



Employee Handbook

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Introduction

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to showcase new solutions, meet new demands, and offer the most effective products and services in the industry. With your active involvement, creativity, and support, Portables will continue to achieve its goals. We sincerely hope you will take pride in being an important part of Portables' success.

The following pages contain information regarding many of the policies and procedures of Wahid, Inc. (herein referred to as "Portables"). This is not an employment contract and is not intended to create contractual obligations of any kind.

While the Handbook provides important information relative to all aspects of your employment at Portables, it cannot be used as the basis for all decisions. To that end, I encourage you to consult your immediate supervisor and Human Resources. We focus great attention to diversity, employee development, and making your employment with us a wonderful career experience.

The policies and procedures in this handbook are summarized and will be applied at the discretion of the Company. Portables reserves the right to deviate from the policies and procedures of this handbook, or to withdraw or change them, at any time to make decisions in the best interest of the organization without advanced notice. Amendments or modifications to this Handbook must be in writing and signed by Portables' President. No other person has authority to modify or contradict by word or action the policies, practices and procedures of the Company or the employee benefits as described in this Handbook. We will notify you when an official change in policy or procedure has been made.

If any question arises regarding the meaning of any provision of this Handbook, Portables' interpretation will govern. With respect to any employee benefit plan, in the event the terms of this Handbook conflict with the terms of such employee benefit plan document, the plan document will govern.

Portables values the many talents and abilities of its employees and seeks to foster an open, cooperative and dynamic environment where employees and the company alike can thrive. If you would like further information or have questions about any of the policies and procedures outlined in this handbook, please feel free to bring them to the attention of a Human Resources Manager.

Once again, **WELCOME TO PORTABLES!**

Code of Conduct

Our Employee Code of Conduct company policy outlines our expectations regarding employees' behavior towards their colleagues, supervisors, and overall organization. Employees are always expected to conduct themselves in a business-like manner while on the property of Portables and/or while conducting business for Portables. All employees must show integrity and professionalism in the workplace. All employees must treat supervisors, co-workers, customers, and visitors to Portables with dignity and respect.

Portables expects that all employees conduct themselves in a professional and ethical manner. An employee should not conduct business that is unethical in any way, nor should an employee influence other employee to act unethically. Furthermore, an employee should report any dishonest activities or damaging conduct to an appropriate supervisor.

If you become aware of another employee's behavior or actions, which you believe are inappropriate, illegal, or problematic, you should discuss such behavior or actions with the Human Resources Manager or other appropriate management personnel.

All reasonable concerns will be promptly and thoroughly investigated by Portables and, where necessary, appropriate corrective action will be taken. You should not discuss such actions or behavior with other Portables employees. Your discussing such matters with other employees may—in and of itself—create an unacceptable work environment for which you will be held responsible and for which you may be disciplined in accordance with Portables' disciplinary policy.



At-Will Employment

Employment at Portables is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the President of the company or as applicable under a State's exemption.

This means that either the employee or the company may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no company representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Portables employees have the right to engage in or refrain from such activities.

Equal Employment Opportunity

Portables is an equal opportunity employer and is firmly committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. No employee or applicant for employment shall be discriminated against because of race, color, age, sex, sexual orientation, religion, national origin, marital status, disability, or any other protected characteristic established by law. This policy applies to all terms and conditions of employment including recruitment, hiring, promotion, training, assignment, performance evaluation, compensation, and termination. As detailed below, this policy also bans discriminatory harassment.

Portables is committed to providing equal employment opportunities to all individuals without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristics protected by law. For further information about the applicability of Federal Equal Opportunity Laws, including the Americans with Disabilities Act, the Equal Pay Act, and the Age Discrimination in Employment Act, please see the EEOC website at www.eeoc.gov.

Portables will provide reasonable accommodation consistent with the law to otherwise qualified employees and prospective employees with a disability and to employees and prospective employees with needs related to their religious observance or practices. What constitutes a reasonable accommodation depends on the circumstances and thus will be addressed by Portables on a case-by-case basis.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Human Resource Manager. Employees can raise legitimate concerns and make good faith reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including discharge.

Zero Tolerance Policy Against Harassment, Intimidation, & Discrimination

Portables is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Portables expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment. If you experience or witness any harassment or discrimination, please contact Human Resources immediately.

Portables has developed policies to ensure a work environment free of harassment of any kind, intimidation and discrimination based on race, color, national origin, sex, religion, age, disability or any other protected characteristic established by law.

Requests for sexual acts, unwelcome sexual advances, touching, remarks or other conduct of a sexual nature are prohibited. Likewise, any discriminatory acts or remarks are prohibited by Portables. Any substantiated incidents of sexual harassment, harassment or discrimination by co-workers, supervisory employees or management will result in immediate disciplinary action up to and including discharge. This policy applies to all employees.

Portables prohibits conduct that constitutes or could lead or contribute to harassment and discrimination. Any violation of this policy will result in immediate termination under the zero-tolerance policy.

General Harassment: Harassment does not require intent to offend. Thus, inappropriate conduct meant as a joke, a prank, or even a compliment can lead or contribute to harassment. Examples of harassment include comments, gestures, slurs, email messages, offensive posters, cartoons, pictures, drawings or jokes (including email messages) that are directed at an individual because of that individual's race, sex, color, national origin, age, religion, disability or other protected status. anything that belittles or demeans another based on that individual's race, sex, color, national origin, age, religion, disability or other protected status.

Sexual Harassment: Sexual harassment is a specific type of discriminatory harassment. Examples of sexual harassment include:

Comments, gestures, slurs, email messages, offensive posters, cartoons, pictures, drawings or jokes that are directed at an individual because of that individual's sex and that have the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Touching another in a sexually suggestive or offensive manner, making sexually suggestive remarks or jokes, making comments about an individual's body, displaying sexually suggestive objects or pictures in the workplace or otherwise creating a sexually charged atmosphere or environment in the workplace.

Threatening or insinuating, either explicitly or implicitly, that another employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that individual's employment, including but not limited to that individual's evaluation, wages or salary, advancement, assigned duties, shifts or any other condition of employment or career development.

No one with a supervisory role may at any time: (1) Threaten or imply that an individual's submission to or rejection of a sexual advance will in any way influence any decision regarding that individual's employment, performance evaluation, advancement, compensation, assignments, discipline, discharge, or any other term or condition of employment; or (2) Make any employment decision concerning an individual on such a basis.

Complaint Procedure

It is the responsibility of every employee to bring to the attention of Portables any evidence of any type of harassment or discrimination so that the matter can be promptly investigated, and appropriate action taken. Employees are required to report incidents of harassment and/or discrimination that are either observed or experienced by that employee. You should report the conduct regardless of the offender's position at Portables and should also report the conduct even if the offender is not employed at Portables (for example, a vendor, visitor, or temporary employee). Your prompt reporting is very important so that Portables can take action to stop the conduct before it is repeated. Please contact Human Resources regarding questions or to file complaints under this policy.

All reports will be followed up on promptly, with further investigation conducted where needed to confirm facts or resolve disputed facts. Complaints of harassment and/or discrimination shall be handled on an individual basis and in as confidential a manner as possible under the circumstances.

Appropriate disciplinary action (including, but not limited to, unpaid suspension and termination) will be taken against Portables personnel found to have violated this policy.

No Retaliation

Under EEOC guidelines, "an employer may not fire, demote, harass or otherwise 'retaliate' against an individual for filing a charge of discrimination, participating in a discrimination proceeding, or otherwise opposing discrimination. The same laws that prohibit discrimination based on race, color, sex, religion, national origin, age, and disability, as well as wage differences between men and women performing substantially equal work, also prohibits retaliation against individuals who oppose unlawful discrimination or participate in an employment discrimination proceeding."

In addition, Portables has a zero-tolerance policy prohibiting retaliation against an employee for filing a complaint regarding issues, including but not limited to, theft, fraud activity, and willful disregard of company policy.

Drug & Alcohol

Drug-Free and Alcohol-Free Workplace Policy

Portables has a zero-tolerance drug-free workplace policy. Any of the following constitutes a violation of Portables Substance Abuse Policy while employed with Portables:

The unlawful manufacture, distribution, dispensing, possession, or use of illegal drugs, drug paraphernalia, the use of alcohol, or unauthorized use of prescription drugs or controlled substances or making arrangements for such use. Whether or not on company property.

Reporting to work under the influence of alcohol or any illegal drug or controlled substance; or

The sale or possession of illegal drugs or controlled substances on Company premises or while operating a company vehicle.

Employees are expected to report to work free from the influence of alcohol or illegal drugs and to remain free from such influences while on Portables premises or while performing any work for Portables off-premises, including meal and break periods. The legal use of medications properly prescribed by a licensed health care provider is not prohibited, though the abuse of prescription drugs during working time is prohibited.

Off-the-Job Drug and Alcohol Substance Use and Activity

Employees who use drugs, alcohol, or chemical substances off-the-job run the risk of jeopardizing the safety of themselves, their family, the public, and the company. Whenever such usage adversely affects public trust in the company or otherwise interferes with the employee's job performance and/or the company's ability to carry out its responsibilities, or increases potential liability for the company, the Company may be forced to take disciplinary action against the offending employee(s), up to and including termination of employment.

Smoking

Smoking is not allowed inside any Portables facilities, work, or office area or inside any mall at any time. Smoking is allowed only in designated areas outdoors. Unpaid smoke breaks are allowed as part of your regular scheduled breaks; however, you are not allowed to leave the location without coverage or approval. While smoking, please be considerate of others. All smoking materials must be extinguished properly and disposed of in appropriate receptacles. "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices such as vape delivery systems, use of electronic nicotine delivery systems (also known as e-cigarettes, e-cigars, e-hookahs, and e-pipes) anywhere that tobacco smoking is prohibited.

Open Door Policy

At Portables, we recognize the importance of open lines of communication. Every manager's door is open to each employee. Employees are free to share ideas, information, comments, concerns, and feedback. Great communication is essential to growth and the development of our company.

Computers, Internet, Email, and Other Resources

The company provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, Internet, intranet, e-mail, text messaging, photocopiers or any other company-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Electronic communication systems are the Company's property and their purpose is to facilitate the Company's business. Employees should have no expectation of privacy in the e-mails they send, store, or receive; in the websites they visit or in any other use of the Company's electronic communications systems. Communications transmitted or stored in these systems are the property of the Company and the Company, in its sole discretion, reserves the right to monitor, access, retrieve, read, disclose, and/or delete any material on its electronic communications systems. The Company may exercise this right, despite the use of passwords or other security measures.

Electronic communications - including access to the Internet - should be used only for job-related purposes. Voice mail on any Portables or AT&T issued or supplied equipment or service (to include but not limited to dealer lines, ANR employee plans where mobile number is printed or written on any business card) shall be professional in manner without inappropriate background or slang greetings.

Electronic communications should never be used for inappropriate purposes. Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized company representative. Employees may not use the Company's electronic communications systems to (1) communicate improper, offensive or disruptive messages or material (such as those that are derogatory, defamatory, obscene or otherwise inappropriate, including sexually harassing or other offensive messages); (2) visit sexually offensive or otherwise offensive or inappropriate Web sites; (3) to solicit or proselytize (recruit) for outside or personal commercial ventures, religious or political causes; or (4) to send or receive copyrighted materials, trade secrets, proprietary information, or similar materials without prior authorization from management. This policy is intended to be consistent with other Company policies, including the Company's EEO Policy and Policy Against Harassment. Anything that would be inappropriate to send in a non-electronic communication (e.g., by memo or letter) is similarly inappropriate if sent electronically (e.g., by email or telephone).

Social Media Acceptable Use

The company has established the following guidelines for employee participation in social media.

Note: As used in this policy, “Social Media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and Snap-Chat, among others.

Employees must identify themselves as such when commenting on the company’s products or services.

Avoid disparaging remarks about Portables’ and AT&T’s, products, services, or customers. Demonstrate respect for the dignity of the company, its owners, its customers, its vendors, its competitors and its employees. Employee comments must be honest and accurate, and employees should acknowledge and correct errors as quickly as possible. Do not disclose sensitive and proprietary information. Do not use the company’s, vendors or competitors’ trademarks on a social media site without authorization from the Company. Not use personal social media for business purposes, such as scheduling meetings or communicating with customers. Employees must ensure that social media activity does not interfere with their work. Social media activity during work time must be directly related to the employee’s work, approved by their manager, and must not identify or reference company clients, customers, or vendors without authorization from the company’s CEO. Employees are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

A conflict of interest exists if you have an interest outside of your work at Portables that interferes with your responsibilities or may affect your judgment on behalf of Portables. The rules or restrictions on employees’ Internet communications are not intended to interfere with protected speech or workplace activity. The company monitors employee use of company computers and the Internet, including employee blogging and social networking activity. Promoting the competition may be viewed as a conflict of interest.

Any social media account created, maintained or used by an employee in connection with his or her employment or role at the company is a business account owned by the company; business accounts and an employee’s personal accounts should not be intermingled.

Discipline:

Violations of this policy may result in discipline up to and including immediate termination of employment.

Confidential Information

During the course of their employment at Portables, employees may have access to Portables' confidential, secret and proprietary information. Employees should maintain such information in confidence and use such information only in the interest of Portables. The protection of confidential business information and trade secrets is vital to the interests and success of the Company. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Access Codes and passwords
- Financial information
- Pending projects and proposals
- Client information
- Personnel/Payroll records
- Training material of possible value to competitors potentially damaging to customers and their competitors
- Information received under an express or implied secrecy obligation
- Information received from third parties outside Portables

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment. In addition, the Company will take any and all appropriate legal action to protect its confidential business information and trade secrets against any employee, former employee or third party who discloses or threatens to disclose that information. As a condition of employment, all employees will be required to sign and abide by a Pledge of Confidentiality.

Conflicts Of Interest

Portables expects all employees to conduct themselves and company business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests. When an actual or potential conflict of interest situation arises, the employee must immediately disclose the potential conflict to the HR Manager.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. Portables recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the company. The determination of whether a conflict exists is in the sole discretion of the Company.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. Generally, an actual or potential conflict of interest occurs when the Company's business dealings may result in a personal gain for you, a friend or a relative. In addition, business dealings with outside firms should not result in unusual gains for those firms.

Some of the more common conflicts, from which employees should refrain, include, but are not limited to, the following:

- Accepting money, personal gifts, or entertainment from competitors, customers, suppliers, or potential suppliers.
- Working for a competitor, supplier, or customer; while employed with the Company; Engaging in self-employment in competition with the Company.
- Using proprietary or confidential Company information for personal gain or to the Company's detriment.
- Having a direct or indirect financial interest in or relationship with a competitor, customer, or supplier; Using Company assets or labor for personal use.
- Acquiring any interest in property or assets or any kind for the purpose of selling or leasing it to the Company; or Committing the Company to give its financial or other support to any outside activity or organization.

Failure to adhere to this policy, including the failure to disclose any conflicts or potential conflicts, will result in disciplinary action, up to and including termination.

Outside Employment

Due to the highly competitive nature of the industry in which Portables is involved; employees are restricted from certain associations or working arrangements with competing or conflicting organizations. During the course of your employment with Portables, you may not (i) accept or perform work of a nature that conflicts or competes in any way with the business or services of Portables; (ii) accept or perform work that interferes with the performance of your work with Portables; (iii) use any Portables resources including, but not limited to, computer hardware and software, telephones, facsimile machines, and copiers, for or in connection with any non-Portables work; or (iv) perform any non-Portables work on Portables premises or during your scheduled work hours.

Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

Hiring Policies and Procedures

Immigration Law Compliance

Portables does not hire anyone who is not authorized to work in the U.S under the Immigration Reform and Control Act of 1986. As a condition of employment, as required by Federal law, all employees must show valid proof that they are eligible to work in the United States. Portables' participates in the E-Verify program to confirm each new hire has the proper authorization to work in the U.S.

Employment of Relatives

Portables allows relatives of employees to be considered for employment, provided they are qualified for the position and the employment will not pose difficulties for supervision, security, safety, or morale and no other conflict of interest exist. Family members are (1) generally not permitted to work at the same location or (2) supervise one another except in exceptional circumstances with prior written permission from the President.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the company provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the company will attempt to reassign one of the employees to another position or work site for which he or she is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the company. If the employees are unable to decide, the company will make the determination, based on the needs of the business.

Orientation

New employee's orientation consists of a Welcome Presentation, A Welcome Letter from our CEOs and Welcome Emails from the company. New hire paperwork is completed electronically using ADP Workforce Now. All new hires are emailed a link to access any required forms, company policies, and the Employee Handbook and will be given the time to read it and ask any clarifying questions of the Human Resources Manager. The signed copy of the "Acknowledgement & Receipt of Understanding" will be placed in the employee's personnel file. An accessible copy of the Employee Handbook is available in each store location or by contacting Human Resources.

Work Hours, Time Recording, & Compensation

Business Hours

Portables corporate office is open from 9 a.m. to 6 p.m., Eastern Standard Time. Store business hours vary by location.

Payroll and Commission

All employees are paid on a bi-monthly pay schedule, paying on or about the 1st and 15th of each month. Commissions are paid on or about the 15th of each month. All employees will have federal and state taxes withheld from their wages. If the pay date falls on a bank holiday or weekend all checks will be dated, and direct deposit funds available, on the next banking day.

Portables strongly encourages all employees to participate in direct deposit. Direct deposit may be to a bank or a valid pay card account. Direct deposit provides several benefits such as, less chance of a lost check, theft, or forgery. Funds are deposited in employees' accounts on payday and you can access your money even if you're on leave or away on business. Portables is not responsible for delays in delivery of paychecks sent via the U.S. Postal Service or other mail service. Replacement checks can be issued after a 72-hour waiting period. Replacement checks are usually processed within 24 hours following the waiting period.

In certain cases, the initial pay for a new employee may be provided by paycheck to allow for sufficient time to process and verify direct deposit information with the participating banking institution or direct pay account. Direct deposit will cease upon termination of employment or break of service in any position.

When employment ends, all unpaid commissions may be held 180 days for deduction of chargebacks. Any monies due will be processed and a check and statement will be mailed on the next scheduled commission pay date 180 days after the last day worked.

Any employee identified as engaging in fraudulent sales, adding services and/or features to accounts without the customer's approval for the purpose of creating commissions, or theft, will not earn any commissions because we cannot calculate the commissions for legitimate sales.

Access to Personnel Files

Employee files are maintained by the Human Resources department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Personnel file access by current employees and former employees upon request will generally be permitted within 3 business days of the written request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources department. Employee files may not be taken outside the department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information. In all cases, Portables will comply with applicable laws of the state in which our stores are operating.

Reporting Changes to Personnel File

You are responsible for promptly notifying a Human Resources Manager of any change in your name, address, telephone number, marital status, citizenship, tax withholding allowances, emergency contact information, insurance beneficiary, or dependent insurance coverage. Accurate and correct information is vital for benefits and insurance records and other Company files. Employees have access to the employee portal to log in and make certain changes immediately. You may be required to provide verification to support change request prior to any system updates

Time Records

All store employees, hourly and salaried are required to accurately record all time actually worked. To ensure proper time capture each store employee must use the time clock. Accurately recording time worked is the responsibility of each employee who is paid hourly wages. Federal and state laws require the Company to keep an accurate record of time worked in order to calculate employee wages each pay period. "Time worked" is all time actually spent on the job performing assigned duties. Authorized personnel will review time records each week. Any changes to an employee's time record must be approved by their immediate supervisor. Please direct any questions about the timekeeping system or timecards to your Store Manager or District Manager. Corporate employees should contact their immediate supervisor.

In cases where the time clock is out of service or unavailable, employees are required to use an adjustment form to document their times in and out. The form must be faxed or emailed to the corporate office within 24 hours of the shift. In the event an employee forgets to clock in or out he/she must email the corporate office with the correct adjustment within 24 hours, but no later than their next scheduled shift. Employees must copy their supervisor on the email.

In the event an employee did not have access to the time clock due to meetings or training, they must sign in and out using an Attendance Log. This log must be sent to corporate office within 24 hours of the meeting. A separate log is required for each event. Employees who sign in/out on the approved log do not need to send an email for time adjustments. If corporate does not receive timely communication, employees may have to wait until the next payroll period for pay adjustments.

Portables managers determine appropriate lunch and dinner breaks. Typically, employees working more than four (4) consecutive hours are provided with a meal break of 30 to 60 minutes. These unpaid breaks are scheduled throughout the workday, so as not to disrupt the business process of Portables. Breaks are not allowed to be taken at the end of a shift, as to allow an employee to leave early.

Each employee is responsible for accurately recording their own time worked using the time clocks provided by the Company. Each employee is responsible for punching his or her own timecard. Clocking in or out for another employee is strictly prohibited and grounds for termination.

Altering, falsifying, tampering with time records, or recording time on another employee's time records, for you or for another employee, is strictly prohibited. Violations of this and other time recording procedures will subject employees to disciplinary action up to and including discharge.

Corrections to Time Records

It is the employee's responsibility to make sure that his or her time worked is accurately recorded. Any errors to these records must be corrected immediately. Corrections must be submitted to the Payroll Department and any changes to an employee's time record must be approved by their immediate supervisor. Please direct any questions about the timekeeping system or timecards to your supervisor or to the payroll team.

Overtime

Portables complies with Federal, State, and local laws with regards to overtime for qualified employees. Paid leave, such as holiday, PTO, bereavement time, and jury duty hours do not apply toward computing overtime.

Deductions for Exempt (Salaried) Employees

It is the policy of the Company to comply with the salary basis requirements of the Fair Labor Standards Act. Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position. The Company may deduct pay from a salaried employee's salary in the following circumstances:

- Absence from work for one or more full days for personal reasons, other than sickness or disability
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness
- As an offset for any amounts received as payment for jury fees or military pay
- As a penalty imposed for violating safety rules of major significance
- Unpaid disciplinary suspension of one or more full days for violations of written workplace rules
- For time not actually worked in the employee's first and last week of employment with the Company; and
- Unpaid leave pursuant to the Family and Medical Leave Act.

The Company will not deduct pay from an employee's salary for any other reason. If you believe that an improper deduction has been made to your salary, you should immediately report this information to the Human Resources Manager.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Performance Appraisals and Salary Increases

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

The employee's supervisor will give these reviews. The reviews will focus on job-related strengths and weaknesses. Goals and improvement plans will be mapped out for each review period and progress towards those goals will be measured at the next scheduled review.

Although salary increases, and promotion are based on an employee's performance, a good performance appraisal is not a guarantee of a salary increase or promotion. All salary increases are at the discretion of the Company or the Human Resources Manager.

Bonus Structure

Portables does not offer guaranteed bonuses. Each year, the bonus structure, if any, will be determined by management and will likely depend in part on individual and business performance.

Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work. This means being at the location, ready to work, at their starting time each day.

Absenteeism and tardiness place a burden on other employees and on the Company.

Punctuality and regular attendance are essential job functions.

Employees are expected to adhere strictly to their scheduled working hours. If you are unable to report for work for any reason, you must notify your supervisor no later than 2 hours before your regular starting time. You are responsible for speaking directly with your supervisor about your absence. It is not acceptable to leave a message on a supervisor's voice mail, except in extreme emergencies. In the case of leaving a voice-mail message, a follow-up call must be made later that day.

If you are unable to call in yourself because of an illness, emergency or for some other reason, you must have someone call on your behalf. The company may request documentation to confirm your inability to call out for yourself. You must indicate the reason for your absence, how long you expect to be absent and where you may be reached. If you must leave work for any reason before the end of the day, you must inform your supervisor/manager before leaving. Failure to show up or call in for a scheduled shift without prior approval may result in termination.

AT&T Portables Attendance Policy

SCHEDULED ABSENCES

- 1 FULL DAY OR LESS: 1 WEEK NOTICE
- 2 OR MORE DAYS: 2 WEEKS NOTICE

*Must go through “approval” process that includes manager, payroll and HR. The employee is not to take any leave unless approved prior to the date leave begins.

UNSCHEDULED ABSENCES and TARDINESS

Employees are required to notify their manager of any call-out, 2 hours prior to their scheduled start time. Employee must indicate the reason for absence, how long the absence will be and where employee may be reached.

If the employee must leave work for any reason before the end of the day, the employee must inform the supervisor/manager before leaving.

Tardiness is defined as clocking in 5 minutes after your scheduled shift has started.

Disciplinary action process for Tardiness:

3 unexcused tardies in one week - [Written Warning](#)

Any more than 3 unexcused tardies in a week period is subject to progressive disciplinary action, up to and including termination.

Disciplinary action process for unscheduled absences:

- 1 unexcused absence in a quarter- [Verbal Warning](#) (Documented)
- 2 unexcused absences in a quarter- [Written Warning](#)
- 3 unexcused absences in a quarter- [Final Written Warning](#)
- 5 or more unexcused absences in a quarter- [Termination](#)

NO CALL NO SHOW

Employees absent from work for 3 consecutive days without notification will be considered to have voluntarily resigned. This is considered job abandonment.

3 individual No call no show's in a quarter will result in disciplinary action.

Punctuality

Portables expects all employees to arrive on time. Employees may clock in up to 10 minutes prior to the scheduled shift. Locations should schedule the opening employee to arrive 30 minutes prior to the scheduled opening time to allow the location to be properly set up for business (i.e. phone displays, brochures, etc.) and for the rep to perform opening procedures (i.e. verify opening till, inventory, etc.). Any employee that opens a location late may be responsible for any late opening fine imposed by the mall. Any employee who knows they will be late for a scheduled shift must notify their supervisor as soon as possible. Not doing so will result in the tardy being unexcused.

Excessive undue and/or unexcused tardiness and unexcused absences may result in discipline up to and including dismissal.

Breaks

Break and meal periods are intended to give an employee a chance to renew attention and energy after working for an extensive period so that he or she can remain productive and efficient in performing assigned tasks. For this reason, Portables requires employees to take breaks. Generally, full-time employees are scheduled for at least 45 hours a week. Employees are entitled to unpaid breaks totaling 1 hour per 8-hour shift. These breaks can only be taken if there is coverage for the location. If no coverage is available, the employee is responsible for contacting their supervisor to discuss arrangements for coverage. All employees are required to clock out for these breaks. Employees cannot skip breaks in order to leave early or to make up for lost time resulting from arriving late.

Portables managers determine appropriate lunch and dinner breaks based on the location's schedule. Typically, employees working more than four consecutive hours are provided with a meal break of 30 to 60 minutes. These unpaid breaks are scheduled throughout the workday, so as not to disrupt the business process of Portables. An employee is not allowed to leave early by taking their breaks at the end of the shift. Portables will deduct the required time, as listed below, from a sales rep's time if they do not clock out for breaks.

1 hr. – 3 hrs. 59 mins clocked in: 15 minutes deducted for break
4 hrs. – 7 hrs. 59 mins clocked in: 45 minutes deducted for break
More than 8 hrs. clocked in: 1 hour deducted for break

Failure to clock out for breaks may result in disciplinary action, up to and including termination.

Absence Without Notice

Employees who are absent from work for three (3) consecutive business days and who fail to communicate directly with their immediate supervisor a reason for such absence will be considered to have voluntarily resigned their employment with the Company.

Mandatory Meetings and Trainings

Employees may be required to attend mandatory training and monthly sales meetings. Hourly employees will be compensated for attending these meetings. Time commuting is not generally compensable. Employees may also be required to attend additional meetings, and trainings for which they will receive sufficient notice. If you have any questions, please contact your District Manager.

Leave Policies

Holidays

The Company allows paid time off to eligible full-time employees for certain holidays. Full-time hourly employees become eligible after they have been actively with the company for 6 months. Salaried employees may receive holiday pay immediately upon joining the company. Part-time and temporary employees, including summer employees, are not eligible for holiday pay.

Paid Time Off (PTO) Paid Time Off (PTO) provides you with the flexibility to use your time off to meet your personal needs, while recognizing your individual responsibility to manage your paid time off. You will accumulate a specified amount of PTO each pay period worked and it is up to you to allocate how you will use it – for vacation, illness, caring for children, school activities, medical/ dental appointments, leave, personal business or emergencies. Portables may require you to use any unpaid PTO during disability or family medical leave, or any other leave of absence.

The amount of PTO earned will depend on your length of your service with the Company.

[PTO does not replace the Company’s holiday schedule. We will continue to have designated paid holidays each year.]

ELIGIBILITY:

You are eligible to receive PTO if you are a Salaried Exempt status employee.

DEPOSITS INTO YOUR LEAVE ACCOUNT:

Paid Time Off (PTO) accrued upon hire or transfer into a benefits-eligible position and is available for use following completion of 90 days of employment. PTO is accrued to total 8 hours per month. PTO is accrued as you work, and you will not accrue PTO time while you are on leave of absence or suspension by the Company. An employee may carry over 96 hours of accrued PTO into a new calendar year.

Portables employees are not paid out for the PTO they have accrued at employment end. If an employee has PTO time not used, and employment terminates, the PTO is forfeited.

Employees who give two weeks’ notice of employment termination must work the two weeks without utilizing PTO.

PTO Blackout Periods

PTO “blackout” dates are blocks of time or specific dates in which employees cannot schedule time off due to an increased workload or special event. For yearly blackout dates, please see your immediate sales manager.

Family and Medical Leave

The Company will grant unpaid leave for certain family and medical reasons to employees who have worked for the Company for at least twelve months and have worked at least 1,250 hours during the twelve-month period preceding the leave. Eligible employees will be granted unpaid medical leave for one or a combination of the following reasons:

- To provide care for the employee's child following the birth, adoption, or foster care placement of the child
- To provide care for a spouse, child or parent of the employee, who has a serious health condition
- For the employee's own serious health condition

Unpaid leaves will be granted for a period of up to 12 weeks in a twelve-month period, which will be measured forward from the date the employee's first unpaid leave begins.

Family and medical leave is unpaid except to the extent that an employee applies any accrued vacation days towards family and medical leave. Employees must apply any accrued, unused paid leave to periods of unpaid family and medical leave. Also, for leave due to an employee's own serious health condition, an employee may be eligible for paid disability benefits, if such benefits are offered by the state in which the employee works.

Generally, all periods of time an employee is on short-term disability or workers' compensation leave will be counted toward the twelve weeks of family and medical leave permitted in a leave year. Unpaid family and medical leave runs concurrently with all other forms of paid leave (for example, short-term disability leave).

Procedure

A request for Family and Medical Leave form must be completed and signed by the employee and submitted to the HR Manager. When the need for leave is foreseeable, such as for the birth of a child, the placement in adoption or foster care of a child, or planned medical treatment, the employee must submit the form 30 days before the effective date of the leave. Forms are available from the HR Manager.

Medical Certification

The Company will require medical certification to support a request for leave for an employee's own serious health condition or to care for a seriously ill child, spouse, or parent. For leave to care for a seriously ill child, spouse, or parent, the certification must include an estimate of the amount of time that the employee is needed to provide care.

Continuity and Timing of Leave

Leave for a serious health condition of the employee or his/her spouse, child or parent may be taken on an intermittent or reduced-schedule basis if medically necessary. If leave is requested on this basis, however, the Company may, in its discretion, require the employee to transfer temporarily to an alternative position that better accommodates such recurring absences. The alternative position will have equivalent pay and benefits.

All leave taken for the birth of an employee's child or for the placement of a child with an employee for adoption or foster care must be taken on a continuous basis and must be concluded within one year after the birth or placement occurs.

Spouses' Combined Leave

When both spouses are employed by the Company, they are entitled to a combined total of 12 weeks' leave in a twelve-month period for the birth or adoption of a child or the placement of a child for adoption or foster care in the employee's household or to care for a parent who has a serious health condition.

Continuation of Employee Benefits During FMLA Leave

Employees will not accrue vacation leave while on unpaid Family and Medical leave. Benefits coverage will continue for employees on FMLA leave. Employees on FMLA leave are required to continue to pay their share of premiums during the absence. For any portion of the FMLA leave that is paid, employee contributions will continue to be paid through payroll deductions. For any portions of FMLA leave that are unpaid, employees are responsible for making sure the Company or its insurance carrier receives premium payments by the normal payroll dates.

Reinstatement

The Company will reinstate the employee to the same position or an equivalent position if the employee complies with all terms and conditions of leave. However, the grant of approved Family and Medical leave does not alter the Company's right to restructure, reorganize, or eliminate any position at the Company at any time and for any reason. Employees returning from a medical leave may be required to submit medical certification verifying that the employee is able to return to work. Employees are expected to apprise the HR Manager of the date they anticipate returning to work.

State Medical Leave

Some States have enacted leave laws in addition to the Federal requirements. Portables adheres to all medical leave mandates for each State in which we operate. This information is too extensive to list here. If you have a situation that requires medical leave, please notify your supervisor. For information that applies to your state, county or jurisdiction, contact Human Resources.

Non-FMLA Medical Leave of Absence

The policy of Portables is to consider an employee's request for a medical leave of absence (where the leave does not qualify for protection under the Family Medical Leave Act (FMLA) in accordance with guidelines set forth below. This policy generally provides up to six (6) weeks of leave in any "rolling" 12-month period unless otherwise required by law, including the Americans with Disabilities Act Amendments Act (ADAAA). All leaves (except military leave provided under USERRA) of absence are concurrent and count towards the six (6) weeks. All leave must have a start date and an anticipated return to work date or expected duration of leave of absence certified by a Medical Provider. Employees who take a non-FMLA Medical Leave do not have job restoration rights.

Leave within First Year of Employment

An employee with a serious medical condition as defined under the FMLA, who is in his or her first year of employment and has completed the initial orientation period, may request a leave of absence for a self-qualifying medical event. This leave will be considered for employees that need to be out of work for five (5) consecutive days.

Employees may take leave up to four (4) weeks within their first 12 months of service at Portables. Intermittent leave under Non-FMLA is not permitted.

Leave after First Twelve Months of Employment

An employee with a serious medical condition as defined under the FMLA who does not meet the 1,250-hour requirement, has exhausted leave available under the FMLA or does not meet FMLA requirements may request a leave of absence for a self-qualifying medical event. Time away from work will generally not exceed six (6) weeks in a "rolling" 12-month period. Intermittent leave under Non-FMLA is not permitted unless such leave has been approved as a reasonable disability related accommodation pursuant to the ADAAA. Requests for disability related accommodations should be made to the Human Resources Department.

Human Resources will receive all medical certifications and physician's Excuse from Work Notes. Failure to comply with the above-mentioned requirements will result in denial of leave or reinstatement from leave, in which case the employee's leave of absence would be unauthorized, subjecting the employee to discipline up to and including employment termination. Failure to communicate and provide documentation timely may be considered as resignation or job abandonment.

Continuation of Employee Benefits During Non-FMLA Leave

Employees will not accrue vacation leave while on unpaid non-FMLA leave. Benefits coverage will continue for employees.

While on leave, the employee must continue to make premium payments by mail to: Wahid Inc. 8270 Cinder bed Rd Lorton, VA 21079.

The payment must be received by the first day of every month.

A 30-day grace period applies. If full payment is not postmarked within the 30-day grace period, your benefits may be terminated.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, Portables may require the employee to reimburse the amount it paid for the employee's health insurance premium during the leave period.

Personal Leave of Absence

To the extent that an hourly employee requires an extended period of time off from work (usually ranging in time from 30-90 days), they must contact their immediate supervisor and the HR Manager at least two weeks in advance of the need for time off. The leave time must also exceed two weeks to be considered. Unpaid personal leave time will be granted at the sole discretion of the Company based on the needs of the business. Requests for personal leave without pay are considered on a case-by-case basis. The reason for the request, the employee's length of service, the employee's work record, holiday season, and the demands of the individual's job are examples of the type of factors typically considered in evaluating a request for personal leave of absence. The Company will not grant a personal leave of absence for more than 3 months in a calendar year.

Jury Duty

Employees summoned for jury duty will be allowed the necessary time off from work to perform this civic responsibility. Portables will pay such employees the difference between their regular salary and any jury duty fees received.

An employee summoned for jury duty must give his/her supervisor a copy of his jury summons as soon as the summons is received. After jury duty is completed, an employee must provide his/her supervisor with a certificate of service from the court. If jury duty is cancelled for any reason, the employee must report to work. If jury duty occupies only part of the day, the employee must report to work when dismissed from court unless authorized not to do so in advance by their supervisor.

Employees who fail to report to work as required by this policy will be subject to disciplinary action, up to and including termination.

Military Leave

The Company will grant unpaid military leave for all employees upon request and provision of appropriate documentation from the applicable U.S. uniformed service (including the Army, Navy, Marine Corps., Air Force, Coast Guard (as well as the reserve components of each of those services), Army National Guard, Air National Guard, and Public Health Service commissioned corps). An employee who is called to duty must immediately notify his/her supervisor. When the employee returns from military leave, decisions regarding employment will be made in accordance with applicable state and federal laws. Employees may elect to apply any accrued, unused vacation time towards their military leave.

Employees who take leave under this policy may elect to continue the Company's group health benefits for up to twenty-four months while in the military. Employees who take leave under this policy will be eligible to receive those benefits that the Company offers to its employees of similar seniority, status and pay who are on other types of approved leave.

Bereavement Funeral Leave

When a death occurs in an employee's immediate family, an employee may take up to three (3) days of paid bereavement leave. For purposes of the funeral leave policy, "immediate family" means an employee's spouse or child, stepchild, parent, step-parent, grandparent, brother, or sister of the employee or the employee's spouse. All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of an in-law. The company may require verification of the need for the leave. The employee's supervisor and Human Resources will consider this time off on a case-by-case basis.

Payment for bereavement leave is computed at the regular hourly rate to a maximum of 8 hours for 1 day. The hours of pay are based on the employee's average daily schedule. Time off granted in accordance with this policy shall not be credited as time worked for computing overtime. In unusual circumstances, additional time off may be granted, without pay, at the discretion of Portables. Portables may request documentation to support bereavement leave.

Severe Weather Closings

Portables will always make every attempt to be open for business, however, employee safety is primary. In the event the company must close for the day due to severe weather or emergencies, the company will make every reasonable effort to notify you. If weather conditions are so severe that you are unable to travel to work, you must contact your immediate supervisor immediately. Hourly employees will not be paid for time they are unable to work due to severe weather. Store employees are responsible for monitoring changes in mall hours and notifying their supervisors of adjusted mall hours.

Employee Benefits

The following is a list of benefits that Portables makes available to Eligible Employees. The descriptions in this handbook are a summary only. Benefits may be modified, added or terminated at any time by the insurance company or benefit provider, per the terms of the plan, or by Portables, at its discretion.

Benefits Eligibility

Full-time employees that have successfully completed the required waiting period of 90 days are eligible for the benefits outlined below. Part-time employees (less than 30 hours per week) are not eligible for these benefits. Benefits are:

Group Medical & Dental Insurance

Portables pays a portion of premium costs for coverage of eligible employees. Coverage is also available through the current plan for dependents of eligible employees.

Employee portion of premiums must be paid through payroll deduction. Details of the plan are available through the Human Resources department.

To qualify for health and dental insurance, hourly employees must work a minimum of 40 hours per week for 6 consecutive months and maintain a minimum of 40 hours per week to ensure no lapse in coverage.

401K Plan

Portables offers a 401K plan through BB&T to eligible employees wishing to participate. Contact the Human Resources department for details. Must have worked 6 months or more to be deemed as eligible.

Eligibility requirements to participate in the 401k retirement plan: Employees must be at least 21 years of age and have worked a minimum of 1,000 hours in the previous calendar year.

Employee Discounts

Employees are eligible to receive a discount on the Portables' core products and some AT&T Wireless service plans. Information on current employee discount rates can be obtained through your store Manager or District Manager.

Worker's Compensation

Portables requires that all employees report job-related accidents or injuries to a supervisor or the Human Resource Manager immediately, whether the accident occurred on or off company premises. All workers' compensation claims will be paid directly to employees and employees are expected to return to work immediately upon release by their doctor.

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health coverage under the company's health plan, should the employee lose his or her eligibility (i.e., upon termination or reduction of hours). Details of COBRA coverage and how to apply for it will be provided by a Human Resources Manager at the time eligibility is lost.

Separation and Disciplinary Policies

Disciplinary Policy

Progressive Disciplinary Action

Portables engages in progressive counseling to instruct team members as to the proper standards of conduct, job performance as well as to caution that further instances may lead to more severe discipline.

Progressive Counseling will generally proceed in the following steps:

- Coaching - A verbal warning which may be documented in a team member's personnel file.
- First Written Warning - A formal documented write-up which is to be reviewed with the team member and placed in the personnel file.
- Second Written Warning - A formal documented write-up along with a Performance Improvement Plan.
- Final Notice - Last written formal notice before termination.

Portables reserves the right to determine the appropriate level of discipline for any performance or conduct issues, including oral and written warnings and in the case of serious misconduct an employee may be suspended and/or discharged on first offense. Portables reserves the right to effect immediate termination, should the situation warrant. Each case is to be considered on an individual basis.

Disciplinary action includes, but is not limited to, unpaid suspension and termination of employment and can be taken against an employee in the absence of a formal review. Examples of offenses which may result in disciplinary action against an employee include (but are not limited to) the following: Violation of the Company's EEO Policy and Policy Against Harassment

- Theft
- Embezzlement
- Violence in the workplace
- Illegal or unethical conduct in connection with the Company finances or other aspect of the Company's operations
- Insubordination and falsification of a Company record including but not limited to timecards

While there are some deficiencies (such as, without limitation, theft, embezzlement, insubordination, and violence in the workplace) that are likely to result in immediate termination of employment, in other cases the Company may elect to take progressive disciplinary action.

Violence & Weapons

Portables takes threats of violence extremely seriously. Any act or threat of violence by or against any employee, customer, supplier, partner or visitor is strictly prohibited. This policy applies to all company employees, whether on or off company property. Any use or possession of weapons, whether illegal or not, is prohibited on company property or while on company business. This includes knives, guns, martial arts weapons, or any other object that is used as a weapon. Any employee caught possessing a weapon will be subject to disciplinary action, up to and including termination.

Job Abandonment

Employees of Portables that are absent for more than three (3) consecutive business days and who fail to communicate directly with their immediate supervisor or Human Resources a reason for such absence will be considered to have constructively resigned their employment with Portables. The effective date of termination will usually be the last day the employee reported for work. In certain cases, the termination date is determined by Human Resources. Employees on approved leave are required to provide supportive documentation for continuation of leave. A time gap in documentation that exceeds 3 business days, may be considered as voluntary quit.

Resignation

Employees are encouraged to provide two weeks' written notice to facilitate a smooth transition out of the organization. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given. All resignations must be confirmed in writing. Employees who verbally resign will receive a Confirmation of Resignation notice within 24 hours.

Termination

All employment at Portables is at will, which means the employment relationship can be terminated at any time and for any reason by either the employee or Portables with or without notice.

Employees choosing to terminate their employment with Portables are asked to give their supervisor at least two-week advanced notice. Written notice may be emailed to immediate supervisor and HR Dept.

Return of Company Property

Portables requires that employees return all documents, files, computer equipment, uniforms, company tools, business credit cards, keys and other company owned property on or before the last day of work.

Employees leaving the company may have the option of purchasing any property they choose not to return (i.e. smart phone, etc.).

Employees leaving the company will have the option of having an exit interview with a Human Resources Manager.

Employment Verification

All requests for employment verification must be forwarded to the Human Resources Department. Store managers do not provide employment verifications. Upon receipt of a request for an employment reference, Portables will confirm dates of employment and position(s) held. In most cases portables does not to provide any additional information. In the event more information is necessary, for example, to obtain a Security Clearance, HR requires written and signed authorization from the employee.

Other General Provisions

Visitors

Only customers and authorized visitors (for example, AT&TRAEs) are permitted at Portables' locations. To protect Portables from theft or legal exposure, no visitor is allowed behind the counter or in the backroom of any Portables location. Visits from friends and family should be kept to a minimum and should not exceed five (5) minutes. Employees are responsible for the conduct of their guests.

Solicitation and Distribution

Portables prohibits persons who are not employees of Portables from soliciting, distributing materials, or selling anything for any purpose to customers, visitors or employees of Portables on Portables premises at any time.

Portables prohibits employees from soliciting, collecting or selling anything for any purpose to other employees during the working time. "Working time," means the time during which either the solicited employee or the soliciting employee should be working.

Dress Code General Guideline

All clothes should be clean, pressed, free from strong odors. No screen print clothing unless it company issued. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports events are not appropriate for a professional appearance at work. Sheer clothing that reveal undergarments, low cut tops, or styles that display bare backs, waist, stomach or underwear is not appropriate. Hair should be clean, combed, and neatly trimmed or arranged; unkempt or bright crayon colored hair is not permissible regardless of length.

Store Employees

Portables employees should present a professional appearance at all times. Employees should be well groomed and dressed appropriately for our business. All sales reps must adhere to the basic dress code described below:

Acceptable

All Store Employees

- Name tag

Men

- Jeans (No ripped, frayed, torn, patched or bleached jeans)
- Dress slacks with belt
- Portables or AT&T polo shirt
- Portables or AT&T tee-shirt (DM approval required)
- Dress or casual shoes/sneakers (solid colors: brown, black, navy)

Women

- Jeans (No ripped, frayed, torn, patched or bleached jeans)
- Business slacks, capris (black, khaki, charcoal grey, dark blue)
- Dress or skirt (no more than 4 inches above the knee or high slits)
- Portables or AT&T polo shirt
- Dress or casual shoes/sneakers (solid colors: brown, black, navy)
- Neutral loafers, mules, wedges, sling backs, flats, boots or pumps

Unacceptable

- Shorts
- Peddle-pushers
- T-shirts (other than AT&T)
- Sweatshirts, sweatpants, or jogging outfits
- Lycra or spandex clothing (form fitting)
- Cargo pants
- See-thru or low-cut clothing
- Tank tops
- Tops that expose the midriff
- Flip-flops, thongs, slippers
- Flashy athletic shoes

Jewelry

Small, simple jewelry is acceptable (body piercing jewelry is generally not permitted). For or questions, contact Human Resources.

Corporate Employees

Portables strives to maintain a workplace environment that is well functioning and free from unnecessary distractions. As part of that effort, the company requires employees to maintain a neat and clean appearance that is appropriate for the work being performed.

All corporate employees are expected to follow the General Dress Code in addition to the corporate dress code policy. Any questions or complaints regarding the appropriateness of attire should be directed to the Human Resources department. Decisions regarding attire will be made by the Human Resources department and not by individual departments or managers.

**Please refer to the Corporate Dress Code Policy for further details.*

Telephone Use – Company & Cell

Telephones are provided to enable employees to carry out work assignments in an efficient manner. No employee is authorized to accept any free promotional offers solicited via telephone. There should be no personal calls on the company phone.

Personal cell phones should be limited during working hours, on a sporadic basis or in emergency situations and when employees are on scheduled breaks and lunch. Texting, use of social media and shopping sites, etc. during company time is not permitted. Portables retains the right to monitor employees for excessive use of personal cell phones. Personal calls, texts and instant messages can be monitored or used in HR investigations. An employee will understand there is no expectation of privacy on their own personal devices, while using the device at work.

Cell phones shall be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow.

If employee use of a personal cell phone causes disruptions or loss in productivity, the employee may become subject to disciplinary action per company policy.

If an employee is operating a company vehicle and receives a call on a cell phone, the employee may answer, but shall ask the caller to hold, put the phone down and pull to the side of the roadway, into a parking lot or other safe location to respond to the call. Failure to follow this policy may result in disciplinary action up to and including termination.

Use of Company Vehicles

All company vehicles are to be used for business purposes only. Employees may not use a company vehicle without written authorization from a supervisor to do so. Employees using company vehicles must have a valid driver's license and proof of insurance.

Use of Company Property

All company workspace, including file cabinets, fax machines and computers are the property of Portables and must be available to management at all times. The use of personal locks on any company property is strictly forbidden. No company property may be used to house personal files or items. No company equipment, including computers, photocopiers or printers may be used for personal business.

Postage, Shipping and Office Supplies

Postage, shipping and office supplies paid for by the company are for business purposes and are not to be used for an employee's personal purposes.

Personal Property

Portables does not assume responsibility for any personal property located on its premises. Employees are to use their own discretion when choosing to bring personal property into any Portables location, facility, or site and do so at their own risk. Additionally, employees may not bring or display on Company premises any property that may be viewed as inappropriate or offensive to others. Employees are not allowed to bring books, laptops, or any other item that is non-job related to any Portables location. This policy can only be superseded by the CEO or a HR Manager and must be in writing.

Personal Safety

The safety of each employee's health and security is very important to Portables. Portables is willing to make reasonable efforts to address an employee's safety concerns. Employees should remember to use caution and good judgment in all activities and should notify their supervisor or a human resource representative if they believe there is a safety issue that should be addressed.

Location Security

It is the responsibility of all employees to make sure the facilities and work areas are secure. This includes making sure that inventory is secured in the proper place and not left laying unattended on the counter.

Any employee entrusted with facility keys shall make certain the facility is secure when that employee is the last to leave. This includes, but is not limited to, turning off appropriate lights, closing and locking all doors and windows and setting the security alarm. If you have questions about this policy, see your immediate supervisor. Employees must immediately report any potential security risks to your immediate supervisor.

Monitoring & Searches

All company property is subject to monitoring and review at all times. This includes, but is not limited to, desks, lockers, company vehicles, computers and email files. Reasons for searches and reviews include, but are not limited to, personal abuse of company property, theft investigation and improper disclosure of confidential information.

Portables retains the right to conduct searches at any time. This includes the right to search individual computers or files, even if protected by a password. Any employee that attempts to obtain or alter a password for the purpose of accessing restricted files will be subject to disciplinary action, up to and including termination, and will be prosecuted to the full extent of the law.

Oversized purses and bags are not allowed at Portables locations. This includes, but is not limited to, duffel bags, backpacks, briefcases, and over-sized purses. Portables retains the right to randomly search any personal bag or purse on company property.

Surveillance

Portables reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection or protection of proprietary information.

Portables may find it necessary to monitor work areas with security cameras when there is a specific job-or business-related reason to do so. The company will do so only after first ensuring that such action is in compliance with state and federal laws.

Employees should not have any expectation of privacy in work-related areas.

Portables reserves the right to modify this handbook and its policies at any time without advance notice, as appropriate to ensure best business practices and adherence to Federal, State and Local laws.

Acknowledgement and Receipt

I have received my copy of the Employee Handbook. [] initial

The employee handbook describes important information about AT&T Portables, and I understand that I should consult Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with AT&T Portables voluntarily and acknowledged that there is no specified length of employment. Accordingly, either I or AT&T Portables can terminate the relationship at will, with or without cause, at any time.

This manual and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with AT&T Portables. By distributing this handbook, the Company expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by AT&T Portables, and the company reserves the right to change my hours, wages and working conditions at any time.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at AT&T Portables is employment at-will, which may be terminated at the will of either AT&T Portables or myself.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature _____

Employee's Name (Print) _____

Date _____

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE