



THOUSAND ISLANDS WINERY.

EMPLOYEE GUIDELINES

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1. Welcome

1.1 History

Thousand Islands Winery® is the largest farm winery in Northern New York State and is located along the majestic St. Lawrence River on a historic forty-acre farmstead established in 1836. The Winery began its operations in 2002 with the purchase of the farm by Steve Conaway and his wife Erika. Thousand Islands Winery® officially opened to the public in 2003 with a starting inventory of 1,100 gallons of wine. The region was new to vineyards and wine production. When Steve first began his winery operation, he found that the general population of Northern New York preferred beer and hard spirits. He had to educate his customers and specially tailor his wines to fit their taste, not his own. He started with five wines and quickly found that his customers favored sweeter style wines. After several years, the area's taste began to evolve towards drier wines like Merlot. Today, Thousand Islands Winery® produces twenty-two different varieties of wine in five categories. The categories include Dry, Semi-Dry, Semi-Sweet, Sweet, and Fruit & Dessert Wines. It also produces fortified port style wine and honey mead. The primary grape varieties being planted in the Thousand Islands Region include Frontenac, Frontenac Gris, Marquette, and La Crescent which were developed by the University of Minnesota. The development of these cold-hardy grapes is the very reason we now enjoy the benefits of the ever-expanding Northern New York wine region. Thousand Islands Winery® has been gaining recognition in various wine competitions across the country since 2006. From 2007-2016, 168 medals have been awarded.

1.2 Mission Statement

The winery's mission is to grow, produce, and distribute wines that represent outstanding quality and value for our customers. Remain a premier leader in the New York wine industry through innovation and by providing a world class experience for our visiting guests, while maintaining family ownership and a culture of teamwork.

1.3 Purpose of this Handbook

This handbook has been prepared to inform new employees of the policies and procedures of this company and to establish the company's expectations. The workplace policies listed below serve as guidelines to achieving the values listed above. It is not all-inclusive or intended to provide strict interpretations of our policies; rather, it offers an overview of the work environment. This handbook is not a contract, expressed or implied, guaranteeing employment for any length of time and is not intended to induce an employee to accept employment with the company.

Thousand Islands Winery® reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, in its sole discretion. If any discrepancy between this handbook and current company policy arises, conform to current company policy. Every effort will be made to keep you informed of the company's policies, however we cannot guarantee that notice of revisions will be provided.

This handbook supersedes and replaces any and all personnel policies and manuals previously distributed, made available or applicable to employees.

1.4 At-Will Employment

Employment at the winery is "at will." This means any employee may separate employment at any time, for any reason, and Thousand Islands Winery® has these same rights. Nothing in this handbook is intended to imply anything besides at-will employment status.

2. Workplace Commitments

2.1 Equal Opportunity Employment

Thousand Islands Winery® is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination. Reference: NYS Human Rights Law § 291, *Equality of opportunity a civil right*

Whenever possible, the company makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact Human Resources.

2.2 Non-Harassment Policy / Non-Discrimination Policy and Law

Thousand Islands Winery® is committed to providing all employees with an environment free from all forms of discrimination and harassment. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory and harassing practices. Consistent with its workplace policy of equal employment opportunity, violations of this policy will not be tolerated and will result in immediate termination. Reference: Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).

Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where

1. Enduring the offensive conduct becomes a condition of continued employment, or
2. The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets, name calling, physical assaults, threats, intimidation, ridicule, mockery, insults, put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

- The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but can be anyone affected by the offensive conduct.
- Unlawful harassment may occur without economic injury to, or discharge of, the victim.

It is both against company policy and unlawful to harass a person (an applicant or employee) because of that person's sex. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. For example, it is illegal to

harass a woman by making offensive comments about women in general. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex.

Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted). The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

Reporting:

Any company employee who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his or her supervisor, Human Resources, or the Company's President.

Thousand Islands Winery® will promptly investigate all allegations of discrimination and harassment and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the company will take appropriate action based on the outcome of the investigation.

No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee feels he/she has been retaliated against, the employee should file a complaint using the procedures set forth above.

2.3 Drug Free / Alcohol Free Workplace

Thousand Islands Winery® has a vital interest in maintaining a safe, healthy, and efficient workplace for the benefit of its employees, clients, and the public. All employees must read, sign, and always abide by the company's substance abuse policy. Being under the influence can cause avoidable injuries, damage to property, and productivity losses. The consumption of any alcohol, not pertaining to your specific job-related task, is strictly prohibited, and is grounds for immediate termination of employment. Being under the influence of illegal drugs on the Thousand Islands Winery Premises is strictly prohibited and grounds for immediate termination of employment. If an employee knows of this occurrence, please notify management immediately.

Thousand Islands Winery® maintains the right to randomly test using the following procedures – Employees will be placed into groups and a random individual from each group will be selected. Being chosen for a drug or alcohol test does not indicate suspicion, as those selected for testing will be selected via a stratified random sample. Furthermore, if there is a reasonable suspicion of alcoholic inhibition, Thousand Islands Winery® reserves the right to administer a breathalyzer test. Lastly, after any workplace accident resulting in injury or loss/damage to company property, a breathalyzer and drug test will be administered. Thousand Islands Winery® recognizes that sometimes while producing and serving wine, it must be tasted for testing and freshness purposes, the BAC limit allowed to be found in testing is .02.

2.4 Tobacco Policy

New York state law states that smoking is not permitted inside our facility or within 100 feet of an entrance or exit. In addition, company policy prohibits smoking in all company vehicles. Employees must not take smoke breaks in excess, to be defined at their supervisor's discretion. Smokers must extinguish their cigarette butts and place them in the provided trash cans.

2.5 Open Door Policy

Thousand Islands Winery® has an open-door policy and takes employee concerns and problems seriously. The company values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their direct

supervisor, senior supervisor, or HR. The President and Director of Human Resources office doors are always open for any issues that employees do not feel comfortable handling with their direct supervisors.

Section 3 - Employment Classification

Thousand Islands Winery® assigns positions, determines wages and compensates employees for overtime in accordance with state and local laws and the Fair Labor Standards Act. The winery falls under the governor's Wage Order and is classified as "Miscellaneous Industry".

3.1 Hourly (FLSA Non-Exempt) employees:

Part time: An hourly employee who works less than 30 hours weekly, 390 hours quarterly or 1,560 hours yearly.

Full time: An hourly employee works more than 30 hours weekly, 390 hours quarterly, or 1,560 hours yearly.

3.2 Commissioned Outside Sales:

This is an employee who works selling wine from strictly outside of the winery. This is not an hourly position and pay is dictated by the amount of product sold to consumers or retail establishments. This includes specifically designated Farmers Markets and Festivals Representatives as well as Wholesale Representatives.

A Wholesale Representative can earn additional pay acting as a Farmers Market Representative in accordance with the Farmers Market Compensation Structure.

3.3 Full Time Salary (FLSA Exempt) employee:

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period. A salaried employee is paid weekly based on an agreed upon annual salary. Salaried employees are exempt from overtime pay. That is, they work to fulfill the duties of their jobs. Salaried employees can earn extra income by attending Festivals and can be paid commission as appropriate.

3.4 Temporary Employees

From time to time Thousand Islands Winery® may hire employees for specific projects or periods of time. Temporary employees may work either part-time or full-time, but generally are scheduled to terminate by a certain date. Temporary employees who remain on duty past the scheduled termination remain classified as temporary. Only the president may change an employee's temporary status. Temporary employees are not eligible for employment benefits.

Section 4 – Company Policies and Procedures

4.1 Code of Professional Conduct

Thousand Islands Winery® expects its employees to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable, and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and supervisors is expected. Individuals who act in an unprofessional manner may be subject to disciplinary action.

4.2 Phone Policy

Thousand Islands Winery® understands that cell phones have become an especially useful business tool for increased productivity and performance. They are also a huge distraction that can lead to safety issues and an increase in personal business on company time. There should be no long-term telephone conversations, or texting regarding personal matters being conducted during working hours. However, personal calls are permitted during nonpaid lunch breaks.

Thousand Islands Winery® has both company cell phones and land lines these are for conducting official winery business only. The exception to this is in the case of an emergency. All instances of emergency should be reported to your supervisor immediately.

4.3 Grooming Policy

- *Purpose* - This policy has been developed to ensure that all employees understand the importance of appropriate grooming and hygiene in the workplace or when otherwise representing Thousand Islands Winery ®. The standards of grooming and hygiene outlined below set forth the *minimum requirements* to which all employees, contract workers, and temporary staff is required to adhere to.
- *Statement of Policy* – Thousand Islands Winery® expects employees to be well-groomed and professional in appearance when coming to work or engaged in work-related tasks with customers, clients, and colleagues.
- *Hygiene* - Every employee is expected to practice daily hygiene and good grooming habits as set forth in further detail below.
- *Hair* - Hair should be clean, combed, and neatly trimmed or arranged.
- *Make-Up* - Make-up must be professional and conservative.
- *Nails* - Hands and nails should be clean and conservatively manicured.
- *Jewelry* - Employees may wear tasteful jewelry in moderation. Where job duties present any type of safety risk, jewelry may be prohibited or severely limited.

4.4 Dress Code

Employees are expected to dress appropriately for their individual work responsibilities and position. Closed toed shoes must be worn by all employees during work hours. All clothing should be free of stains, holes, rips, and tears. Any employee not in an acceptable uniform will be sent home on their own time to obtain the proper uniform. Regardless of department any employee working in the Tasting Room needs to abide by Tasting Room Uniform guidelines. Any employee authorized to wear shorts/skirts/dresses must be able to demonstrate that they are finger-tip length. Dress codes vary for each department to be listed as follows:

Tasting Room Staff/Event Staff: Personal clothing in the form of a collared shirt with dress pants, jeans, shorts, capri's, or a skirt and winery apron.

Admin/Office/Tasting Room Manager: Business Casual.

Maintenance/ Production/Vineyards (Operations): Clean serviceable Winery T-Shirt or sweater free of holes, stains, and unpleasant odors. Safety and well-being are the primary concern. Winery branded apparel must be worn as the outermost garment, unless a coat is worn.

Outside Sales Staff: Business Casual, preferably with a winery logo embroidered as the outermost garment.

New Operations Employees will be issued winery apparel at no charge after two weeks of employment in accordance with the season. This company issued apparel is and will remain company property. At the time of the employee's termination with the company, the employee must turn in all their assigned company apparel. During the employee's first two weeks, the employee will follow dress code guidelines put forth by their direct supervisor.

A uniform exchange program has been created so that long-standing employees can maintain a wardrobe of clean and serviceable work attire. Each employee may bring items are ripped or stained to Human Resources and request that they be exchanged. Human Resources will then inspect each item and determine if the item needs to be exchanged.

4.5 Company Property

Company property, such as equipment, vehicles, telephones, computers, and software, is not for private use. These devices are to be used strictly for company business and are not permitted off grounds unless authorized and explicitly stated. Company property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any company property they possess. Company computers,

internet and emails are a privileged resource, and must be used only to complete essential job-related functions. Employees are not permitted to download any “pirated” software, files or programs and must receive permission from a supervisor or IT Administrator before installing any new software on a company computer. Files or programs stored on company computers may not be copied for personal use. Phones are provided for business use. The company requests that employees not receive personal calls while on duty. If urgent, please keep personal calls to a minimum and conversations brief. Personal long-distance calls are not permitted. Employees are reminded that they should have no expectation of privacy in their use of company computers or other electronic equipment. Violations of these policies could result in disciplinary action.

4.6 Company WEX Fuel Cards /Credit Cards

Thousand Islands Winery is in possession of several Corporate Credit Cards as well as maintaining a fleet of vehicles equipped with WEX Fuel Cards. To ensure financial control and prudent employee use, the following guidelines dictate proper usage.

Thousand Island Winery WEX fuel cards and credit cards are to be used exclusively for winery business purposes. Corporate credit cards will only be issued to managers whose positions and duties dictate a need for it. WEX cards are issued to winery vehicles. Any expenses incurred outside the scope of winery business will be the responsibility of the card user to recompense. Employees not assigned as a cardholder must file a temporary request for a card in order to use a corporate card. This request must be approved by the President, Accounting, or Human Resources.

Corporate and WEX cards must only be used as follows – Corporate cards are to be used in the vein of the task which they were issued, i.e. a card issued for Farmers Markets cannot be used to purchase Marketing ads. WEX cards may only be used for both fuel and small purchases for the vehicles, i.e. replacing a windshield wiper. These are the only expenses permitted without prior approval by the President or Accounting. The Thousand Islands Winery card holder is responsible for obtaining the appropriate supervisor’s authorization, purchase orders, and submittal of all original receipts.

Accounting will maintain master records of all Credit Card usage. Credit card receipts and WEX card non-fuel receipts are to be submitted to Accounting. This submission will be no later than the second Tuesday of the following month (i.e. January’s receipts must be submitted by the second Tuesday of February). If Accounting does not receive all receipts and/or reimbursements within the allotted timeframe outlined above, Accounting will cancel the employee’s access to the credit and/or WEX card. It is the responsibility of each individual cardholder to notify accounting if they cannot meet this requirement.

In the event of unavoidable co-mingling of personal and professional usage, a personal check payable to the Thousand Islands Winery for the personal portion must be made immediately and a copy of the check must accompany the business receipts. If a check is not received by accounting, the amount in question will be considered an advance on the employees pay and will be deducted from their next paycheck. If the documentation procedures are not followed, the employee will be immediately notified. Any special repayment arrangements need to be approved in writing by the Thousand Islands Winery President prior to card cancellation.

Accounting will immediately report any inappropriate or excessive personal usage of the cards to President with copy to Human Resources.

4.7 Privacy

Employees and employers share a relationship based on trust and mutual respect. However, Thousand Islands Winery® retains the right to access all company property including computers, desks, file cabinets, storage facilities, and files and folders, electronic or otherwise, at any time. Employees, while using company property or on company grounds, should maintain no reasonable expectation of privacy. All digital communications and processes on company materials are subject to being monitored. All documents, files, voicemails and electronic information, including e-mails and other communications, created, received or maintained on or through company property are the property of the company.

4.8 Personnel Files

Thousand Islands Winery® maintains a personnel file on each employee; these files are kept confidential. Our policy is designed to protect the privacy of prospective, current, and past employees. An employee must sign a written request allowing The Thousand Islands Winery to give confidential information to an outside organization (like an insurer, bank or credit agency). Thousand Islands Winery will maintain all digital and physical employee records for a minimum of three but not to exceed five years after an individual leaves' employment with the company.

All documents are exclusive property of Thousand Islands Winery®. Current employees can review everything in their personnel and medical files, except for references from previous employers. To review your records simply set up an appointment with HR. If you find any factual errors in your records report them immediately to HR.

It is important that personnel files accurately reflect each employee's personal information. Employees are expected to inform the company if you have changes in any of the following:

1. A legal name changes
2. A change in marital status
3. A change of address/phone/emergency contact information
4. An educational achievement (like completing technical certification or obtaining a higher educational degree).
5. A change in the number of tax withholding allowances.

4.9 Pay Rates and Pay Day

Pay rates are determined upon hiring, with a usual 90 orientation period. After that period, employees will be given a 90-day review. Though not guaranteed, pay rates may be increased at the discretion of the President. After that period, pay is considered "locked-in", and employees will receive annual pay raises in accordance with their yearly reviews and the current growth climate of the company in that timeframe. For additional information, see section 7.2.

Payday is every Friday following the end of the pay period. On payday employees receive all wages earned the prior Monday through Sunday. Paychecks will be delivered by direct deposit into employee accounts and available on the Friday by 5pm following the end of the pay period. In the event of an unforeseen disaster, Thousand Islands Winery reserves the right to pay employees later than regularly scheduled. All employees are encouraged to set up an account through "View My Paycheck" to review their weekly paystub.

NOTE: Although Thousand Islands Winery® makes every reasonable effort to pay employees properly and efficiently, sometimes errors happen. If you feel your paycheck contains a mistake, please contact the Accounting Department immediately with a Letter of Inquiry stating your belief there is a mistake. The corrections will be made as quickly as possible but may take up to a week. Employees can expect that some recompense may be made in the following week's paycheck.

Section 5 – Attendance Policies

5.1 General Attendance

Hours may vary depending on department and job responsibilities. Schedules are posted 5 weeks in advance. Supervisors will create a work schedule based on company's need for each employee. Should an employee have any questions regarding his/her work schedule, the employee should contact the supervisor. The company has established timekeeping procedures that follow the New York Department of Labor standards. The company time clock is the official means for keeping track of employee's time. Employees must use the time clock for all on-site hours worked to indicate breaks or the beginning or end of a shift. Employees working off-site will have their time verified and tracked by a manager. Managers may not track their own time, but instead will have their supervisor, HR or another third party (decided by their supervisor or the president) track

their time. No employees are permitted to alter their schedule without permission of the President to make up for time missed due to excused, unexcused, or weather-related absences.

During the winery's on-site Public Events and larger Private Events, additional support staff is required. The Event Manager must coordinate to have Maintenance and Sanitation support for the event. Maintenance must be scheduled for up to 2 hours before and 1 hour after the event. Sanitation must be scheduled 1 hour before and 1 hour after the event.

Employees are not permitted to start work earlier than they are scheduled. Unless expressly told by their supervisor to come in early for an emergency or unforeseen circumstance. An example would be plowing, or a specific instance that was not forecasted and could not be completed during normal workhours. Employees are not allowed to clock in more than 5 minutes prior to their scheduled work time. Employees who violate this policy may face reduced work hours.

Thousand Islands Winery® does not tolerate absenteeism.

Employees who need to leave early, for illness or otherwise, should obtain approval from their supervisor before departure. Unauthorized departures may result in disciplinary action.

5.2 Scheduling Change Timeline

Employees may request schedule changes under the following guidelines:

Week 5: HR will post the company's upcoming work schedule 5 weeks in advance. HR will post the 5th week schedule on Tuesday morning at 11 AM, by Friday at 11AM; managers may present proposed changes to HR. At that point, the schedule is considered locked in. After the schedules are locked in, employees may swap assigned shifts. However, the assigned employee's replacement must be qualified. The originally assigned employee shall remain responsible for swapped shift until the shift is completed. If the swap does not occur as planned, the original employee is still responsible to fill the shift or else they will be reprimanded in accordance with the Employee Guidelines.

Week 2 – 4: Employees may coordinate to swap shifts with other qualified employees. These changes must be approved by the employee's Supervisor and the HR Director. As with Week 5, the originally assigned employee shall remain responsible for any swapped shift until the shift is completed. If the swap does not occur as planned, the original employee is still responsible to fill their original shift, or they will be reprimanded in accordance with the Employee Guidelines.

Week 1: No changes are authorized to be made to Week 1 of the schedules except for an emergency. An emergency is considered the loss of life, limb, eyesight, or as directed by a medical official for the employee or an immediate family member. An employee's immediate family member include: Husband, Wife, Legal Guardian, Children, Mother, Father, Brothers, Sisters, and Grandparents. To be considered an excused absence a Doctor's Note is required and must be approved by the HR Director and the employee's immediate supervisor.

5.3 Tardiness / Absence

Employees are expected to arrive on time, ready, and fit for work. An employee who arrives 1 minute after their scheduled arrival time is considered tardy.

New York is an "At-Will Employment" state. At-will employment means businesses can fire employees for any reason not covered by some other law. This generally means that employees can be fired if the reason is not discriminatory or a form of retaliation against the employee. Therefore, at-will employment guidelines apply, and any employee can be fired for any reason -- including unexcused absences.

Every Thousand Islands Winery employee is scheduled for work at least one week before their assigned shift. If they are aware of any personal circumstances that will prevent them from being able to work, they must fill out a time off-request prior to the schedule being posted. If the schedule has been posted and an employee realizes that they cannot work a scheduled assigned shift, they must immediately tell their supervisor or HR. This gives management time to find a replacement for that shift.

Employee unexcused absences create turmoil in any organization and require employers to try and fill the vacancy at the last minute. Thereby, negatively affecting other worker's morale and personal schedules. Therefore, it is imperative for every employee to be in the proper place, at the proper time, and in the proper uniform.

Excused Absence: An excused absence is an absence that is a reasonable and just cause for missing work as determined by HR and verified by the employee's supervisor. Examples of Excused Absences are lateness due to a recent winter storm that was assigned a weather warning, a car breakdown that has a repair invoice, or a sickness that was documented by a doctor's note. Excused absences will not be counted against an employee's attendance record.

Unexcused Absence: An unexcused absence is an absence that is not a reasonable or just cause for missing work as determined by HR or is not verifiable by the employee's supervisor. Examples of an unexcused absence are lateness due to a personal issue, sickness without a doctor's note, or oversleeping.

Unexcused Absence 1st Offense: If an employee is late or does not show up for their assigned shift, they will receive a written counseling by the HR Department as an unexcused absence.

Unexcused Absence 2nd Offense: If an employee has a second unexcused absence in the same calendar year, they will be terminated.

Emergency/Severe Weather Conditions: During extreme weather conditions and other environmental emergencies that present transportation problem absences, all employees are expected to contact their immediate supervisor.

Thousand Islands Winery is in Alexandria Bay, NY. Since the winery is a hospitality business, it must provide a safe environment for its employees and visiting guests. During the winter months, snow and ice clearing is vital to maintaining safety. Therefore, during winter storms, the winery's management will contact its mission essential personnel to report for work at the winery. These personnel will include critical admin and snow removal employees. See the weather delays and closures for specifics.

During severe weather events, employees will be contacted by their supervisor and given specific attendance instructions. The winery will generally follow the same closure and delay announcement as the Alexandria Bay School District. No employee should attempt to come to work if they feel it is unsafe.

*The phrase "transportation circumstances beyond the ability of the tardy employee to control" encompasses circumstances, which cannot be anticipated, after the employee leaves for work (e.g., road conditions or construction delays or private transportation breakdowns).

5.4 Rest Periods, Meals, and Break Policy

Lunch: Lunch is an important part of the day and employees must take time for lunch. This is specified by the New York Department of Labor Section 162, Meal Breaks. Employees that work a shift of 6 hours or more must take a lunch break between 11:00 and 2:00. The time is a **minimum** of 30 minutes. Hourly employees will clock out and back in for lunch. Salary employees will have 30 minutes for lunch. If employees need to take care of personal business during the day, they will do so during their lunch period.

Employees may elect to extend their lunch up to an hour if they need to take care of personal business. This will be recorded on their timecard and requires approval from their manager. However, they will not be permitted to work additional hours after work to make up for time used for their lunch period. Failure to clock out for designated lunch will result in disciplinary action.

Dinner: Per state law: Employees that clock in at 11:00am or before and work past 7:00pm are **required** to take a 30-minute lunch break between 11:00 and 2:00 and an additional 20 minute unpaid break between 5:00 and 7:00pm. This includes employees who are working for the winery off site.

Lactation Breaks: Under NYS Labor Law Section 206-C Breastfeeding in the Workplace Accommodation Law (2007), employers cannot discriminate against employees for choosing to breastfeed your baby or for pumping milk at work. This law guarantees breastfeeding mothers the right to pump milk at work for three years after giving birth. Employees have the right to use mealtimes to pump milk. Thousand Islands Winery ® will attempt to accommodate an employees' request for a private place to pump milk. Thousand Islands Winery ® will not discriminate against employees who choose to pump milk at work or retaliate against women who assert their rights to do so.

Section 6 - Leave Policies

6.1 Sick Leave

Full time employees shall begin accruing 10 hours of paid sick leave per quarter at the time of hire. This will continue throughout their entire term of employment.

New employees, that have not accrued any paid sick leave, will be permitted to take time off unpaid in the event of an illness.

In the case of an illness the employee is required to call and speak to their direct supervisor. It is at the discretion of the supervisor if the employee is required to come to work. If their direct supervisor is not available, they should contact their senior supervisor or HR. During periods of temporary illness, workers may need time off from work to visit a physician or stay home and address their health needs. An employee that calls in sick for 2 or more days consecutively will have to submit a "Doctor's Note" to their supervisor upon their return. If they have time available employees may elect to use accrued vacation time to make up to a 40-hr. work week. The winery will keep a record of all days taken due to sickness including frequency, reason, and when in the week/month absences occur to see if patterns occur. This record will be kept through HR and is available upon request. Abuse of this policy may result in disciplinary action.

6.2 Vacation

Paid Vacation Policy: Upper management level employees may begin accruing paid vacation time at their time of hire. If applicable, this will be stated in their offer of employment. Full Time employees (as defined in Section 3) that work at the winery for over three years will begin to accrue vacation time. Paid vacation will begin accruing for each of these employees beginning on the date of their first anniversary as a full-time employee. Employees must submit their Time-Off requests to their supervisor at least 3 weeks prior to the requested time off period.

Employees may also request to use vacation time on their timecards for unexpected absences or short weeks due to weather delays, holidays, or lack of work available. Paid vacation time must be in full hour increments only. They cannot, in combination with working hours, exceed forty hours in a pay period. Paid vacation will be accrued in accordance with the standard paid vacation policy.

Paid Vacation Specifics – Hours will be pro-rated on the date of their initial employment. These will be distributed at the end of the quarter from their start date and will continue quarterly thereafter. They will then follow company paid vacation policy until their next eligible increase. No paid vacation will be accrued between their initial hire date until their third anniversary; their paid vacation will begin with one week. One

week of paid vacation will remain in effect until their hire date's seventh anniversary; at this time, their paid vacation will increase to two weeks.

Paid Vacation Employment Timeframes

Years 0-3: None
Years 4-6: 1 weeks (40 Hours) (10 hours per quarter)
Years 7+: 2 weeks (80 Hours) (20 hours per quarter)

Paid Vacation for Employees Returning from Unemployment

Employees who have worked for the company for more than one year, and served in a full-time position, will be considered "Vested". If a Vested Employee is placed onto voluntary or mandatory unemployment due to no fault of their own, they shall maintain their same level of seniority once they return to work. Although the affected employee shall not accrue sick leave nor paid vacation while on unemployment. They shall maintain their same level of seniority within the company and pick up where they left off concerning both sick leave and paid vacation hours outlined in these guidelines.

Explanation of Paid Vacation: Paid Vacation will be tracked quarterly by the Human Resources Department. Each qualifying employee shall accumulate vacation time in accordance with the posted vacation schedule.

Partial Quarters: If an employee starts mid quarter or an employee's anniversary date falls mid quarter time off is distributed at 3.33 hrs per month.

Note: The combination of Sick Leave and Paid Vacation will not accrue over 120 hours. This means that every employee must monitor their own sick leave and paid vacation time and periodically use their accrued days to prevent their accounts from ever exceeding a combination of 120 hours. Otherwise, they will permanently forfeit any hours that exceed 120 hours, as determined by the HR department. **It is the employee's responsibility to monitor their accrued personal hours and plan accordingly to ensure that they never lose any of their accrued paid personal time.** At no time can forfeited paid personal hours be cashed in by for a monetary amount under any circumstances.

Unearned Sick Leave or Paid Vacation:

Employees are not permitted to claim unearned sick leave or paid vacation days. Paid vacation will only be taken from the employees accrued days. **Paid Vacation will not be advanced under any circumstance.**

Separation:

Employees who are terminated from the company for disciplinary reasons or quit for personal reasons shall forfeit all their accrued paid sick leave and vacation time. However, employees that are forced to leave the company due to lack of work or policy changes shall be authorized to use their paid sick/vacation time prior to their departure. Accrued vacation may not be taken during an employee's final two weeks of employment. Vacations during Peak Season: Employees are asked to not request vacation during the busy periods of June – September. However, the company President may grant exemptions.

6.3 Family Leave / Bereavement

Medical emergencies or death involving the employee or an immediate family member (Grandparents, Parents, Siblings, Spouse, or Employee's Children) will be constituted as an unpaid excused absence. The employee needs to provide a doctor's slip or death notice for the affected family member to justify the employee's absence.

All instances of medical emergency or death that involve other individuals that are not considered immediate family members will be considered unexcused absences. The employee is to call their direct supervisor and request permission prior to their assigned shift if they are requesting time off for these instances.

The decision on whether the employee needs to report will be made on a case by case basis from the supervisor. Abuse of this policy will result in disciplinary action.

6.4 Holidays

Observed Federal Holidays: The Thousand Islands Winery observes the following federal holidays:

New Year's Day
Memorial Day Monday
Independence Day
Labor Day
Thanksgiving (Paid)
Christmas (Paid)

All applicable winery employees, hourly and salaried, will be scheduled off during these company observed holidays. Only mission essential employees, as determined by the Company President, will be required to work during these holidays. Any employee required to work will be paid time and a half for that day only. Mission Essential employees may include (Farmer's Market and Festival Staff, On-site Events Staff, Tasting Room Staff, Plow Operators, and Emergency Maintenance Personnel).

Any employee that is required to work during one of these holidays will be required to take off one other day during the week of the observed holiday. These observed holidays are unpaid unless employees elect to use their earned paid vacation pay to cover these periods to minimize pay disruptions. The exceptions are Thanksgiving and Christmas which are paid vacations for qualified full time, year-round employees.

NOTE: The maximum number of work hours for any winery employee may not exceed 32 hours during the weekly pay period of the observed holiday. (Employees are not authorized to extend their other workdays during the holiday pay period to obtain 40 paid hours and thereby circumvent the company's observed holiday policy.)

Paid Holidays – Employees will be paid for Thanksgiving and Christmas in addition to their earned wages during that week if they will be receiving a paycheck for that work week. Year-round employees that work 120 hours or more during the four payroll periods prior to the holiday will be given holiday pay for a full 8-hour day. Employees that work less than 120 hours during the four payroll periods prior to the holiday will be given holiday pay for a 4-hour shift. If an employee must work on either of these two holidays, they will be paid for time and ½ for any holiday hours. Employees may not utilize their paid holidays to accrue a total of more than 40 hours during the Thanksgiving or Christmas work weeks, unless authorized by the winery's President. If Christmas falls on a weekend, then all eligible employees will be entitled to a "Floating Holiday". The Floating Holiday must be taken either the same pay period or the following pay period. Floating Holiday's not taken within this specified time period will be forfeited.

6.5 Jury Duty / Witness Duty / State-Deposition

Thousand Islands Winery® understands that occasionally employees are called to serve on a jury. Employees who are selected for jury duty must provide a copy of their jury summons to their supervisor. Time taken for jury duty is granted on an unpaid basis. The employer will pay the standard jury fee of \$40 per day for the first 3 days of service in the employee's check per the standard pay schedule. Any additional days will be paid by the state and take 4-6 weeks. The employee could potentially use vacation time to make up the difference if they have any available. Employees released from jury duty with 4 hours remaining in the workday, are expected to return to work.

6.6 Military Leave

Employees called to active military duty, military reserve or National Guard service may be eligible to receive time off under the uniformed Services Employment and Reemployment Rights Act of 1994. To receive time off, employees must provide notice and a copy of their report orders to an immediate supervisor. Military

Leave is granted on an unpaid basis. Upon return with an honorable discharge, and employee may be entitled to reinstatement and any applicable job benefits they would have received if present, to the extent provided by law.

6.7 Paid Family Leave Act

Thousand Islands Winery® offers leave consistent with the requirements of the New York State Paid Family Leave Program (PFL) effective January 1, 2018. This program is designed to provide wage replacement and job protection to employees who need time away from their jobs to:

- Bond with a newly born, adopted, or fostered child.
- Care for a family member with a serious health condition; or
- Assist loved ones when a family member is deployed abroad on active military duty

Employees with a regular work schedule of 20 or more hours per week are eligible after 26 weeks of employment. Employees with a regular work schedule of less than 20 hours per week would be eligible after 175 days worked.

This is a fully funded employee contribution program. The cost of the program will be deducted weekly from each employee's payroll. The maximum contribution in 2018 shall be .0126% of an employee's weekly wage up to the annualized New York State Average Weekly Wage. This translates to a cap of \$ 1.65 per week or 85.56 per year.

The max benefit for 2018 is 8 weeks of PFL at 50% of the employee's Average Weekly Wage up to the maximum of the NY Average Weekly Wage. Employees are entitled to be reinstated to their same or comparable job upon return from Paid Family Leave. If the need for leave is foreseeable, employees should notify a supervisor at least 30 days prior to taking PFL. If the need for PFL arises unexpectedly, employees should notify a supervisor as soon as practicable, giving as much notice to the company as possible. Information on how to invoke this benefit program can be obtained by contacting Human Resources.

6.8 Time off to Vote

Thousand Islands Winery® recognizes the importance of voting! On a polling day, and in accordance with state and federal law, employees will be guaranteed at least three hours of time to vote off the schedule. For example, if the polling stations open at 8 am and close at 6 pm, an employee scheduled at 8 am may be released at 3 pm to cast a ballot.

6.9 Time off to Donate Blood or Bone Marrow

Thousand Islands Winery® will grant three unpaid hours of leave of absence in any twelve-month period to an employee who seeks to donate blood or bone marrow, provided that the leave of absence may not exceed three hours. Employees who wish to donate one or the other must allow 24 hours' notice; however, 14 days advance notice is preferable.

Section -7 Work Performance

7.1 Expectations

Thousand Islands Winery® expects every employee to act in a professional manner. Satisfactory performance of job duties and responsibilities is paramount to this expectation. Employees should attempt to achieve their job objectives, and act with diligence and consideration always. Poor job performance can result in counseling, disciplinary action if considered misconduct, up to and including termination.

7.2 Evaluation Reviews

All Employee Evaluation Reviews are conducted annually and will be conducted the week of the employee's anniversary date upon joining the company. All employees include: Full Time, Part Time,

Commission Based, and Seasonal winery employees. Each employee shall receive their annual evaluation by their Direct Supervisor and their Senior Supervisor. The goal of a performance review is to identify areas where an employee excels and areas that need improvement. The company uses performance reviews as a tool to determine pay increases, promotions, and/or terminations.

Employees should note that a performance review does not guarantee a pay increase or promotion. Written performance counselling's may be made at any time to advise employees of unacceptable performance. Evaluations or any subsequent change in employment status, position or pay does not alter the employee's "at will" relationship with the company.

All performance reviews are based on merit, achievement and other factors may include but are not limited to:

- **Quality of work**
- **Attitude**
- **Knowledge of work**
- **Personal appearance**
- **Job skills**
- **Attendance and punctuality**
- **Teamwork and cooperation**
- **Compliance with company policy**
- **Past performance reviews**
- **Improvement**
- **Acceptance of responsibility and constructive feedback**

7.3 Insubordination

Supervisors and employees should interact with mutual respect and common courtesy. Employees are expected to take instruction from supervisors or managers. Failure to comply with instructions or unreasonably delaying compliance is considered insubordination. Acts of insubordination are subject to disciplinary action, up to and including termination. If an employee disagrees with a supervisor on a serious issue, they can contact their senior supervisor or Human Resources, who will then attempt to mediate and alleviate the situation.

Section 8 - Discipline Policy

8.1 Grounds for Disciplinary Action

Thousand Islands Winery® reserves the right to discipline and/ or terminate any employee who violates company policies, practices, or rules of conduct. Misconduct is grounds for disciplinary actions or termination.

The following actions are unacceptable and considered grounds for disciplinary action. The list is not comprehensive; rather, it is meant merely as an example of the types of conduct that the company does not tolerate. These actions include, but are not limited to:

- Engaging in acts of discrimination in the workplace.
- Possessing, distributing or being under the influence of illicit controlled substances.
- Being under the influence of a controlled substance or alcohol at work, on company property, or while engaged in company business.
- Use of company phones and internet for personal purposes.
- Conducting personal business while on company time.
- Unauthorized use of company property, equipment, devices, or assets.
- Removing company property without prior authorization or disseminating company information without authorization.
- Falsification, misrepresentation or omission of information, documents, or records.
- Lying.

- Theft of any kind including money, merchandise, equipment, tools, intellectual property, or other employee belongings.
- Insubordination or refusal to comply with directives.
- Failing to adequately perform job responsibilities.
- Excessive or unexcused absenteeism or tardiness.
- Disclosing confidential or proprietary company information without permission.
- Illegal or violent activity.
- Falsifying injury reports or reasons for leave.
- Possessing unauthorized weapons on premises.
- Disregard for safety and security procedures.
- Disparaging or disrespecting supervisors and/or co-workers.
- Any other action or conduct that is inconsistent with company policies, procedures, standards, or expectations.

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action. The winery reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

8.2 Procedures

Disciplinary action is any one of several options used to correct unacceptable behavior or actions. Discipline may take the form of oral warnings, written warnings, probation, suspension, demotion, discharge, removal or some other disciplinary action, in no order. The course of action will be determined by the winery at its sole discretion as it deems appropriate. However, if an employee is facing discipline for tardiness/absenteeism, the following guidelines will be used:

1st Time – Written Counseling by HR and could be grounds for termination for misconduct.

2nd Time - Terminated by HR for misconduct if in same calendar year.

8.3 Dating and Fraternization

The Company recognizes that employees have different definitions and understandings of what constitutes a close relationship, a friendship, or romantic involvement. Consequently, if an employee has any questions or need further clarification, they are encouraged to meet with the Human Resources department. A goal of implementing policies consistently and fairly will help everyone make better informed choices.

The Company encourages employees to develop friendships and share a spirit of teamwork and camaraderie both in the workplace and outside of work. In instituting this dating or fraternization policy, it is not the company's goal to interfere with the development of coworker friendships and relationships. The policy merely identifies when these relationships are appropriate and when they are not.

Company employees may date; develop friendships and relationships both inside and outside of the workplace if the relationships do not negatively have an impact on work.

Any relationship that interferes with the company culture of teamwork, the harmonious work environment or the productivity of employees, will be addressed by applying a progressive discipline policy up to and in severe instances may include employment termination.

Adverse workplace behaviors that negatively affects the workplace that arises because of personal relationships cannot and will not be tolerated.

The exception to this policy relates to managers and supervisors. Anyone employed in a managerial or supervisory role needs to heed the fact that personal relationships with employees who may be required to report directly to them may be perceived as favoritism, misuse of authority, or potentially, sexual harassment.

Additionally, for the same reasons and because of the loss of employer flexibility and employee options, no employee may date another employee who is separated by more than one level in the chain of command. For example, the manager of the Tasting Room may not develop a romantic relationship with any employee who may report to them or their counterparts in other departments.

Even if no improper conduct occurs, the relationship may cause gossip, hard feelings, dissatisfaction, and distraction among other employees in the workplace. The relationship may appear to other employees as an inappropriate use of position power.

Additionally, any fraternization with any employee who reports to the manager or whose terms and conditions of employment such as pay raises, promotions, and advancement are potentially affected by the manager is prohibited.

The fraternization that is prohibited by this policy includes dating, romantic involvement, and sexual relations; close friendships are discouraged in any managerial reporting relationship.

Consequences of Dating and Extra-marital Affairs for the Organization

A manager or supervisor who dates or becomes romantically involved with another employee at the company creates a serious problem for the company. Dating a fellow employee, even when the employee is not directly in a manager's rating chain, and also extramarital affairs, creates serious consequences for the company.

These relationships adversely affect the careers of both employees about advancement opportunities, choices of jobs, and assignments. They adversely affect the company's flexibility and consequently, may have an impact on the company's ability to properly serve its customers. These relationships can result in charges of sexual harassment, even years later.

If a manager decides to pursue a close relationship with another employee, he or she needs to inform their manager and Human Resources **immediately**. The company will then decide what, if any, actions are necessary to take regarding potential jobs or reassignments.

Under no circumstances may a manager date, become romantically involved with, or have sexual relations with an employee who reports to them or may be required to report to them. And managers should seriously consider the impacts of developing this kind of a relationship with even a non-reporting employee because of the consequences noted above.

Employees who disregard this policy will receive disciplinary actions up to and including employment termination.

8.4 Termination

Employment with Thousand Islands Winery® is on an at-will basis and may be terminated voluntarily or involuntarily at any time.

Upon termination, an employee is required:

- To turn in all reports and paperwork that was required to be completed by the employee.

- To return all files, documents, equipment, keys, credit cards, software or other property belonging to the company that are in the employee's possession, custody, or control, and turn in all passwords to his/her supervisor.

Section 9 – Health and Safety

9.1 Workplace Safety

Thousand Islands Winery® takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees. Ultimately, it is the responsibility of each employee to help prevent accidents. To ensure the continuation of a safe workplace, all employees should use all safety and protective equipment provided to them and maintain work areas in a safe and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or condition should report it to a supervisor immediately. Thousand Islands Winery is committed to protecting the physical, mental, and emotional safety of its employees and visitors. The Thousand Islands Winery will not tolerate any threat of violence, intimidation, or harassment of any kind. If such a threat occurs, employees should notify management immediately.

In the event of an accident, employees must notify a supervisor immediately. Report every injury, regardless of how minor, to a supervisor immediately. If a supervisor is not readily available, please contact Human Resources. Physical discomfort caused by repetitive tasks must also be reported.

Employees should recognize any potential fire hazards and be aware of fire escape routes and fire drills. Do not block fire exits, tamper with fire extinguishers or otherwise create fire hazards.

9.2 Workplace Security

Employees must be alert and aware of any potential dangers to themselves or their coworkers. Take every precaution to ensure that your surroundings are safe and secure. Guard Personal belongings and company property. Thousand Islands Winery will not be responsible for any theft or damage to vehicles left at Thousand Islands Winery premises after. The winery will not be responsible for any GPS, IPOD, or any other valuables that are left in an unlocked car while an employee is away at a festival or other official business.

9.3 Emergency Procedures

In the event of an emergency, dial 911 immediately. If you hear a fire alarm or other emergency alert system, proceed quickly and calmly to the nearest exit. Once the building has been evacuated, only a supervisor may authorize the employees to reenter.

Winter Delays and Closures: During the winter, Thousand Islands Winery occasionally experiences harsh winter conditions which may include extreme cold weather, ice, and snow. These conditions can make driving treacherous and unsafe. Additionally, the maintenance staff must have time to clear the driveways and sidewalks around the winery before the arrival of employees and customers. Other exceptions: the Tasting Room will always be manned with minimal staffing during this situation to answer phones and any mission essential personnel as determined by the Winery's Section Leaders.

It is the responsibility of each Section Leader to inform their employees of the inclement weather plan. During periods of inclement weather, all employees should contact their immediate supervisor prior to coming into work to verify their start time if they have not already heard from them. A good indicator of inclement weather is the closing or delay of the Alexandria Bay school district, this should alert employees to await instruction from their supervisor.

A decision of the delay of reporting will be made by the President by 6:30am that working day based on winery and road conditions. If the President is not available, the second in command will make the call and will activate the phone tree. Any employee not required for clearing snow/ice will not be allowed on premises until after snow/ice has been cleared for the safety of employees and property.

It is understood that an employee's schedule may be negatively affected by the weather delay in terms of job specific tasks that need to be completed. However, employees are NOT permitted to report prior to the President's weather-related start time. If critical but non-emergency work needs to be made up, employees are required to have their revised time approved by the president PRIOR to beginning the work. Failure to comply will initiate disciplinary action.

Section 10 – Employee Benefits

This handbook contains descriptions of some of our current employee benefits. Many of the winery's benefits are described in more formal plan documents available from Human Resources. In the event of any inconsistencies between this handbook or any other oral or written description of benefits and a formal plan document, the formal plan document will govern.

10.1 Dental Insurance

The Thousand Islands Winery offers a dental plan through the Principal Financial Group. The Stephen C. Foy Inc. Insurance Agency serves as the winery's local insurance agency. Full Time employees that have been with the winery for over 90 days are eligible to join the company's dental plan. Please ask Human Resources for the dental plan coverage benefits.

Dental benefits are paid in part by the winery. The remainder of the costs is the employee's responsibility. Employees can receive details about benefits provided, contribution rates and eligibility from Human Resources.

10.2 Individual Retirement Account (IRA)

The Thousand Islands Winery has partnered with Leslie Smith from Securities & Investment Advisors, Inc. in Canastota, New York to offer its employees Individual Retirement Accounts. Each full-time employee that has been with the company for over 90 days is encouraged to establish an Individual Retirement Account that will be each employee's own personal account. The account is the employee's property and can be maintained for the employee's lifetime. The Thousand Islands Winery offers monthly payroll deductions that employees can use to fund their accounts.

10.3 Workers' Compensation

As required by law, the winery provides workers' compensation benefits for the protection of employees with work-related injuries or illnesses.

Workers' compensation insurance provides coverage to employees who receive job related injuries or illnesses. If an employee is injured or becomes ill because of his/her job, it is the employee's responsibility to immediately notify a supervisor of their injury in order to receive benefits. Report every illness or injury to a supervisor, regardless of how minor it appears. The company will advise the employee of the procedure for submitting a workers' compensation claim. If necessary, injured employees will be referred to a medical facility. Employees should retain all paperwork provided to them by the medical facility. **In addition, an alcohol and/or drug test may be required to be submitted to the insurance carrier as well.** Failure to report a work-related illness or injury promptly could result in denial of benefits. An employee's report should contain as many details as possible, including the date, time, description of the illness or injury, and the names of any witnesses.

A separate insurance company administers the worker's compensation insurance. Representatives of this company may contact injured employees regarding their benefits under the plan. Additional information regarding workers' compensation is available from Human Resources.

10.4 Disability Coverage

Disability insurance provides partial paycheck reimbursement for non-work-related incidents of serious illness or injury which leads to total disability. Disability is defined as the inability to perform any job function because of the injury or illness. Statutory disability benefits are payable for any non-work-related injury or illness (including disability due to pregnancy). There is a 7-day waiting period for which no benefits are paid. Benefit rights begin on the eighth consecutive day of disability or the employee has used all available paid leave days. Benefits are payable for up to 26 weeks. The total amount of combined paid family and disability leave an employee may take in a 52 consecutive week period may not exceed 26 weeks. Benefit payments are based on your average weekly wages for the eight weeks immediately prior to your disability and are subject to the maximum allowable by the law in effect on the initial day of disability.

TO CLAIM BENEFITS, you should file written notice and proof of disability (Claim Form DB-450) with the winery or the insurance carrier within 30 days from the first day of your disability, or all or part of your claim may be rejected. In no event should you wait more than 26 weeks from that date to file a claim. You may obtain Form DB-450 from your human resources, your health care provider or by contacting the Workers' Compensation Board. **Do not** assume that Thousand Islands Winery has filed a claim on your behalf; **claim filing is your responsibility.**

You are entitled to be treated by any physician, chiropractor, dentist, nurse-midwife, podiatrist or psychologist of your choice. Unlike workers' compensation, your medical bills will **not** be paid by your employer or the insurance carrier, unless your employer provides for the payment of medical bills under an approved Disability Benefits Plan or Agreement. Disability benefits are to be paid **directly** to you by the insurance carrier, **not through your employer.**

If your employer or the insurance carrier contends that you are not entitled to the payment of disability benefits, they are required to send you a Notice of Rejection, within 45 days of the filing of your claim, telling you the reasons benefits are not being paid.

If your disability is the result of an automobile accident and you have filed a claim for no-fault benefits, you must also file a claim (Form DB-450) for disability benefits. **If you do not file for disability benefits, the no-fault insurer may reduce your no-fault payments. IMPORTANT:** In such cases, if you are not entitled to disability benefits, immediately advise the no-fault insurance carrier.

10.5 Education and Certification Reimbursement

The Thousand Islands Winery encourages its employees to seek further winery related education in relation to their current or future winery position. The Company President will consider providing funding assistance for vested employee's educational events and classes.

Winery related educational classes, professional seminars, and mandatory work-related certifications such as Pesticide Applicators and CDL Driver Licenses may be either 50% or 100% reimbursable based on a prior approval from the Company President. Authorized employees will be required to attend the approved classes, seminars, and certifications and shall be compensated for their time while spent in attendance.

Educational Reimbursement: Employees must pay for 100% of the educational classes and seminars and related expenses up front. Upon completion of the class, seminar, the employee must submit their receipts for their related expenses which will be reimbursed after they have completed one year of employment at the Thousand Islands Winery following the completion of the approved class/seminar. Unless otherwise directed. Educational classes that are deemed necessary, by the Company President, for job performance will be reimbursed 100%. While educational opportunities that are deemed beneficial but necessary will be reimbursed 50%.

The employee must obtain written authorization and approval from the President prior to enrollment. The reimbursement rate will be determined by the President. Additionally, the employee may be required to sign a contract to extend their committed length of employment for any reimbursements exceeding \$200.

Certification Reimbursements: The Company will pay for 100% of any mandatory employment certifications that are required by government agencies to perform mission specific work at the winery. Upon completion of the class, seminar, or certification the employee must submit any of their unpaid receipts for their related expenses which will be reimbursed by the Winery following the completion of the approved class, seminar, or certification. Unless otherwise directed.

Certification classes that are deemed necessary, by the Company President, for job performance will be reimbursed 100%. While Certifications that are deemed beneficial but necessary will only be reimbursed 50%.

The employee must obtain written authorization and approval from the President prior to enrollment. The reimbursement rate will be determined by the President.

10.6 Discounts

Employees may purchase wine and merchandise for **their own** personnel consumption from the winery at a discounted rate. Wine is discounted 30% and TIW merchandise and soft drinks are discounted 20%. Food is excluded. The employee discount is not transferable to family and friends. Employees found abusing their employee discount privileges will lose this benefit.

Section 11 – Termination

11.1 Voluntary Termination

Thousand Islands Winery recognizes that personal situations may arise which require a voluntary termination of employment. Should this occur, the winery requests that the employee provides two weeks advance notice in writing. Management will determine a suitable departure date for that employee. This request does not alter as employee's at-will relationship with the company.

All rights and privileges of employment with the winery terminate upon the date of separation. As further discussed in Section 8.3, terminating employees are required to return all company property assigned to them.

11.2 Final Paycheck

Employees who terminate employment with Thousand Islands Winery will be given their final paycheck the Friday of the pay period following the week ending their final week of employment. They will be paid for all hours worked and if applicable any commission. Employee's that earn commissions at Thousand Islands Winery are entitled to the commission at the time the task is completed, and the sales invoice or sales receipt is generated. This is the time when the sale is completed, and the employee is eligible for commission.

11.3 Exit Interview

Thousand Islands Winery may request an exit interview upon notice of termination. The purpose of the exit interview is to complete necessary forms, collect company property and discuss employment experiences with the company.