Coastal
MARINA MANAGEMENT

Employee Handbook

April 2025

Coastal Marina Management
Employee Handbook

Welcome to Coastal Marina Management, hereinafter referred to as CMM. This handbook will provide a reference throughout your employment on our policies, procedures and benefits. Please take the time to familiarize yourself with its contents.

Purpose of the Handbook
This handbook has been prepared to acquaint you with CMM and give you a ready reference to answer most of your questions regarding your employment with us. We intend for this handbook to offer two-way communication: what you can expect from us, and what we expect from you.

This handbook should not be construed as creating any kind of employment contract or to create contract rights of any nature. It is intended only as a summary of our personnel policies, U.S. employment regulations and employee benefits in effect at the time of publication. The Handbook does not state all of the conditions of your employment or the principles that govern the performance of your job duties. Your location or department may have additional policies and procedures that also apply to your employment. Additionally, if you work in a location where the law provides greater or different benefits than those set forth herein, the Company will comply and provide you with the most generous benefits available under applicable law.

From time to time, CMM's policies and procedures may be reviewed and/or updated. We reserve the right to add, change, or delete benefits and policies at any time without prior notice or consent, although we will attempt to notify you of these changes and will distribute any updates.

What You Can Expect From Us

Our Customer Relations Philosophy
Our most important goal is exceeding customer satisfaction and providing the best and safest Marina experience possible. We enjoy a reputation for providing top quality service and clean properties, with a warm, friendly attitude that continues to build repeat loyalty to both short and long term customers.

Our Employee Relations Philosophy
The success of CMM depends upon **teamwork** and we invite you to become a dynamic part of our Team. We are dedicated to continuing an excellent employee relations program. We strive to make CMM a desirable workplace by providing an atmosphere of open communications, good working conditions, competitive wages and benefits, and employee involvement.

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I. EMPLOYMENT STATUS

Employees are hired with the understanding that work schedule/locations may change according to CMM needs. Employees must be willing to make the appropriate changes for employment to continue.

Your employment by CMM is at-will, which means that you or CMM may terminate or change the conditions of your employment for any reason, with or without cause or notice, at any time. Unless otherwise provided in an express written contract signed by the President of the Company, your employment status is at-will.

Employees at CMM are classified as Full-time, Part-time, or Seasonal/Temporary. In addition, each employee will be classified as nonexempt or exempt.

Full-time Employees

Full-time employees are those who are normally scheduled to work thirty (30) or more hours per week.

Part-time Employees

Part-time employees are those who are normally scheduled to work less than thirty (30) hours per week. Part-time employees are not eligible for CMM benefits, except those mandated by law.

Non-exempt Employees

Non-exempt employees, who may be either Full-time or Part-time employees, are paid on an hourly basis and are covered by the overtime provisions of the Federal Fair Labor Standards Act.

Exempt Employees

Exempt employees are exempt from the overtime provisions of the Federal Fair Labor Standards Act and are paid on a salary basis.

Temporary or Seasonal Employees

Temporary or Seasonal employees are those who are employed for short-term assignments. Short-term assignments will generally be periods of six (6) months or less. Temporary and Seasonal employees are not eligible for benefits, except as required by applicable law, and may be classified as exempt or non-exempt on the basis of job duties and compensation.

Introductory Period

For every new employee, even in a new management transition period, the first ninety (90) days of employment is an introductory period. During this time, you are able to learn about CMM, your job, and your new surroundings.

During this first ninety (90) days, your job performance, attendance, behavior and overall interest in your job will be observed by management.

Even after the expiration of the introductory period, your employment remains at-will, and CMM may terminate the employment relationship with or without cause at any time.

II. EMPLOYMENT POLICIES

Code of Conduct

We at CMM are committed to fostering a culture of mutual respect and dignity. Employees are expected to demonstrate a strong work ethic and maintain a professional demeanor. This includes punctuality, meeting deadlines, and being accountable for your actions.

Equal Employment Policy

Coastal Marina Management is an equal opportunity employer that does not discriminate based on race, creed, color, religion, age, national origin, citizenship status, disability or handicap, sex, gender identity, pregnancy, marital status, genetic information, veteran status, sexual orientation, or any other characteristic protected by applicable federal, state or local laws. This nondiscrimination policy extends to all terms, conditions, and privileges of employment as well as the use of all CMM facilities, participation in all CMM sponsored activities, and all employment actions such as promotions, compensation, benefits and termination of employment. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

Discrimination based on any protected category is expressly prohibited. CMM will not tolerate conduct by an employee that violates this policy. Any employees with questions or concerns about any type of discrimination are encouraged to bring these issues to the attention of management. CMM will not allow any form of retaliation against individuals who, in good faith, raise concerns or make reports regarding discrimination. Anyone found to engage in any type of unlawful discrimination or retaliation will be subject to discipline, up to and including termination.

CMM is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. To provide equal employment opportunities to qualified individuals, CMM makes reasonable accommodations to eligible individuals in accordance with the Americans with Disabilities Act, as amended, unless undue hardship would result to the Company.

CMM will engage in an interactive dialogue with you to determine the precise limitations and explore potential reasonable accommodations that could overcome those limitations. If your limitation or need for accommodation is not obvious, CMM may ask you to provide supporting documents showing that you have a limitation and/or describing the accommodation required. CMM will keep confidential any medical information obtained in connection with your request for a reasonable accommodation.

CMM complies with the Pregnant Workers Fairness Act (PWFA) and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified pregnant individuals. CMM provides reasonable accommodations to qualified applicants and employees with known limitations related to pregnancy, childbirth, or related medical conditions unless doing so would create an undue hardship.

Any employee requesting accommodation under the ADA or PWFA should contact the Human Resources Department.

CMM is committed to taking all other actions necessary to ensure equal employment opportunity in compliance with applicable federal, state, and local laws. CMM expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith.

CMM will also endeavor to accommodate the sincerely held religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on CMM. If you wish to request such accommodation, please speak to the Human Resources Department.

Immigration Law Compliance

CMM is committed to only employing individuals who are legally authorized to work in the United States. We do not unlawfully discriminate based on citizenship or national origin. To comply with the Immigration Reform and Control Act of 1986, all new employees, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and provide documentation that establishes their identity and eligibility for employment. Former employees who are subsequently rehired must also complete an I-9 and provide appropriate documentation to the extent required by law.

Policies Against Workplace Violence and Weapons in the Workplace

CMM is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to CMM and personal property. There will be no tolerance for conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods. This includes physical assaults and verbal or physical conduct that is intimidating, menacing, aggressive, threatening, obscene or abusive or could reasonably be interpreted to potentially cause harm or endanger the safety of others or property.

CMM prohibits firearms, weapons, and other dangerous or hazardous devices and substances on the premises, except when lawfully and securely stored in an employee's vehicle where in compliance with and under the conditions allowed by state law. Employees may never remove the weapon from the vehicle or carry a weapon on their person, unless otherwise allowed by applicable law. The term "weapon" is to be construed broadly and inclusively to safeguard patients, employees and others

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of Management with whom you feel comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the CMM determines, after an appropriate good faith investigation, that someone has violated this policy, CMM will take swift and appropriate corrective action.

If you are the recipient of a threat made by an outside party, please follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

Sexual and Other Unlawful Harassment

CMM is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes or comments based on an individual's race, creed, color, religion, age, national origin, citizenship status, disability or handicap, sex, gender identity, pregnancy, marital status, genetic information, veteran status, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser.

Sexual harassment may occur when:

- Submission to, or rejection of, sexual advances or requests for sexual favors is made an implicit or explicit condition of employment;
- Submission to, or rejection of, sexual advances or requests for sexual favors is used as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Harassment based on any other legally protected classification is prohibited. It may include conduct such as:

- Verbal conduct including threats, epithets, derogatory comments or slurs based on an individual's protected classification;
- Visual conduct including derogatory posters, photography, cartoons, drawings or gestures based on protected classification; and
- Physical conduct including assault, unwanted touching or blocking normal movement because of an individual's protected status.

Any employee who becomes aware of possible sexual or other harassment must immediately advise their supervisor, Human Resources, or Scott Burt so it can be investigated in a timely and confidential manner. Upon completion of the investigation, if necessary, corrective measures will be taken. These measures may include, but are not limited to: training, counseling, warning, suspension, or immediate dismissal. Anyone, regardless of position or title, found through investigation to have engaged in improper harassment will be subject to discipline up to and including discharge.

CMM prohibits any form of discipline or retaliation against anyone for (a) reporting in good faith alleged incidents of harassment in violation of this policy, (b) pursuing any such claim (c) cooperating in the investigation of such reports, or (d) making any good faith complaint of a violation of any law, rule, regulation.

All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge.

If You Have a Problem - Open Door Policy

CMM requires that every employee be treated fairly and with respect.

We maintain an open-door policy to ensure that all employees have an opportunity to voice legitimate complaints with the expectation that they will be reviewed as soon as possible in a fair and equitable manner. Your right to speak up about legitimate concerns without fear of reprisal will be protected, but we cannot resolve problems if we do not know about them. Whenever you have a problem, it can usually be resolved by the following steps:

- Any concern aside from a complaint of harassment or unlawful conduct should generally first be discussed with your immediate supervisor. Very often, your supervisor is in the best position to handle your problem satisfactorily.
- If you are not comfortable reporting a concern to your supervisor for any reason, if your supervisor cannot solve the problem, or if you are not satisfied after step 1, you should request to speak to the Marina Manager.

- If this does not satisfactorily resolve the situation, you are encouraged to submit your complaint to the CMM Operations Manager and/or your Human Resources department.

In accordance with our reporting policies, your corporate management team contact information is below.

Human Resources: Mikayla Coley | Mikayla@coastalmarinamgt.com | 850-233-1633.

Human Resources & Event Coordinator: Ashley Claypole | Ashley@coastalmarinamgt.com | 850-252-2592

Operations Manager: Caitlin Jewett | Caitlin@coastalmarinamgt.com | 727-687-0924

Owner/ Operator: Scott Burt | Scott@Coastalmarinamgt.com | 850- 527-2882

Drug and Alcohol Policy

To help ensure a safe, healthy and productive work environment for our employees and others, to protect CMM property, and to ensure efficient operations, CMM has adopted a policy of maintaining a workplace free of drugs and alcohol. The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on CMM premises, while on CMM business (whether or not on CMM premises) or while representing CMM, is strictly prohibited. Employees and other individuals who work for CMM also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances. This restriction does not apply to responsible drinking of alcohol at business meetings and related social outings.

Violation of this policy will result in disciplinary action, up to and including discharge.

CMM may require all current employees to submit to random, reasonable suspicion, and post-accident drug and alcohol screen tests.

CMM maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any CMM employee.

Safety Policy

The health and safety of employees and others on CMM property are of critical concern to CMM. CMM intends to comply with all health and safety laws applicable to our business. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to Management immediately. Any suspicion of a concealed danger present on CMM's premises, or in a product, facility, piece of equipment, process or business practice for which CMM is responsible should be brought to the attention of management immediately.

Notice of Injury: Employees are to report any work-related injury or illness as soon as possible, and no later than 24 hours of the incident, regardless of how insignificant the injury may appear. Employees must report incidents to the Marina Manager or acting supervisor. This will enable an eligible employee to begin the process of seeking workers' compensation coverage as quickly as possible.

Periodically, CMM may issue rules and guidelines governing workplace safety and health. CMM may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected. These include, but are not limited to, the following:

- Smoke in authorized areas only.
- **All** cuts and injuries – no matter how slight – are to be reported to your supervisor. This applies to you, your co-workers, customers or the general public.
- Horseplay and running are prohibited.
- Always ask for instructions before using equipment in which you are not properly trained or authorized to operate.
- Keep docks, aisles and walkways clear and safe. Roll up all electrical cables, water hoses, etc. Repair any raised dock boards.
- Sweep up – do not pick up – broken glass. Dispose of broken glass properly; never put broken glass in a plastic trash bag.
- Ask your supervisor for instructions in lifting heavy objects to avoid serious injury.
- Always get help if the object is too heavy to handle alone.
- Wear proper footwear. Open toe shoes or flip flips are not allowed for safety and image purposes. Non marking shoes are required when boarding a customer's boat.
- Always look for ways to improve the property for overall safety for your co-workers and especially for your customers.

Employment of Relatives and Personal Relationships in the Workplace

Relatives of a currently employed employee may be considered for employment based on their qualifications.

However, where the hiring or employment of an employee's relative would result in a supervisor/subordinate relationship between relatives or create an actual or perceived conflict of interest, one or more employee may be required to transfer to a suitable alternative position if one is available. If there are no available positions, one or both employees may be required to resign.

Personal relationships in the workplace can create conflicts of interest. CMM requires all employees to disclose to Human Resources any family, intimate, sexual, romantic, or dating relationships that they have with other employees.

This disclosure will enable CMM to determine whether the relationship creates a conflict of interest, has a significant negative effect on workforce morale, or it creates other issues for the business. Failure to make the required disclosure can result in disciplinary action, up to and including separation of employment.

Supervisory employees are prohibited from having intimate, sexual, romantic, or dating relationships with subordinate employees and may be required to transfer to a suitable alternative position if one is available. If there are no available positions, one or both employees may be required to resign. Employees are required to disclose all relationships covered under this policy at the time of hire and as circumstances change to Human Resources.

III. PAYROLL

Working Hours & Schedule

CMM's normal work week begins on Monday and ends on Sunday. You will be assigned a work schedule and you will be expected to begin and end work according to the schedule. In order to accommodate the needs of our business, it may be necessary to change individual work schedules on either a short-term or long-term basis.

The standard or basic work week for employees will not exceed a total of forty (40) hours. However, due to seasonal business conditions, schedules and hours may sometimes have to be adjusted accordingly. Any hours worked over 40 in a workweek will be compensated as overtime for non-exempt employees. As stated below, all overtime must be pre-approved in writing by the employee's supervisor.

Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees may not start work until their scheduled starting time. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, via the payroll system, a punch system or on forms as prescribed by Management.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge. If you are instructed to alter of falsify any time records, including being instructed not to report time worked, you must report this immediately to Human Resources.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business. It is your responsibility to review your time record to certify the accuracy of all time recorded. You should review your recorded time weekly and report any errors immediately to your supervisor to be corrected.

Overtime

Like most companies, at times we may experience periods of extremely high activity.

During these busy periods, additional work is required from all of us, and your supervisor may ask you to work overtime. Effort will be made to provide you with adequate advance notice in such situations. In general, non-exempt employees should not work in excess of 40 hours a week without prior permission.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) the employee's regular rate of pay for all time worked in excess of forty (40) hours each workweek, unless otherwise required by law. PTO, holidays and or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Bulletin Boards

Bulletin boards are reserved for the exclusive use of CMM for posting work-related notices or legally required notices. Please check the boards regularly for these notices. Unless otherwise provided by law, employee postings are not permitted unless work-related and approved by a supervisor.

Meal & Rest Period

Full-time and Part-time Non-exempt employees will be given a thirty (30)-minute meal period, to be taken at a scheduled time. This meal period will be unpaid as long as the meal period lasts at least 30 consecutive minutes and is uninterrupted. Non-exempt employees may also take two paid fifteen (15) minute breaks as scheduled by their supervisor.

Minor employees are provided with breaks as required by law. Please check with Human Resources for additional information.

Lactation Breaks

CMM will provide employees reasonable break time to express breast milk for nursing a child after the child's birth each time such employee has need to express the milk. A private location other than a restroom will be provided. An employee requiring these breaks should contact Human Resources, and CMM will ensure breaks and a secure location are available in accordance with this policy and applicable law. Nursing employees will also be provided a location to store their milk.

Severe Weather Policy

Unless an emergency closing is announced, all employees are expected to report to work. However, all employees are urged to use their own discretion in deciding whether they can commute safely to work. Non-exempt employees who do not report to work because of inclement weather have the option of taking PTO or unpaid time for the time missed.

If weather or other emergency conditions prevent you from reporting to work on time, you will be responsible for notifying your supervisor, within the first hour of the workday. If possible, such notification should be made by a telephone conversation directly with the supervisor. If direct contact is not possible, leaving a detailed voice mail message for your manager AND a message with another employee is acceptable. Employees should leave a phone number where they can be reached.

Payment of Wages

Paydays are on Wednesdays of every other week (biweekly) for work performed during the previous two-week pay period. If a regular payday falls on a holiday, you will be paid on the preceding workday. Employees selecting direct deposit will find pay stub detail on Paylocity. If there is an error in your check, please report it immediately to your Marina Manager.

Pay Deductions

CMM is required by law to take certain deductions from your pay each pay period, including Social Security tax, federal and state taxes, and local taxes, where applicable. CMM may also deduct any court-ordered deductions from an employee's earnings, including wage attachments and garnishments, tax levies, and child support payments, in accordance with court orders.

Deductions from an exempt employee's pay are permissible when the employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of 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; to offset amounts team members receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct policy violations. Also, CMM is not required to pay the full salary in the initial or terminal week of employment; or for penalties imposed in good faith for infractions of safety rules of major significance. In these circumstances, either partial day or full day deductions may be made.

If you believe that an improper deduction has been made to your salary, you should immediately report this information to your Human Resources. Reports of improper deductions will be promptly investigated, and any errors will be corrected.

IV. PERSONNEL

Performance Evaluations and Performance Reviews

Your Marina Manager will conduct periodic reviews as a method of evaluating your performance and future goals.

Punctuality & Attendance

Regular attendance and promptness are considered part of each employee's essential job functions. All employees are expected to maintain satisfactory attendance and report to work on time every day. Unscheduled absences, late arrivals, and early departures must be kept to a minimum. When employees will be late reporting to work by fifteen (15) minutes or more or absent without prior approval, they must notify their supervisor no later than fifteen (15) minutes before the scheduled starting time. Employees must call personally and speak directly with their supervisors. Text messages, friends, relatives, or co-workers for communicating absences are not acceptable.

Employees who will be absent for an indefinite period due to illness or emergency must inform their supervisor and keep the supervisor informed of when they will likely return to work. If you fail to report for work as scheduled for three (3) consecutive days without any notification to your supervisor, you will be considered to have abandoned your employment and will be terminated.

Confidentiality

DO NOT divulge a customer's name, mailing address, phone number or vessel name and location to ANYONE. All such inquiries must be directed to the Marina Manager.

As a Marina employee, you may learn confidential business information, including company and customer information. As a condition of employment, employees are required to protect the confidentiality of CMM trade secrets, proprietary information, and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the company. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from upper management. Such confidential business information may not be shared with non-employees of CMM either during or after your employment with CMM.

If you have information that leads you to suspect that employees or competitors are obtaining such information, you are required to inform your Human Resources or Scott Burt immediately.

Violation of this policy may result in discipline or termination and may subject the violator to civil liability.

Business Ethics/ Conflicts of Interest

CMM maintains high ethical standards and professionalism in conducting its business affairs and expects the same commitment from each employee. Employees must avoid any situation that involves or may involve a conflict between their personal interest and the interest of CMM or that adversely affects CMM's reputation.

Employees must disclose actual or potential conflicts to management as soon as they become aware of them. Consult your Marina Manager if you need clarification of this policy.

Outside Employment

Employees are not prohibited from gaining employment outside of CMM. However, it is important that other employment and outside interests do not interfere in any way with your successful performance at CMM. If any management employee has outside employment, including self-employment, that could create a potential conflict of interest, that employee must disclose and discuss the matter with the Operations Manager immediately.

Workplace Conduct
CMM endeavors to maintain a positive work environment. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Violation of any CMM policy or practice.
2. Unauthorized use of any employer-owned or leased equipment or property.

3. Insubordination, including improper conduct toward a supervisor or customer.
4. Falsifying, misleading, or making a material omission on any CMM record.
5. Misusing or damaging property of CMM, a co-worker, customer, or a visitor.
6. Unsatisfactory performance or unprofessional conduct of any kind.
7. Misuse of CMM's time, including excessive personal phone calls, text messaging, and engaging in any other non work-related activity during work time.
8. Failure to comply with any federal, state, local or administrative law and/or regulation governing CMM.

Obviously, not every type of misconduct can be listed. All employees are employed at-will, and CMM reserves the right to impose whatever discipline it chooses, or none at all, in any particular instance.

Corrective Action Guidelines

In the event an employee demonstrates inappropriate behavior in the workplace, the Corrective Action Guidelines described below will generally be followed, subject to CMM's discretion. Depending on the severity of the problem and number of occurrences, there may be circumstances when one or more steps are bypassed and more severe discipline is imposed, up to and including immediate termination.

- **Counseling**

When an employee displays unacceptable behavior or his/her performance is not meeting the job requirements, the employee is given coaching and counseling and an opportunity to correct the behavior.

- **Verbal Warning**

A verbal warning is a written record of a discussion that takes place in which the supervisor has counseled the employee about a particular problem. It is placed in the employee's personnel file for future reference.

- **Written Warning/Termination**

For offenses that are serious or when verbal warning has proven insufficient or ineffective, a written warning is administered.

If the employee continues to exhibit action or behavior similar to that which leads to the original corrective action, CMM may either impose more severe corrective action than initially imposed or immediately terminate the employee.

The description of these Corrective Action Guidelines is not a guarantee of their use. CMM reserves the right to terminate employment at any time, with or without reason. CMM also reserves the right to take legal action against any employee for any of the above infractions.

Separations from Employment by CMM

Although your employment remains at-will, in the event you choose to resign from your position, we request that you give us at least two (2) weeks' written notice. You will be required to return all CMM property prior to your last day of work. Failure to return all company property may result in a reduction to your final paycheck, to the extent permitted by law.

Promotions and Transfers

CMM believes it is in the best interest of all concerned to have the best available person on every job. Insofar as is consistent with efficient operation and the availability of qualified candidates, CMM will promote from within the organization whenever possible. When a position becomes available that you wish to transfer into, you should see your Marina Manager to express your interest in the position.

Smoking

In the interest of safety of the property, smoking is only allowed in the areas designated by your supervisor. Smoking or the use of any other tobacco product (including e-cigarettes and chewing tobacco) is prohibited in CMM vehicles, customer vessels, on the docks, dry storage buildings, elevators, back hallways, kitchens, public areas, shared office space, administrative areas, at the fuel dock and especially in the sight of customers. Acceptable locations will be site specific and should be confirmed by the manager.

V. CMM FACILITIES

Operation of CMM Vehicle

The use of CMM-owned or CMM-leased vehicles and rental of vehicles for CMM business are limited to authorized employees. These vehicles must only be used in work-related activities and may not be used for personal business or activities without the express prior approval of management. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations.

All employees authorized to drive CMM-owned or CMM-leased vehicles or to rent vehicles for use in conducting CMM business must possess a current, valid driver's license and an acceptable driving record. Employees must obtain any specific, state-required permits or licenses necessary to operate CMM-owned or CMM-leased vehicles. Any change in license status or driving record must be reported to management immediately.

Certain authorized employees may drive their own personal vehicles while conducting CMM business. These employees must maintain adequate personal automobile liability insurance. Employees doing so should promptly submit an expense report detailing the number of miles driven on CMM business.

CMM will pay mileage reimbursement in accordance with applicable IRS reimbursement rates. Employees are expected to observe the above policies while on CMM business, even if driving their own personal vehicles.

Use of Company Credit Cards

CMM may provide managers with credit cards that can be used for business – related expenses. Having these cards helps us track and process our expenses, prevent fraud and make payments more efficiently.

You can use a company card to pay for work-related expenses only. This includes:

- Expenses involved in meeting clients (e.g. dinner, printed material)
- Accommodations during work-related travel

- Marina Expenses
- Transportation expenses for work-related trips
- Training and educational material

All large expenses require approval by Scott Burt before the purchase is made.

You must not use the company credit card for non-authorized or personal expenses. Never withdraw cash using the company credit card.

Use of E-mail, Computers, Phone Systems and Other Equipment

All engraved or printed CMM stationery, envelopes, and other work materials are for CMM business only. When signing business letters on CMM letterhead, the employee's name and title or position must be used.

Employees are requested not to send or receive personal mail using CMM's mail services. Employees will be asked to reimburse the cost of postage for personal materials sent through CMM's mail services.

Computers, iPad, cell phones, computer files, the e-mail system and software furnished to employees are CMM property intended for business use. Employees should not use a password, access a file or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored. It is the employee's responsibility to use good judgment when opening emails sent from unknown sources to protect CMM equipment and software from viruses. Any suspicious emails should be reported to IT immediately at support@jbdtech.com

Personal use of telephones and the mail system is not permitted. When necessary, personal calls of any type should be made during breaks and kept to a minimum. Employees may be required to reimburse CMM for any charges resulting from their personal telephone use.

VI. USE OF SOCIAL MEDIA, CAMERA, PHONES/RECORDING DEVICES

Use of Social Media

CMM respects the right of any employee to maintain a blog or web page or to participate in a social networking site or app. However, to protect CMM's interest and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking site or app during working time or at any time with CMM equipment or property.

All company rules apply in full to blogs, web pages, social networking, Facebook, Instagram, Tik Tok, Twitter and similar sites. This applies to rules regarding confidentiality as well as CMM's anti-harassment policy. Photographs of work-related events or incidents may not be shared without the express prior written permission of CMM.

Whether an employee is posting something on their own site or on someone else's, if the employee mentions CMM and also expresses either a political opinion or an opinion regarding the company's actions, the poster should specifically state that the opinion expressed is their personal opinion and not the company's position.

Employees should be respectful of their potential readers and colleagues and refrain from using discriminatory comments, personal insults, libel or slander when commenting about the company, their superiors, co-workers or the company's competitors.

Employees must use their best judgment and should refrain from posting information regarding CMM or their jobs that has the effect of or intention to cause embarrassment, disparagement, damage or injury to the reputation, business, or standing of CMM. Employees must respect the rights of co-workers while not harassing, disrupting or interfering with another's work performance and not creating an intimidating, offensive, or hostile work environment. When in doubt, don't post.

Camera Phones/Recording Devices

To protect privacy rights and trade secrets and promote a safe and efficient work environment, employees may not take photographs or videos in the workplace by using cell phones, audio or video recorders or any other device that can be used to capture an image or voice in work areas with confidential company information. Similarly, no employee may photograph or record any other employee in a manner that would be threatening, harassing or in violation of applicable law. Nothing in this policy is intended to violate state or federal law.

Cell Phone Policy

Company provided cellular telephones are to be used for business purposes only, unless otherwise authorized by management. They are not to be used for personal communications unless when circumstances arise as described below.

The use of a cell phone, iPad or any other electronic device while operating a vehicle, whether CMM provided or your personal device, is only permitted with the proper use of hands-free functions and only if it is safe to do so and in compliance with all applicable state and local laws. Employees should plan calls to occur prior to traveling or while on rest breaks.

Employees in possession of CMM cellular phones are required to take appropriate precautions to prevent theft and vandalism of all CMM equipment and safeguard against improper use or access to confidential company information on such devices. Such safeguards include the use of password protection, privacy screens, and ensuring third parties cannot view or access confidential information.

Personal use of cell phones should be limited to use during breaks or lunch. With the exception of emergencies and other similar circumstances, personal calls during work hours are not permitted. CMM prohibits employees from using handheld cellular phones for business reasons while driving or for any reason while driving for work-related purposes or driving a company-owned vehicle. Employees should also be aware that using a wireless communication device to write, send or read a text-based communication while driving on a highway or in any manner prohibited by law is expressly prohibited by CMM policy.

Employee Property

Employees should not bring valuables to work. If necessary to do so, all valuables should be kept in a secure location. CMM assumes no responsibility for the loss, theft, or damage of employees' personal property.

VII. SOLICITATION/ DISTRIBUTION AND VISITORS

To avoid distractions, solicitation by an employee of another employee is prohibited while either employee is on working time. Solicitation of any kind by non-employees on CMM premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of CMM or by non-employees is prohibited at all times.

Friends and relatives should be asked not to visit employees during working hours. Unattended children are not allowed in the facility or on the premises at any time.

For safety and insurance reasons, friends, relatives, and third parties are not permitted in areas restricted to employees only, unless authorized by management.

VIII. EMPLOYEE PARKING

So that we have sufficient parking for our customers, we require all of our employees to park their vehicles in the areas designated for employee parking. If you have any questions as to where you should park your vehicle, please ask your Marina Manager.

IX. DRESS & GROOMING

CMM requires all employees to present a professional image to the public and clients. Accordingly, each employee is required to wear appropriate attire while at the office or conducting CMM business. When uniforms are required as part of an employee's job, the basic uniform will be supplied by CMM. Employees shall be expected to exercise care to protect their uniforms from damage and shall be responsible for loss and care of said uniforms. Name tags are considered a part of your uniform and are expected to be worn at all times while on duty.

Office staff and dock attendants are often the face of the company and offer the first impression. It is appropriate to dress casually, but with a focus on professionalism.

"Appropriate attire," is at the discretion of management but should follow the below guidelines.

If uniforms are not supplied the following shall stand:

All Staff:

Clothes should not be torn, tattered, bleached, excessively baggy or tight. Shorts must be visible and not hidden by an oversized or long top. Shorts must be an appropriate length.

Indoor/Office Staff:

Shorts/Skirts must be of respectable length while in a seated position. Tops must be respectful and professional. Sheer, low cut or cropped are not permitted. Shorts designed for gym or outdoor lifestyle are not considered office casual and are not permitted.

Shoes:

All employees must wear close-toed shoes. Flip-flops, crocs and similar are not permitted for any employees.

Nametags:

All employees must wear name tags and must be visible on the outermost garment.

Hairstyles, make-up, and the grooming of beards and mustaches are left to the discretion of each employee. However, employees' personal grooming should contribute to a clean and neat appearance. Employees may be asked to remove non-uniform headwear or other accessories which are distracting, unprofessional, inappropriate, or which create or contribute to a safety hazard.

X. BENEFITS

CMM is proud to offer a benefits package including Health Insurance, Dental, Vision and Life and Disability Insurance. All full-time employees are eligible for benefits and if elected will begin on the first of the month following 60 days of continuous employment, subject to the terms and conditions of all plan documents.

Holidays

CMM observes***** the following 7 paid holidays:

New Year's Day + Easter + Memorial Day + Fourth of July + Labor Day + Thanksgiving Day + Christmas Day

*****_Observes_ shall be defined as the date of holiday pay and does not translate to the closure of business. Business closure should be approved through management, will be announced in advance and may be property specific.

Eligibility

Only Full-time employees are eligible to receive holiday pay. To be eligible, a Full-time Team Non-exempt Member must (a) have completed ninety (90) days of continuous employment service, and (b) work the last scheduled day immediately preceding and the first scheduled day following the holiday, unless prior approval from management has been given.

Part-time employees, temporary workers and new hires that have not completed ninety days of employment are not eligible for holiday pay.

Rate of Pay

Holiday pay for Full-time Non-exempt employees will be calculated based on your straight time pay rate (as of the date of the holiday) times the number of hours you would have otherwise worked on that day. Holiday pay is not counted for the purpose of calculating an employee's overtime hours of work or overtime premiums. Employees who are discharged or end their employment with CMM will not be paid for any unused holiday time off.

If you are required to work on a designated holiday and you are eligible, you will receive your regular wage for time worked in addition to holiday pay. If a holiday occurs during your vacation period, if given pre-approval by management, you will be granted one additional day of vacation period, to be taken at a time approved in advance by your Manager.

Paid Time Off (PTO)

CMM has established a Paid Time Off policy for all employees working thirty (30) or more hours per week (Full-Time status). CMM believes that employees should have opportunities to enjoy time away from work to help balance their lives. We have established this paid time off (PTO) policy to include time for vacation, illness or disability, appointments, emergencies or other needs that require time off from work. PTO will not be counted for the purpose of calculating overtime and will not be paid in excess of 40 hours per week. PTO time will not accrue or roll over from year to year. Employees are to request PTO time through their immediate supervisor, who has the discretion to approve or disapprove based on CMM staffing needs.

During the first year of employment, PTO will be available to start using in the pay period following completion of 180 days (6 months) of employment. PTO accrual is based on the number of full years of Full-Time employment, and follows the below schedule:

- Year 0 - 1: 40 hours (to use after 6 months of Full-Time status)
- Year 1 anniversary: 80 hours per year
- Year 2 anniversary: 80 hours per year
- Year 3 anniversary and beyond: 120 hours per year

Any employee who is changed from Part-Time status to Full-Time status will use the date of change as their new hire anniversary date for PTO accrual purposes. PTO will be available to start using in the pay period following completion of 180 days (6 months) of Full-Time employment.

PTO must be scheduled in advance except when used for illness, injuries, or other last-minute emergencies. Call outs will be automatically deducted from PTO. PTO is subject to CMM approval, department staffing needs and established departmental procedures. **PTO may be taken in increments of one (1) hour.**

Employees are required to give a minimum of (2) weeks' notice before taking vacation. Vacation request must be approved by your Manager. In scheduling vacations, CMM will attempt to accommodate employees' preferences. However, if two (2) employees from the same department request the same vacation time off, seniority will be given preference. It is very important that all employees discuss their vacation plans with their Manager and obtain proper approval to work along with the entire Team.

Employees will not be compensated for PTO that has not been used by year's end or at the time of the Employee's termination or other departure from employment.

Certification and Reinstatement

Certification by your health care provider may be required for absences due to your illness or injury of three (3) or more consecutive workdays or for intermittent absences due to the same reason.

A health care provider's certification may also be required in other circumstances.

Family and Medical Leave

CMM provides leave according to the Family and Medical Leave Act of 1993 (FMLA), which provides for unpaid, job-protected leave to covered employees in certain circumstances.

Eligibility

To qualify for FMLA leave, you must: (1) have worked for CMM for at least 12 months, although it need not be consecutive; (2) worked at least 1,250 hours in the last 12 months; and (3) be employed at a worksite that has 50 or more employees within 75 miles. If you have any questions about your eligibility for FMLA leave, please contact the Human Resources Department.

Leave Policy

If eligible, you may take up to 12 or 26 weeks of family or medical leave, whichever is applicable (as explained below), within the relevant 12-month period defined below. While you are on FMLA leave, CMM will maintain your group health insurance coverage at the same level and under the same circumstances as when you were actively working, as explained more fully under the section titled, "Medical and Other Benefits." On returning from approved FMLA leave, you have the right to be restored to the same job or an equivalent position, subject to the terms, limitations, and exceptions provided by law.

Leave Entitlement

You may take **up to 12 weeks** of unpaid FMLA leave in a 12-month period, which [is defined as a calendar year/is defined as a fiscal year/is measured from an employee's anniversary date of hire/is measured forward from the date an employee's first FMLA leave begins/uses a "rolling" method that is measured backward from the date you use any FMLA leave] for any of the following reasons:

- the birth of a child and in order to care for that child (leave to be completed within one year of the child's birth);
- the placement of a child with you for adoption or foster care and in order to care for the newly placed son or daughter (leave to be completed within one year of the child's placement);
- to care for a spouse, child, or parent with a serious health condition;
- to care for your own serious health condition, which renders you unable to perform any of the essential functions of your position; or
- a qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

You may take **up to 26 weeks** of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, child, parent or next of kin who is a covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's regulations (known as military caregiver leave).

Both Spouses Employed by CMM

Spouses who are both employed by CMM and eligible for FMLA leave may be limited to a:

- Combined total of 12 weeks of leave during the 12-month period if leave is requested:
  - for the birth of a child and in order to care for that child;
  - for the placement of a child with the employee for adoption or foster care and in order to care for the newly placed child; or
  - to care for an employee's parent with a serious health condition.
- Combined total of 26 weeks in a single 12-month period if the leave is either for:
  - military caregiver leave; or
  - a combination of military caregiver leave and leave for other FMLA-qualifying reasons.

Notice of Leave

If your need for FMLA leave is foreseeable, you must give CMM at least 30 days' prior written notice. If this is not possible, you must at least give notice as soon as practicable. Failure to provide this notice may be grounds for delaying FMLA-protected leave, depending on the particular facts and circumstances. Additionally, if you are planning a medical treatment or a series of treatments or you are taking military caregiver leave, you must consult with CMM first regarding the dates of this treatment to work out a schedule that best suits the needs of the employee or the covered military member, if applicable, and CMM. Where the need for leave is not foreseeable, you are expected to notify CMM within one to two business days of learning of your need for leave, except in extraordinary circumstances. CMM has Family and Medical Leave Act request forms available from the Human Resources Department. Please submit a written request, using this form, when requesting leave.

Certification of Need for Leave

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification forms from the Human Resources Department. When you request leave, CMM will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

CMM, at its expense, may require an examination by a second health care provider designated by CMM. If the second health care provider's opinion conflicts with the original medical certification, CMM, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. CMM may require subsequent medical recertification. Failure to provide requested certification within 15 days, when practicable, may result in delay of further leave until it is provided.

CMM also reserves the right to require certification from a covered military member's health care provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

Reporting While on Leave

If you take leave because of your own serious health condition or to care for a covered relative, you must provide CMM with timely updates on regarding the status of the condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two business days if feasible) if the dates of leave change or are extended or initially were unknown.

Leave Is Unpaid

FMLA leave is unpaid. You [may/will be required to] substitute any accrued and unused paid time off for unpaid FMLA leave. The substitution of paid leave time for unpaid FMLA leave time does not extend the 12 or 26 weeks (whichever is applicable) of the FMLA leave period. In no case can the substitution of paid leave time for unpaid leave time result in your receipt of more than 100% of your salary. Your FMLA leave runs concurrently with other types of leave, for example, accrued vacation time that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by state law.

Medical and Other Benefits

During approved FMLA leave, CMM will maintain your health benefits as if you continued to be actively employed. If paid leave is substituted for unpaid FMLA leave, CMM will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium as instructed by Human Resources. Your health care coverage will cease if your premium payment is more than 30 days late. If your payment is more than 15 days late, we will send you a letter to this effect. If we do not receive your premium payment within 15 days after the date of this letter, your coverage may cease. If you elect not to return to work for at least 30 calendar days at the end of the leave period, you will be required to reimburse CMM for the cost of the health benefit premiums paid by CMM for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

Exemption for Key Employees

Key employees, defined as salaried and FMLA-eligible employees who are among the highest paid 10% of all employees at a worksite or within 75 miles of that worksite, may not be returned to their former or an equivalent position following FMLA leave if restoration of employment will cause substantial and serious economic injury to the operations of CMM. This fact-specific determination will be made by CMM on a case-by-case basis. CMM will notify you if you qualify as a key employee, if CMM intends to deny reinstatement and of your rights in these instances.

Intermittent and Reduced Leave Schedule

If medically necessary, FMLA leave occasioned by a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service. If leave is unpaid, CMM will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced leave schedule, CMM may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

Returning from Leave

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. Otherwise, you will not be permitted to resume work until it is provided.

State or Local Family and Medical Leave Laws and Other Company Policies

Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits that are more favorable to the employee, as provided by these laws, will apply.

Personal Leaves of Absence

A leave of absence (LOA) is an extended period of time absent from work without loss of employment. A personal leave of absence may be granted by CMM up to a maximum of ninety (90) days, although an extension beyond ninety (90) days may be considered in the event of serious or extenuating circumstance or to comply with federal, state or local law. Personal leaves are without pay; however, employees may utilize all PTO during the approved leave. If a LOA is granted to an employee whom has healthcare coverage through CMM, the employee will be responsible for making payments to CMM, throughout their leave period, to cover the employee portion of their healthcare coverage.

The granting of leave and terms and conditions of the leave will be determined on a case-by-case basis at the sole discretion of management.

Requests for Personal Leave

Excluding extraordinary circumstance, a written request for a personal leave of absence must be presented to the employee's immediate supervisor at least thirty (30) days before the start date of the leave of absence. Failure to report to work on the first day after the expiration of the leave of absence without advance notification and approval, or accepting outside employment during the period of leave, may be considered a voluntary resignation of employment.

Reinstatement

Unless required by law, CMM does not guarantee reinstatement following a personal leave. However, CMM will offer employees returning from a personal leave of absence the same or comparable position the individual is qualified to perform, if either position is available.

Parental Leave

As a company we believe in creating an inclusive environment for employees at every stage of their lives. We understand that welcoming a new child into a family requires time for recovery from childbirth and bonding with a baby. Parental leave will be provided in accordance with the Family and Medical Leave Act, if applicable. Parental leave is unpaid. However, all full-time eligible employees are covered with Short-Term Disability with Guardian. Under this policy the mother would be eligible for up to 13 weeks' pay after a 7-day elimination period. Employees may also use any accrued but unused PTO during Parental Leave.

Please reach out to Human Resources and we will be happy to help you facilitate this process.

Domestic Violence Leave

Employees may be granted up to 3 days of unpaid leave in any 12-month period if the employee or a family or household member of an employee is the victim of domestic violence. This leave may be used to:

- Seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence;
- Obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
- Obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crises center as a result of the act of domestic violence;
- Make your home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
- Seek legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court related proceedings arising from the act of domestic violence.

Family or household member means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Except in cases of imminent danger to the health or safety of you or your family or household member, you must also provide sufficient documentation of the act of domestic violence. This documentation may include copies of restraining orders, police reports, orders to appear in court, etc.

Crime Victim Leave

Alabama employees qualifying as crime victims may take leave from employment to respond to a subpoena to testify in a criminal proceeding or participate in the reasonable preparation of criminal proceedings.

Workers' Compensation

All employees, whether part-time or full-time, are covered by Worker's Compensation. CMM provides a comprehensive workers compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately. **If you are injured on the job, no matter how slightly, report the incident immediately to your Supervisor. Failure to follow CMM procedures may affect your ability to receive Workers' Compensation benefits.**

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence section of this handbook for more information.

Funeral or Bereavement Time Off

Any employee may take up to three (3) consecutive workdays off with pay following the death of the employee's current spouse, parent, child, sibling, legal guardian, domestic partner, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, or sister-in-law.

Civic Duty Time Off (Jury Duty)

CMM encourages employees to serve on jury or witness duty when called. You must notify your Manager of the need for time off for jury or witness duty as soon as a notice or summons from the court or a subpoena is received. Civic duty time is unpaid unless otherwise required by law.

Verification from the court clerk of having served may be required and you will be expected to report or return to work for the remainder of your work schedule on any day you are dismissed from jury or witness duty.

Under no circumstances will employees be terminated, threatened, coerced, or penalized because they respond to a jury service subpoena, attend court for prospective jury service or serve as a juror. Employees must, however, report to work on their next regularly scheduled hour after being dismissed from the jury.

Full-time Alabama employees will receive their regular compensation for absences to serve on a jury. Employees who are absent from work while participating in the jury selection process or while serving as a juror will not be asked or required to use any paid time off leave or unpaid leave (other than that provided under this policy) during the absence.

Voting Time Off

CMM encourages its employees to exercise their privileges and duties as citizens, including their right to vote. Employees who do not have sufficient time outside their normal work schedules to vote should make arrangements with their immediate supervisors in advance and in no case later than the day before the election.

Employees who begin work two or more hours after the polls open or complete work at least one hour before the polls close will be deemed to have sufficient time outside of work hours to vote. When employees do not have sufficient time outside of work hours to vote, they will be provided up to one hour of time off to vote. Time off to vote will be without pay, except that exempt employees may receive pay, as required by applicable law.

Unless required by law, time off to vote is unpaid, and CMM does not consider paid voting leave as time worked for purposes of computing overtime pay.

Election Duty Leave (Alabama Employees)

Employees who are properly appointed election officials will be provided time off from work to perform the election duties required by their appointment. Time off under this policy will be without pay, except that exempt employees may receive pay as required by applicable law. Employees taking leave under this policy must provide documentation of the appointment and dates of required service at least seven days prior to the leave.

Volunteer Emergency Responder Leave (Alabama Employees)

Employees who serve as volunteer emergency workers may take time off from work or be excused for being late to work when responding to an emergency that occurred prior to the employee's regular hours of employment.

For purposes of this policy, a "volunteer emergency worker" means an individual who is not paid for their service as a volunteer firefighter, emergency medical technician, rescue squad member, volunteer deputy or a ham radio operator conducting storm spotter operations for an emergency management association. An "emergency" includes going to, attending to, or coming from any of the following: a fire call; a hazardous or toxic materials spill and cleanup; any other situation to which a volunteer fire department has been dispatched; or an actual medical emergency to prevent the imminent loss of life.

Time off under this policy will be unpaid, except that exempt employees will be paid when required by applicable law. Employees must make a reasonable effort to notify their supervisor that they may be absent from, or late to, work in order to respond to an emergency. CMM may require an employee to submit a written statement from the supervisor or acting supervisor of the fire department or emergency medical services stating that the employee responded to an emergency and documenting the time and date of the emergency.

CMM will not terminate volunteer emergency workers for being late, or failing to report, to work while responding to an emergency call.

Military Leave

If you are called into active military service or you enlist in the uniformed services, you will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, you must provide management with advance notice of your service obligations unless you are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable for you to provide such notice. Provided your absence does not exceed applicable statutory limitations, you will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws.

In addition to other military leave rights, Alabama employees who are active members of the National Guard of Alabama or any other state, Alabama Naval Militia, the Alabama State Guard, the National Disaster Medical System, the Civil Air Patrol or any other reserve component of the United States armed forces are entitled to a military leave on all days that they are engaged in field or coast defense, training or other services ordered under the National Defense Act or the federal laws governing the United States military reserves.

Moreover, employees who are active members of the National Guard of Alabama or any other state enjoy the rights, privileges and responsibilities set forth in the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), whenever they are called to state active duty or more or for federally funded duty (other than training) in a time of war, armed conflict or emergency proclaimed by the Governor of Alabama or the President of the United States.

Please ask management for further information about your eligibility for Military Leave.

XI. TRAINING PROGRAMS AND LEARNING SEMINARS

During your employment with CMM, you may be required, or you may request to attend a training seminar, conference, or other educational meeting. When your attendance at one of these functions is required by CMM, you will be reimbursed for any expenses you incur for attending the function and you will be compensated at your regular rate. You must obtain your manager's written approval prior to attending one of these functions. You must also estimate your expenses for attending the function and submit them to your manager for approval. You will not be reimbursed for expenses without prior written approval from your manager. Please note that employee's voluntary attendance at seminars or other educational forums is not subject to this policy. You will not be compensated for time spent in voluntary attendance in seminars and other programs that are conducted outside of normal business hours or that are not directly related to your current job.

If your position is eligible for working remotely CMM reserves the right to acquire a remote work agreement which shall include but is not limited to the following:

- Availability and schedule: while we understand that flexibility is one of the many benefits of remote work, we require remote employees to maintain a consistent, approved work schedule.
- Equipment: Must be preapproved by IT. It is not intended for family and/or personal use and should only be used for CMM business matters. Equipment should be password protected and require a secure login.
- Privacy and confidentiality agreements: employees should be aware that all information is to be kept confidential and should be password protected at all times. In addition, employees should be aware that their activity may be monitored.
- Childcare: Employees should arrange for childcare while working remote. If the level of care needed for a dependent(s) prevents or disrupts work, reach out to your supervisor immediately.
- Employees granted permission to work remotely are only permitted to work in the location approved by CMM.
- Employees are required to follow all rules set forth in this handbook during all times of remote work.

CMM Reserves the right to reassess the work from home agreement at anytime.

RECEIPT / ACKNOWLEDGMENT

This employee Handbook is provided to you for information and immediate reference. Please read it carefully and completely. Policies included in this Handbook are subject to unilateral change from time to time by Coastal Marina Management herein referred to as CMM.

Please acknowledge receipt of this handbook addendum by signing and returning this page to your supervisor.

Your employment is at will. This means you are free to terminate your employment at any time, for any reason, and CMM retains the same rights.

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I have received a copy of this handbook and have been given sufficient opportunity to review it in its entirety. If I have any questions regarding this handbook addendum, I understand that it is my responsibility to ask my supervisor or other employee of management about them. I recognize it is my responsibility to review the policies, practices, standards, and rules it contains, and I agree to comply with them during my employment with CMM.

I understand the information in this Handbook is intended to acquaint employees with general policies, principals, standards, and procedures, and does not represent a contractual commitment by CMM concerning terms of employment or other matters. I acknowledge that CMM is free to act according to the best business judgment of its management and to change, interpret, withdraw, or add to the policies, procedures, and standards described in this handbook addendum at any time without prior notice, consideration, or approval by an employee. Amendments to any other part of this Handbook may be issued by appropriate means of communication. I further understand that this Handbook is not a contract between CMM and is not a guarantee of any specific policies, procedures, standards, rules, or length of employment. I understand that my employment is at-will, and can be terminated for any reason, with or without cause or notice, at any time. Current, specific details of the topics covered in this Handbook can be clarified by my supervisor or other member of management. I further understand that I will be responsible for complying with future changes in such policies, practices, standards, and rules.

_____

Date Employee Signature

_____

Employee Name Printed

To Supervisor:

Following the Employee's signature, place this page in the Employee's personnel file.
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