



# Employee Handbook



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## **Welcome to Metropolis**

### **WELCOME**

Starting a new job is exciting. We at Metropolis Creative are pleased that you have joined our team, and we hope that you will find your work challenging, rewarding, and a way to enhance your professional development.

We recognize that starting a new job can also be overwhelming. This employee handbook has been developed to help you get acquainted with the culture, mission, values, and policies we live by.

As an employee of Metropolis Creative, the importance of your contribution cannot be overstated. Our goal is to provide the finest quality products and services to our customers and to do this more efficiently and intelligently than our competitors. If we satisfy our customers' needs, they will continue to do business with us and refer us to others.

Part of making this a reality is to ensure that we are all working toward the same vision. You are an important part of this process, and your work directly influences our company's reputation and continued growth.

Please read this handbook carefully and begin to get acquainted with what you should expect at Metropolis Creative, and in turn, what we expect of you. If you have any questions, please feel free to share them with us.

Welcome, once again, to the Metropolis Creative family.

Sincerely,

Michael Flint  
President



## Welcome to Metropolis

### COMPANY PHILOSOPHY AND VALUES

Employees should become familiar with the company philosophy, which directs our everyday activities and decisions.

#### The Company's Dynamics

- Metropolis Creative is an organization that delivers value. We believe in the importance of constantly improving our products and expanding our services in order to build the strongest relationships with our customers.
- We are action oriented and willing to take risks in order to seek superior returns on investment. We focus on what we know best, while continuously searching for opportunities to ensure future earnings and growth.
- We provide a challenging and motivating work environment that encourages contribution and involvement, and attracts and retains high quality productive employees.

#### Values

- We believe in the importance of all employees and acknowledge that each individual brings unique strengths that contribute to our overall success.
- We believe in quality performance, teamwork and inspired leadership. We believe in rewarding employees for outstanding performance.
- We believe in the value and importance of our customers. Developing a close working alliance and being responsive to their needs is essential. Satisfied customers are the key to our growth and success.

### INTRODUCTION

This handbook outlines the policies and practices that apply to all Metropolis Creative employees. Included are details about the many programs we offer to benefit employees and enhance your experience working for us, as well as our expectations of you. Please take the time to read this book carefully and be sure you fully understand the specific components. It supersedes all other handbooks and policy guidelines previously distributed and in effect, so it's important for you to understand the details. We encourage you to bring any questions, comments or concerns about the subjects discussed directly to us, so we may help clarify your particular issues. In addition, we encourage you to suggest any changes which you believe will benefit Metropolis Creative and our employees.

As the Company continues to grow and our business environment changes, we expect our policies, benefits and rules will change and develop over time. We will attempt to revise this handbook on a regular basis to reflect such changes, however, Metropolis Creative retains the right to amend, delete, add to or modify its policies at any time, whether or not such changes are reflected in this handbook. The handbook, therefore, is not a contract of employment nor a guarantee of any employment related benefits.



## **Employment with Metropolis Creative**

### **CLASSIFICATIONS OF EMPLOYEES**

Regular Full-Time Employee: an individual hired to perform a regular employment function for Metropolis Creative, who is regularly scheduled to work a minimum of 32 hours a week. Regular full-time employees are eligible for all Company benefits.

Regular Part-Time Employee: an individual hired to perform a regular employment function for Metropolis Creative, who is scheduled to work less than 32 hours a week. Part-time employees are not eligible for company benefits.

Temporary Employee: an individual hired directly by Metropolis Creative, or by temporary agencies, to perform specific jobs of short duration, who may be terminated when the jobs are completed. Temporary assignments may range from several days to several months. Temporary employees are not eligible for Company benefits.

Student/Co-op/Intern/Summer Employee: an individual hired on either a temporary basis while attending college, or a college work/study program. Student/Co-op/Intern/Summer employees are not eligible for Company benefits.

### **EMPLOYMENT STATUS**

All employees are employed at will. This means that the employment relationship is non-contractual, for no fixed period of time, and is terminable at any time by either Metropolis Creative or the employee, without cause or notice. No verbal representation of employment for any duration has any force or effect.

### **INITIAL TRAINING AND REVIEW PERIOD**

The first three months of employment at Metropolis Creative are considered an introductory period in which the Company and the employee can determine whether the fit is mutually satisfactory. This period gives new employees an opportunity to discover if they enjoy working for the Company and want to continue. It also gives the Company a chance to evaluate an employee's interest in the position and his/her ability to fulfill the job related requirements. Although this introductory period is typically for three months, it may be extended at the discretion of management. Successful completion of this period in no way implies or guarantees future employment. Former employees who are rehired after a separation from Metropolis Creative of more than one year, must complete the introductory period of 90 days following the date of rehire.

During the Initial Training and Review Period, employees do participate in the Company's benefit plans, subject to the relevant eligibility requirements.



## **Employment with Metropolis Creative**

### **CONFIDENTIALITY AND NON-COMPETE AGREEMENT**

Confidentiality is vital to the operation of Metropolis Creative. Your employment with us assumes an obligation to maintain confidentiality of proprietary information and trade secrets both during and after your employment with the Company. Therefore, prior to beginning employment with Metropolis Creative, new employees are required to sign a Confidentiality and Non-Disclosure Agreement. It is expected that employees will not engage in businesses, either directly or through others, which are in competition with Metropolis Creative' present or anticipated future business.

Employees have the following obligations to protect the Company's proprietary and trade secret information:

- Confidential information will not be disclosed to persons outside the company, including family, visitors, suppliers, or others that could benefit from the information.
- Confidential information is not to be used for the profit or benefit of employees or persons outside the Company.
- Confidential information is to be disclosed to other employees only on a "need to know" or "need to use" basis.
- Confidential and proprietary information and materials may not be removed from the Company or reproduced, without prior approval from senior management.

Should you receive any requests for information from outside sources that are deemed inappropriate in the course of your employment, please refer the request to your immediate supervisor, or the appropriate company Operating Officer. All confidential information must be returned at the Company's request.

### **NON-COMPETE AGREEMENT**

In addition to the above, employees will be asked to sign a Non-Compete Agreement as a condition of employment.

### **CONFLICT OF INTEREST STATEMENT**

The Company expects that all employees observe the highest moral and ethical standards in any dealings in which you represent the Company. You have an obligation to refrain from activities which conflict or interfere with the Company's operations. Listed below are some examples of activities which constitute potential or actual conflicts.

Outside employment: You may accept employment outside of Metropolis Creative provided the outside employment does not pose a conflict or the appearance of a conflict with the interests of the Metropolis Creative Companies entity, does not interfere with your job performance, and does not have an adverse impact on the business interests of Metropolis Creative.

Before undertaking any outside employment, you should consider the nature of the employment, the time commitment required, and the type of company for which you would be working. After considering these factors, please consult with your manager or Human Resources about any potential conflict of interest prior to accepting secondary employment.



## **Employment with Metropolis Creative**

Outside business interest: Employees should not establish or maintain an outside business interest that would cause any potential or actual conflict to Metropolis Creative, its clients, or its employees. In addition, no employee may have any personal financial dealings with a client of Metropolis Creative, without prior approval of the President.

Accepting gifts and entertainment: An employee should not accept gifts or entertainment of more than nominal value from any individual or organization who does business, or seeks to do business, with Metropolis Creative.

Unfair competition: All employees will conduct themselves in a fair and ethical manner when dealing with customers and suppliers. Under no circumstances may an employee enter into arrangements with competitors, suppliers or distributors which conflict with Metropolis Creative' price or marketing policies.

The above policy does not apply to transactions offered through, or approved by, the Company. If you have any questions regarding issues or concerns surrounding conflict of interest or a potential conflict, please contact the President.

## **EMPLOYEE RECRUITMENT**

Metropolis Creative is committed to developing and maintaining a professional workforce that offers the best possible service to our customers. External and internal candidates are considered based on their qualifications for the job. To accomplish this, Metropolis Creative uses a variety of approaches to obtain the best qualified applicants, including:

## **EMPLOYMENT OF RELATIVES**

Metropolis Creative is committed to hire the individual best qualified to fill a position and to retain valuable employees. Relatives of employees will be considered for employment as long as there are no management reporting relationships or potential conflicts of interest between the two relatives. Should such a conflict arise, the Company reserves the right to take appropriate action to correct the situation. Additionally, in certain cases where it might present a conflict or jeopardize an employee's ability to adhere to Metropolis Creative' confidentiality agreement, employment of a relative may be denied. Should current employees become related or closely involved, the Company may take appropriate action to avoid any potential conflicts of interest.

## **EMPLOYMENT OF MINORS**

Massachusetts state law regulates the employment of individuals under the age of 18 by restricting hours of work and limiting work to non-hazardous activities. If an employee is affected by these laws, the employee's supervisor will provide instruction upon employment at Metropolis Creative.



## **Employment with Metropolis Creative**

### **EMPLOYEE REFERENCES**

All reference requests should be directed to the President for verification of employment including date of hire, position title and date of termination only. No other information will be released and no other company personnel should provide any employment references, unless the employee has specifically signed a release form with Metropolis Creative.

### **EQUAL EMPLOYMENT OPPORTUNITY**

Metropolis Creative is committed to providing fair and equal opportunity for employment and advancement to all employees and potential employees of the Company.

It is our policy and practice to recruit, transfer, assign, and compensate employees on the basis of qualifications, merit, and competence. Employment practices will not be influenced nor affected by an individual's race, color, religion, sex, national origin, sexual orientation, age, marital status, veteran, disability, or any other characteristic protected by law.

In addition, it is the Company's policy to maintain a work environment exemplifying the highest professional standards of personal conduct. Accordingly, harassment of any kind, including religious, sexual, racial, or age-related, will not be tolerated. Such harassment includes, among other things, unsolicited remarks, gestures or physical contact, display of materials, or violent conduct.

This policy governs all aspects of recruiting, hiring, training, on-the-job treatment, Company-sponsored activities, promotion, transfer, discharge, and all other terms and conditions of employment.

Metropolis Creative wishes to emphasize to all employees its belief in Equal Employment Opportunity. The cooperation and participation of each employee are essential to the achievement of Company objectives.

### **ACCOMMODATIONS TO DISABILITIES**

Metropolis Creative will make reasonable accommodations to enable an individual with a disability to perform the essential functions of his or her job.

If you are unable, or find it difficult, to do all the functions of your job due to a disability, please contact your manager, inform them about your disability, and discuss the type and nature of any assistance or adjustment in your duties which would enable you to perform the essential functions of your job.

We may ask to speak to your physician or health care provider to help us assess the proposed accommodations and to ensure that you can safely perform the essential functions of your job with the accommodations. We may also ask you to submit to an independent medical or other appropriate examination, at our expense, to help us assess your needs.

## Employment with Metropolis Creative

### FREEDOM FROM HARASSMENT

All employees have the right to a work environment free from any type of discrimination or harassment, including freedom from sexual harassment. Metropolis Creative prohibits employees from engaging in harassment of others on the job. In addition, the Company will not tolerate harassment of employees by non-employees, such as clients, visitors, customers, vendors of the Company, or harassment of non-employees by employees.

Harassment includes verbal or physical conduct which may or does offend, denigrate, or belittle any individual. Such conduct includes pictures, jokes, comments, innuendoes, slander or any other behavior which creates an environment which is offensive to anyone.

While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment is defined as unwelcome sexual advances, verbal or physical conduct of a sexual or otherwise offensive nature, offensive comments, jokes, innuendoes, pictures and other sexually-oriented statements. Sexual harassment occurs under the following conditions:

- Acceptance of or submission to such conduct is made either explicitly or implicitly as a term or condition of employment.
- The employee's response to such conduct is used as a basis for employment decisions affecting that employee.
- The purpose or effect of such conduct is to substantially interfere with an employee's work performance.
- The conduct creates an intimidating, hostile, or offensive working environment.

Sexual harassment is unlawful and will not be tolerated. Any employee who feels that he or she has been the victim of harassment, or has been a witness to harassment, must report the incident immediately to their supervisor or the President. If you do not wish to discuss this issue with him/her, or if she/he does not address the problem, you should inform any member of management with whom you feel comfortable.

A thorough investigation into an alleged instance of harassment will be conducted. An investigation may include discussion with all involved parties, identification and questioning of witnesses and any other appropriate parties.

If the Company determines that harassment has occurred, appropriate action will be taken to end the harassment and ensure that it is not repeated. Management will take whatever action it believes appropriate under the circumstances. Disciplinary action may include warnings, suspension, probation, and/or termination.

It is unlawful to retaliate against, or punish, any employee who files a complaint of harassment or who cooperates in an investigation of a complaint. Metropolis Creative will not tolerate any retaliation against any employee who files a complaint or who cooperates in an investigation of possible harassment. Disciplinary action will be taken if retaliation occurs.

Any individual who is dissatisfied with the results or progress of an investigation may discuss his/her dissatisfaction directly with the President of Metropolis Creative.

Metropolis Creative will not provide legal, financial or any other assistance to an individual who acted in violation of the policy.



## **Employment with Metropolis Creative**

### **DRUG FREE WORKPLACE**

It is Metropolis Creative's policy to provide a safe and productive work environment for all employees. Therefore, we are committed to maintaining a work environment free from the influence of illegal drugs. Drug abuse can have a serious impact on how competently an employee can perform the job, and have an impact on the Company in terms of morale, productivity, safety, and focus.

- Metropolis Creative prohibits the use of unauthorized drugs and the sale or possession of drugs on Company premises or while conducting Company business off Company premises. Any violation of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- If the Company reasonably suspects that an employee is using drugs or alcohol, an employee may be required to undergo a physical examination. The Company retains full and final discretion on whether additional testing is required.
- Occasionally, the Company may learn that an employee has had a substance abuse problem or a supervisor may suspect that an employee may be working under the influence of unlawful drugs or alcohol. In those cases, the Company may require the employee, as a condition of continued employment, to submit to drug tests.

### **OPEN DOOR POLICY**

Metropolis Creative is a professional organization and employees are the Company's greatest asset. We value and encourage the sharing of ideas and employees' insights, observations, criticisms, concerns, and compliments. Ideas and/or suggestions should be referred to an employee's supervisor.

If the employee wishes, the concern may be discussed with any member of management up to and including the President. In all cases, employee concerns will be handled in a timely and confidential manner.

### **EMPLOYEE CONDUCT**

Metropolis Creative is committed to maintaining a professional and positive work environment. To achieve this, the Company encourages courteous and respectful behavior, a responsible attitude toward work, and respect for other employees, clients and visitors, and Company property.

Employees are expected to respect the individual rights, privacy, and property of others and to treat information appropriately. Actions harmful to another employee, a client, or to the Company may be cause for disciplinary action up to and including termination of employment. In addition, as a condition of continued employment, employees must remain eligible for insurance coverage under the Company's general policies.

The following is a summary list of unacceptable conduct practices that do not promote individual responsibility, self-development, and positive interpersonal relationships. This list is not exhaustive and does not exclude the Company's right to discipline other conduct in whatever manner it deems appropriate, up to and including termination.

## Employment with Metropolis Creative

- Dishonesty.
- Falsification of records (employment applications, time sheets, expense reports, etc.).
- Theft, abuse, misuse, or deliberate destruction of Company or employee property.
- Misuse and/or disclosure of confidential Company or client information or trade secrets.
- Misuse and/or illegal duplication of network and/or Company software or related documentation in violation of licensing agreements.
- Negligence in observing fire prevention or safety regulations or failure to report on-the-job injuries or unsafe conditions.
- Excessive absenteeism or tardiness.
- Speaking unfavorably of any employee or client.
- Loafing on the job, or failure to perform work.
- Willful refusal to perform work as directed (insubordination).
- Possession, use, sale, or distribution of illegal drugs.
- Reporting for work or being at work while under the influence of alcohol or with apparent signs of drug influence.
- Possession of weapons, firearms, or explosives on Company or client premises.
- Discrimination or harassment against other employees, customers, clients, visitors, or vendors.
- Fighting, conducting a lottery or gambling, horseplay, using profane, obscene, or abusive language while at work, threatening, intimidating, or coercing others on Company, client premises, or while conducting business.
- Any other violation deemed inappropriate based upon reasonable standards of conduct. The Company reserves the right to determine, at its sole discretion, when discipline or terminations warranted and the level of discipline which is called for by the offense.

## TERMINATION

- Voluntary: Employees wishing to terminate their employment with Metropolis Creative are requested to provide as much notice as possible, with a minimum of two weeks, so that a replacement may be found. The Company may elect to make an employee's termination effective immediately. Employees should submit a resignation to their supervisor in writing. Employees will be paid for time worked and all unused, earned vacation days.
- Involuntary: Should the Company make the decision to terminate an employee, the separation is involuntary. Employees who are separated involuntarily are paid through the designated notice period for the time worked and all unused, earned vacation days. Metropolis Creative does not have an established severance policy.



## **Employee Compensation**

### **COMPENSATION OVERVIEW**

Metropolis Creative' compensation philosophy is to attempt to pay competitive salaries that attract and retain high-talent employees and that reward, recognize, and motivate performance. Salary increases are based on merit and performance in accordance with the recommendations of your manager, as well as overall Company profitability. For your own protection, Metropolis Creative considers each employee's salary or wage rate to be confidential. Please do not discuss or reveal your salary with any other employee of the Company.

### **PERFORMANCE APPRAISAL/SALARY REVIEW PROCESS**

Metropolis Creative strongly encourages the discussion of job performance and goals on a continual basis. Performance appraisals are an excellent way to give employees feedback about job performance, to set goals, and to provide guidance. The Company will attempt to review employees' performance every year. Salary reviews are granted on the basis of an employee's actual job performance and the overall Company profitability, therefore an increase is not automatically granted. Informal reviews may additionally take place throughout the year, especially for new hires. In addition to the regular written performance appraisals and informal reviews, special written performance appraisals may be conducted by an employee's manager at any time to advise employees of the existence of performance or disciplinary problems.

### **PAY PERIODS**

All full-time employees are paid every other Friday for work completed 14-28 days prior. For the employee's convenience, in the event that the normal payday falls on a holiday, the payday will be the last business day before the holiday. For employees who use direct deposit, during holiday weeks the availability of funds may be delayed. Please check with the Payroll Department if you have specific concerns.

### **DIRECT DEPOSIT**

As a service to employees, Metropolis Creative offers direct deposit of payroll checks. You may enroll upon hire or anytime thereafter.

### **TIME RECORDING**

Metropolis Creative is legally required to keep a daily, detailed record of hours worked for all nonexempt employees (those eligible for overtime pay), to be submitted on approved time sheets. The time sheet should include the amount of time spent on each project, lunch time and any other scheduled paid time off (vacation, sick pay, etc.). Any freelancer or part-time employee who does not fill out a time sheet, will not be paid for that time until they do. All salaried employees must also keep a detailed time sheet of their work.

## **Employee Compensation**

### **OVERTIME PAY**

The Fair Labor Standards Act (FLSA) defines job criteria and levels of work that must be met for positions to be classified as exempt or non-exempt.

- **Exempt Positions:** Employees paid on a salaried basis are generally not eligible for overtime pay for work performed beyond 40 hours in a work week. Executives, managers, supervisors, technical staff, and professional employees are typically exempt as well. As a professional organization, it is standard for exempt employees to be asked at times to work more than 40 hours to meet daily business needs. If a special rush project comes up that requires overtime work, and Metropolis Creative is able to charge a rush fee to the client, Metropolis Creative will pay employees a rate of 1.5 times their normal base rate for the additional work.
- **Non-exempt Positions:** Employees paid on an hourly basis are eligible for overtime pay at the rate of 1.5 times the base rate for all hours worked beyond 40 hours in any one payroll week, unless otherwise required by state law.

Non-exempt employees must request approval to work overtime in advance from their supervisor and will be paid upon submission of approved time sheets. In determining overtime pay, all paid time off is counted if it is part of the normally scheduled work week.

An employee's refusal to work overtime could result in disciplinary action up to and including termination.

### **WAGE GARNISHMENT**

Metropolis Creative complies with Federal and State laws regarding wage garnishment. Garnishments are court orders, usually issued after a hearing, requiring that money be withheld from an employee's earnings and paid to a third party. When garnishments are received, employees will be promptly notified.



## Employee Handbook - **Employee Work Environment**

### **COMPANY WORKING HOURS**

Employees are expected to work 8 hour days. Unless otherwise arranged, employees are expected to be here from 9:00am to 5:00pm.

Lunch breaks are taken according to state regulations and managed by the supervisor accordingly. Metropolis Creative believes breaks are important and encourages all employees to take a lunch. We pay full time employees for a half-hour of lunch.

### **ATTENDANCE/REPORTING ABSENCES**

An employee's timely and daily attendance is critical to the Company's operations. All employees must report to work on time, every day to do their job. Absences can result in inconvenience to co-workers and/or failure to properly satisfy a customer's need.

Metropolis Creative expects that all employees make a special effort to develop good attendance habits. Employees who know in advance that they will need time off, should talk to their supervisor and arrange for the absence with as much notice as possible. However, employees who must be absent from or late to work without having provided advance notice must call their supervisor directly and leave a voice-mail at least one hour prior to their regular starting time for each working day that they are absent or late. In the case of lateness, employees are to indicate their expected arrival time. Calls from friends or family members are not acceptable unless the circumstances require. Supervisors may request a physician's note for employee absences of three days or more. A physician's clearance to return to work is required after five consecutive days of missed work.

Excessive absenteeism or tardiness, or failure by employees to provide proper notification to their supervisor of such instances, can result in disciplinary action up to and including termination.

If employees are absent for two consecutive work days, without notifying the Company, they may be deemed to have resigned and voluntarily terminated their employment.

### **INCLEMENT WEATHER/EMERGENCY CLOSING**

Due to the possibility of extreme weather conditions during winter months, you will be called at home if the weather is severe enough to close the Company for the day. You may also call Mike at home if you haven't received a call yet. If there is a snow emergency, we may have one of the following:

- a delayed opening;
- the Company is closed except for essential staff;
- a full Company closing.

Check with your supervisor to determine if you are considered an essential employee during weather emergencies.

In the case of a full Company closing, all employees will be paid for the normal scheduled hours they would have worked for that day. If the Company is open and you cannot make it to work, you may use a vacation day, your floating holiday, or take the day unpaid.



## Employee Handbook - **Employee Work Environment**

### **SMOKE-FREE WORKPLACE**

Metropolis Creative is committed to maintaining a healthy, safe, professional, and productive work environment and to promoting the health and wellness of all employees. Therefore, smoking is prohibited on all Company property.

### **COMPANY PROPERTY**

Metropolis Creative provides the facilities and resources necessary for employees to effectively perform their jobs such as office space, reference books, documents, catalogs, and computers (including notebooks, software, disks, company managed web space, and files). Please note that these resources are Company property and are issued for the use of employees during their employment with Metropolis Creative. All employees are responsible for the proper use and care of the Company's physical resources and property. Should it be necessary, the Company has the right to access such information at any time. Employees must obtain authorization from their supervisor when taking equipment for home use. Misuse of Company property may result in corrective action up to and including termination. Should an employee leave the Company, either voluntarily or involuntarily, all property must be returned. If an employee loses or damages property in his or her care, the Company may require the employee to pay for the cost of repair or replacement. Such costs may be deducted from an employee's wages.

### **PERSONAL TELEPHONE CALLS**

The Company asks that personal use of business phones be kept to a minimum during a normal business day. We understand that family responsibilities and other events occur that require attention while at work, however, we expect you to exercise discretion in managing these responsibilities so as not to interfere with business operations.

### **ELECTRONIC COMMUNICATIONS**

The use of electronic communications is intended for business purposes only. Examples include: communicating among Metropolis Creative work groups; exchanging correspondence with Metropolis Creative clients, customers and potential customers; and researching information, regulations, and other data relevant to your business needs.

Please be aware that communications through electronic systems, such as e-mail, voice mail, and Internet mail and files, are not private. They are the property of the Company. Managers and other employees may access all such communications at any time, without prior notice. Employees may not use passwords, encryption, encoding or other techniques to prevent the Company from accessing such materials. Examples of circumstances which may require access include court ordered legal investigations, monitoring and protection of systems security, protection of Company property rights and investigations of policy violations. Any inappropriate, junk mail, illegal, discriminatory, derogatory or harassing electronic communications will not be tolerated.

Employees should exercise care never to send any private or confidential information through an external electronic mail system without prior approval from an operating officer or CEO.



## Employee Handbook - **Employee Work Environment**

### **BUSINESS CASUAL DRESS POLICY**

Metropolis Creative maintains a flexible, comfortable and professional working environment. Clothing should be clean, neat and professional. It is expected that employees exercise good judgment in adhering to this dress policy. Not all casual clothing is appropriate for the office. When in doubt, leave it out. Take the day's schedule into account, especially when you plan to have visitors or visit a client's office. Listed below is a summary of the guidelines:

### **ACCESS TO HUMAN RESOURCES FILES**

Human Resources files are the property of the Company and access to the information is limited to the employee and those who have a legitimate need for employee information. With reasonable advance notice, an employee may review the material in his or her file in the office and in the presence of Human Resources.

### **CHANGE IN FAMILY STATUS**

In order to initiate the appropriate records and benefits changes, the Company asks that each employee promptly notify the Human Resources Department of any changes in personal status. This includes change of address, telephone number, marital and/or dependent status, emergency contact person, and change of beneficiary.



## Employee Handbook - **Employee Safety and Security**

### **SENSITIVE INFORMATION**

Metropolis Creative respects the right of employees, applicants, customers and suppliers to privacy. It is essential that employees keep all information they acquire through their employment completely confidential. No information whatsoever about our employees, former employees, customers or suppliers of Metropolis Creative may be released or discussed outside Metropolis Creative without the prior, specific approval of the President. In situations where Metropolis Creative is asked to sign a confidentiality agreement with our client(s), all Metropolis Creative employees have the responsibility to uphold the integrity of those commitments. Please direct any inquiries you receive to your manager.

Our staff list is for in-house use only. It should not be given or shown to any non-employee and should not leave Metropolis Creative premises. It is Metropolis Creative policy not to disclose the telephone number, address or other personal information about our employees to anyone, including another employee, who does not have a legitimate, business-related need to receive such information.

### **ACCIDENT PREVENTION AND REPORTING**

Metropolis Creative is committed to providing a safe and healthy working environment. This requires the active cooperation of all employees. All employees must observe safety precautions and instructions for their own protection and the protection of others. Employees are to notify their supervisor or manager immediately if any equipment is not working properly or appears unsafe.

For everyone's benefit, accidents must be reported immediately and may require a written report providing all of the details and the nature of the injury. On-the-job injuries that require medical attention are to be promptly reported to the employee's supervisor. Any employee who suffers an injury or occupational disease arising out of and in the course of employment, is entitled to payment of medical services for treatment for that injury or illness, in accordance with applicable state laws.

### **WORKERS' COMPENSATION**

Metropolis Creative has Workers' Compensation Insurance for all employees. To expedite the receipt of benefits, employees must report any absences due to work injury or illness immediately. Proper paperwork must be filled out in order to process a claim.



## Employee Handbook - **Employee Safety and Security**

### **SECURITY**

To ensure the security of both our employees and our Company property, we take great care in ensuring a secure work environment. Our efforts to maximize security include merchandise, as well as Company equipment, files and confidential information. It is the responsibility of all employees to adhere to established security procedures at all times. This applies to working and non-working hours and activities on or off Company premises.

The Company is not liable for thefts or loss of personal possessions. Therefore, it is important that all employees take precautions to secure personal property. If a theft should occur, employees should notify their supervisor immediately.

Your cooperation and concern are essential in maintaining the integrity of Metropolis Creative' operations and ensuring your personal safety and that of fellow employees.

### **COMPANY SEARCHES**

Metropolis Creative reserves the right to monitor, search or limit access to any part of its property. Management may choose to randomly inspect any desks, computers, electronic mail, or voice mail used at or by Metropolis Creative.



## Employee Handbook - **Benefits Highlights**

### **BENEFIT PROGRAMS**

Metropolis Creative is committed to providing a competitive benefits package designed to attract and retain talented employees, to the best of our ability. The Company continually evaluates the need to enhance its benefit programs to ensure they continue to add value, maintain competitiveness, and meet the changing needs of our employees. Metropolis Creative currently offers the following insurance plan coverages to protect the health and welfare of our employees:

- \$200 per month paid directly to the employee's own medical insurer

The Company reserves the right to change, delete, or amend such plans at any time.

In addition, the Company offers additional benefits such as:

- Savings and Retirement - Simple Plan
- Tuition Reimbursement
- CPR Training
- Client referral bonuses

### **BENEFITS ELIGIBILITY**

Full-time employees are eligible for the full range of benefits in accordance with the specific eligibility requirements for each particular benefit.

### **SAVINGS AND RETIREMENT - SIMPLE PLAN**

Metropolis Creative provides an attractive retirement savings plan with a matching contribution from the Company. Employees may make pre-tax contributions from tax deferred earnings. While the Company intends to continue making matching contributions, certain business considerations may require us to discontinue this practice. Regular full and part-time employees who have worked at least 1,000 hours per year, are 21 years of age, and have completed one year of service, are eligible to participate in the plan on the next available entry date after they become eligible.

Details regarding the plan including contributions, vesting schedules, investment elections, and administration are provided at the time of eligibility. As a participant in the plan, and in accordance with your rights under ERISA, you are entitled to examine the plan documents and the annual report filed with the Department of Labor. Such requests should be directed to the Controller during normal business hours.

### **TUITION REIMBURSEMENT**

Metropolis Creative is committed to developing and maintaining a professional staff and a highly skilled work force. Therefore, we provide partial or complete reimbursement to employees for expenses related to advancing their education in order to enhance their ability to perform their job. The course work must be related to your current position, or be related to a foreseeable future job in the organization. Prior approval from Metropolis Creative must be obtained before starting the course. Completion of the course, and a passing grade of "B" or better is required for tuition reimbursement.



## Employee Handbook - **Benefits Highlights**

### **CLIENT REFERRAL BONUS**

Any employee who refers a new client to Metropolis Creative will receive a bonus depending on the amount of work that new client gives us. A referral means that the employee has made the initial contact and has given them our card or given the client's name and number to us to call on. The bonus will be calculated as 10% of the final design bill (printing and other materials billed for are not included) for the first six months of their business. It doesn't matter if the designer works on these projects or not. The six month period starts at the start of the first job. At the end of the six months, any job still in progress will be eligible for the bonus, but none will be eligible after the six month date.

Payment will be made after the job is completed and we have been paid by the client.

### **CPR TRAINING**

All regular full-time and part-time employees are eligible for reimbursement of CPR courses. The employee is responsible for researching, selecting, registering and paying for a program. After completing the course, proof of completion and the payment receipt must be submitted for reimbursement.

A reimbursement check will be issued for 50% of the total course fees, up to \$50.00 per calendar year.

### **COMMUNITY SERVICE PROGRAMS**

Metropolis Creative believes that by working together and sharing our commitment to the communities in which we live and work, we can create positive change in the world. In keeping with this philosophy, we encourage employees to become involved with any charitable effort they find meaningful.

### **COMPANY SPONSORED ACTIVITIES**

From time to time, Metropolis Creative may sponsor various non-work related programs as part of its many human resource interests. Sponsorship may involve providing limited financial backing (i.e. shirts) and approval to use the Company name. If you would like Metropolis Creative to consider sponsoring a specific event, such as a charity drive, walk-a-thon, or sports team, please contact the President.

Even if the Company elects to sponsor an activity, we are not responsible for any losses or injuries employees or others may suffer while participating in such activities. Therefore, we urge you to use common sense and to consult your physician if you have doubts about your condition or ability to participate safely in these activities. Out of concern for employees safety, Metropolis Creative does not provide or permit employees to use alcohol during Company sponsored sporting activities.



## Employee Handbook - **Benefits Highlights**

### **Vacation**

Full time employees receive 80 hours of vacation per year. This vacation is accrued at a rate of 6.67 hours per month. Up to 40 hours of vacation may be carried over from year to year. Because of the size of our company, we can't allow more than 40 hours to be saved up year after year.

The Company believes it is important for employees to take their earned vacation as it provides a much needed break from the responsibilities of the job. Vacation time may be taken in either full or half day increments. There is no cash payment for vacation unless you separate from the company.

So that appropriate staffing and project schedules can be developed, requests for vacation should be submitted to an employee's supervisor in writing at least two weeks in advance of the planned vacation. Every effort will be made to accommodate the employee's request.

Full-Time:

<u>Length of Service</u>	<u># Hours / Days per Year</u>	<u>Hrs. Accrued per Month</u>
less than 1 year up to 4th anniversary	80 hours / 10 days	6.67
4th anniversary up to 8th anniversary	120 hours / 15 days	10
8th anniversary and beyond	160 hours / 20 days	13.33

### **HOLIDAYS**

All employees are eligible for 8 Company paid holidays.

New Years Day January 1  
Patriots Day April 19  
Memorial Day May  
Independence Day July 4  
Labor Day September 9  
Columbus Day October 12  
Thanksgiving November 24  
Christmas December 25

When exempt employees are requested by their supervisor to work on one of the observed holidays, an alternate day off with pay will be arranged, or they may be paid 1.5 times their normal hourly rate for the hours worked. When non-exempt employees are requested by their supervisor to work on one of the observed holidays, they will be given equivalent replacement time off during the same week or be paid 1.5 times their normal hourly rate for the hours worked.

### **SICK LEAVE**

Metropolis Creative recognizes that there are times when an employee is unable to be at work due to an illness or injury, or when the employee is required to attend to a sick family member. Employees are expected to use sick days responsibly and only for their intended use. Depending on the length of absence, a physician's verification of the illness may be required.

All full-time employees who have completed their 90 day introductory period are eligible for a maximum of five sick days per year. Sick days cannot be carried over into succeeding years.



## Employee Handbook - **Paid Time Off**

### **JURY DUTY**

The Company understands that employees are required to meet their civic responsibilities and will give time off when employees are called for jury duty. The employee should notify his or her supervisor within 48 hours of receipt of the jury duty summons.

Metropolis Creative will pay all full-time employees the difference between jury duty pay and the employee's regular pay for a period of one month.

During jury duty leave, the employee should, when practical, report to work during regular working hours when presence as a juror is not required. If the jury does not sit for the full work day, employees should consult with their supervisor about working partial days. Employees are expected to report to work on the day following the completion of jury duty.

### **BEREAVEMENT LEAVE**

In the event of a death of an immediate family member, full-time regular employees are allowed up to a maximum of three days absence with pay. Immediate family includes the employee's spouse, significant other, parent (step or foster), child (step, foster or adopted), sister, brother, grandparent, grandchild.

The Company will try to help employees cope with severe personal loss in a compassionate and fair manner. Requests for extended unpaid bereavement leave will be considered on a case-by-case basis.

### **UNPAID LEAVES OF ABSENCE ~ GENERAL POLICY**

Metropolis Creative recognizes that employees occasionally have serious, unexpected medical or personal needs which prevent them from working for a period of time. In such circumstances, if the Company's needs can be met, Metropolis Creative may grant an employee who has completed his/her Introductory Period an unpaid leave of absence. There are four general types of unpaid leave:

- Maternity
- FMLA
- Military
- Personal

#### **Conditions regarding all unpaid leaves include the following:**

- A. When an employee is on leave for greater than 30 days, he/she will not accrue vacation days or be credited with sick days. The Company will continue to make its contributions to the employee's health insurance benefit. The employee must continue to make his/her contributions to his/her insurance benefits during a leave.
- B. Employees may not be employed by any other employer during a leave of absence and may not use a leave for any unauthorized purpose. The Company may require employees to contact their manager on a regular basis or to comply with other reasonable requirements during their leave.

## Employee Handbook - **Paid Time Off**

- C. Metropolis Creative will make every effort to keep the employee's position open during the leave. At the conclusion of the leave, if the employee's original position is not open, the Company will offer the employee any (or the next) available job for which the employee is qualified. If an employee is unable to return to active employment at the end of the leave, his or her employment will be automatically terminated.
- D. Employees must use all accrued sick time, and if appropriate, may use accrued vacation time to receive pay during the leave, but such accrued paid time off may not be used to extend the leave of absence.

Details of each specific type of unpaid leave are outlined in the following sections. Leaves of absences can sometimes be difficult circumstances to manage. Please do not hesitate to contact Human Resources for assistance with your particular situation.

### **MATERNITY LEAVE**

A female employee who has completed her initial 90-day Introductory Period is eligible for an unpaid maternity leave of absence of up to eight weeks for the purpose of giving birth or adopting a child. The employee must give at least two weeks written notice of her anticipated departure date and written notice that she intends to return to work.

Employees who are eligible for a leave under the Family and Medical Leave Act may take a leave of up to twelve weeks for the purpose of giving birth or adopting a child. This leave will be concurrent with the above-described maternity leave. For information regarding benefits eligibility during maternity leaves, please contact Human Resources.

Employees must use all accrued sick time, and if appropriate, may use accrued vacation time to receive pay during the leave, but such accrued paid time off may not be used to extend the leave of absence.

### **FAMILY AND MEDICAL LEAVE**

Under the Family and Medical Leave Act (FMLA) of 1993, unpaid leaves of absence may be granted for up to twelve weeks during any rolling twelve month period of time for any of the following reasons:

- to provide care for the employee's child following birth;
- to care for a child who is placed with the employee for adoption or foster care;
- to care for a sick spouse, child, or parent with respect to a serious health condition;
- because a serious health condition of the employee makes the employee unable to perform his or her essential job functions.

A serious health condition is defined as illness, injury, impairment, physical or mental condition involving in-patient care or continuing treatment by a health care provider. Such leave may be taken intermittently or at a reduced leave schedule when medically necessary.



## Employee Handbook - **Unpaid Time Off**

The employee may be required to provide advance notice of the leave and to submit proper medical certification. Failure to meet such notice and certification requirements may result in a denial of leave. It is the employee's responsibility to provide us with enough information about his/her condition to determine whether the leave is covered by the Family and Medical Leave Act.

Therefore, if an employee fails to provide sufficient medical information about the circumstances surrounding his/her absence to enable us to determine whether it qualifies as a Family and Medical Leave, the request for leave may be denied.

To be eligible for this Leave of Absence, an employee must have been with the Company for at least twelve months and have worked at least 1,250 hours during that period, unless otherwise mandated by state law. During the leave, all medical and health insurance benefits will continue to be paid by Metropolis Creative for the Company paid portion of all benefits. Employees are responsible for paying the employee portions of all insurance premiums during the leave. For further information about the Family Medical Leave, please contact Human Resources.

### **MILITARY LEAVE**

Metropolis Creative recognizes its obligation to share in the commitment of employees who are called upon to serve as members of the United States Armed Forces, either as reservists or on active duty. Any employee who receives military orders requiring him/her to report to active duty, or any employee who must fulfill any military training requirement, should notify the President as soon as possible to make arrangements for a leave of absence.

### **PERSONAL LEAVE**

In certain circumstances, full and part-time employees who have completed at least 90 days of service, may be granted leave for personal reasons. Leave is typically granted in 30 day increments. Such leave is unpaid and must be requested in writing in advance to an employee's supervisor. Depending on business demands, leave may or may not be approved. Paid time off does not continue to accrue for leave periods greater than 30 days.

Employees are responsible for paying their cost of all insurance premiums during the leave. The Company will continue to pay its premium share for the duration of the leave.



## Employee Handbook: **Employee Expectations**

### **Time Sheets**

Employees are responsible for filling out their time sheets on a daily basis. We need to be able to track the hours on jobs for billing purposes.

### **Filing**

Proper filing is essential. Jobs are to be filed alphabetically by client name, from front to back. Within each client, folders are sorted by job number with the **newest job number in front**.

### **Cleaning**

We are a small office and everyone is expected to share in the cleaning duties. A clean work area will help you be more productive. Please clean your work area daily. Jobs should be filed when not in use. Food should not be left out as it will encourage mice. Trash should be emptied into the main trash can as needed. And waste paper should be placed in recycle bins. Also, it is preferable to choose one mug to be yours so that you don't end up with multiple dirty mugs on your desk.

