

Xplosive Entertainment Employee HandBook
Office Team Addendum



XPLOSIVE
entertainment

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notice: this addendum is for full time and office staff of Xplosive Entertainment. The information within this handbook is to be used in conjunction with the general handbook. If there are any discrepancies between this document the general company handbook, this addendum supersedes the general handbook.

PAY ROLL PRACTICES

Employees are paid on Friday of each week. When a payroll falls on a holiday, employees will, when possible, be paid on the last business day before the holiday. Otherwise, employees will be paid on the first business day following the scheduled payroll date.

Salary Deductions and Withholding

The Company will withhold the following from your paycheck:

Taxes

Federal, state and local taxes, as required by law, as well as the required FICA (Social Security and Medicare) payments.

Other Deductions

Other deductions which you authorize

Direct Deposit

The preferred form of payment for all employees is direct deposit into your bank account. You will be given the authorization form for deposit with your new hire paperwork. If you opt against direct deposit, a paper check will be available in the office on Fridays or mailed out on Fridays.

OFFICE ETIQUETTE

Work Space

Employees are responsible for maintaining the workspace assigned to them. A clean, orderly workspace provides an environment conducive to working efficiently. Employees should keep in mind that their workspace is part of a professional environment that portrays the company's overall dedication to providing quality service to its clients. Therefore, your workspace should be clean, organized and free of items not required to perform your job.

Bathroom Use. Be respectful and use spray. Clean after yourselves.

Interrupting calls/zooms/closed doors. Please refrain from interruptions. Either leave a note or send an email/text if you see a fellow colleague on a call or in a meeting.

Office Equipment

Certain equipment is assigned to staff depending on the needs of the job, personal computer, DJ related gear, cameras and access to our central computers and servers. This equipment is the property of the company and cannot be removed from the office without prior approval from your supervisor. It is expected that you will treat this equipment with care and report any malfunctions immediately to staff members equipped to diagnose the problem and take corrective action.

Attendance and Punctually

It is important for you to report to work on time and to avoid unnecessary absences. The company recognizes that illness or other circumstances beyond your control may cause you to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action up to including discharge. Excessive absenteeism or frequent tardiness puts an unnecessary strain on your co-workers and can have a negative impact on the success of the company.

You are expected to report to work when scheduled. Whenever you know in advance that you are going to be absent or delayed, you should notify an owner. If your absence or delay is unexpected, you should attempt to reach ownership as soon as possible, but in no event later than one hour before you are due at work. In the event an owner is unavailable, you must speak with your supervisor or office manager.

Personnel Records

It is important that the company maintain accurate personnel records at all times. You are responsible for notifying your immediate supervisor of any change in name, home address, telephone number, marital status, number of dependents, immigration status, or any other pertinent information. By promptly notifying the company of such changes, you will avoid compromise of your benefit eligibility, the return of W-2 forms, or similar inconvenience.

Office Security System

Employees understand that the current and/or future offices and warehouses do or may have video and audio recording systems installed with the primary purpose of providing a safe and secure environment.

Internet Access

Access to the internet is given exclusively for work-related activities or approved educational/ training activities. Inappropriate use of Xplosive owned computers, tablets, devices and network access both within the office and offsite while representing Xpositive is not accepted and may result in disciplinary action or termination. Inappropriate use includes transmitting, retrieving or storing any files of a defamatory, discriminatory, harassing or pornographic nature; bullying or harassing coworkers, vendors, or customers; any illegal activity such as piracy, cracking, hacking, extortion, blackmail, copyright infringement, cryptocurrency mining and unauthorized access of any computers or company provided equipment.

Right to Monitor

The company email and internet system is at all times the property of the company. By accessing the internet, intranet and electronic mail services through facilities provided by the company, you acknowledge that the company (by itself or through its Internet Service Provider) may from time to time monitor, log and gather statistics on employee Internet activity and may examine all individual connections and communications. Please note that the company uses email filters to block spam and computer viruses. These filters may from time to time block legitimate email messages.

Email

The email system is the property of the company. All emails are archived on the server and all emails are subject to review by the company. The company email system is company property, and as such, is subject to monitoring. System monitoring is done for your protection and the protection of the rights or property of the provider of these services. Electronic mail is like any other form of company communication, and may not be used for harassment, solicitation or other unlawful purposes. Your email account is a company-provided privilege, and is company property. Remember that when you send email from the company domain, you represent the company.

Social Media

The term “social media” includes all means of communicating or posting information or content by any sort on the internet, including to your own or someone else’s web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board, or a chat room, whether or not associated or affiliated with the company, as well as any other form of electronic communication. The same principles and guidelines found in the company rules, policies and procedures apply to an employee’s social media activities online.

Any conduct that adversely affects an employee’s job performance or the performance of fellow employees, or otherwise adversely affects the company’s legitimate business interests, may result in disciplinary action, up to and including termination. Similarly, inappropriate postings, including but not limited to discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may result in disciplinary action, up to and including termination. However, this restriction will not apply to any postings made in the exercise of any rights granted to an employee by federal law.

Dress Code and Public Image

As an employee of the company, we expect you to present a clean and professional appearance when you represent us, whether you are in or outside of the office. You are, therefore, required to dress in appropriate work attire and to behave in a professional, businesslike manner. It is essential that you act in a professional manner and extend the highest courtesy at all times to co-workers, visitors, customers, vendors and clients. A cheerful and positive attitude is essential to our commitment to extraordinary customer service and exceptional quality.

OFFICE HOURS

Office Hours: Office hours have been set up in advance with the intent of being readily available for our clients, vendors, callers, package delivery, etc.

We do encourage a very flexible work environment, but also insist that scheduled in-office hours are adhered to. This is especially important during busy time periods. The company office should be available for clients and deliveries between 9am and 5pm Mondays to Fridays. *(These days and times are subject to change by ownership and seasonality).*

We've created flexible office hours which should provide ample time for personal obligations before or after work hours or on out-of-office days. We expect an employee to try scheduling routine doctor visits, vehicle maintenance, veterinarian visits, grocery shopping, etc on hours outside of scheduled in-office hours.

Gigs during office time: If a salaried office team member has an opportunity to earn gig pay during typical office hours, either missed office hours need to be made up earlier or later in that week OR the hours earned in the office will be deducted from the gig pay. Example, if you leave the office two hours early to work a gig, either those two hours need to be made up that week OR if your office rate is \$20/hr and your gig rate is \$300, you will receive \$260 for the gig and not be expected to make up the missed office time.

VACATION AND PTO DETAILS

Full time employees (30 hours or greater) are entitled to PTO (Paid time off) after 90 days of employment with the company. PTO can be used for any purpose permitted by the New Jersey Paid Sick Leave Law.

The quantity of PTO is accrued as:

- 0-90 days employment: zero PTO days are available.
- Starting on day 91 and through the first two years of employment: 5 PTO days are available
- Year three to year five: 10 PTO days are available
- An additional day of PTO will be added for each year exceeding the first five years. So, on an employee's six year anniversary from full time employment with XE, an 11th day will be added. On the seven year anniversary a 12th day will be added. Etc. This maxes out at 15 days PTO.

Sick and vacation time will be equally treated as PTO. In addition to the PTO days, the company will release a calendar annually with additional paid days off. These days will commonly include holidays and extended holiday breaks. (Typically, Xplosive offices are closed between Christmas and New Years. This week is additional PTO not accounted for above).

PTO days will be tracked by an owner and/or office manager and will be available for review by request of the employee.

Sick Time: If an office employee is sick and needs to call out, no advanced notice is required. The sick employee should notify an owner. We do not want sick or contagious staff potentially infecting others. When necessary, we will lean on each other as a team to ensure the office is still staffed during primary open hours. A work from home option exists for sick staff, but may be denied by ownership. Work from home options will be approved and/or considered if the sick employee is still capable of fulfilling his or her work responsibilities remotely. However, if sickness or availability of technology inhibits an effective work from home environment, the work from home option shouldn't be considered as a viable makeup for lost work and the requested sick day will be treated accordingly and therefore tracked as PTO.

Vacation time, although tracked the same as PTO, requires an advanced request. We ask that all full-time staff understand the seasonality of our industry and ideally plan vacation in slower seasons. Requests for vacation time should be submitted to an owner as soon as you know when you wish to schedule your vacation, but in no event less than (30) days prior to the time requested. Vacation requests are only approved by an owner. Vacation time is coordinated so that sufficient staff is available to provide adequate coverage at all times, and there may be company-wide "blackout dates", as necessary. Vacation requests are granted on a first-come, first-served basis. In the event of a conflict in vacation requests, your supervisor will consider the company's staffing needs during the relevant period, as well as the length of service with the company of the employees involved.

Bereavement Leave

Employees will receive up to three days of paid time off, within a calendar year, in the event of the death of a member of their immediate family. Immediate family includes spouses, domestic partners, children, parents, parent-in-law, brothers or sisters, and brothers-in-law or sisters-in-law.

Unpaid time off. When all PTO days are exhausted, an employee who needs the day off can take the necessary time, but this employee understands the day will be unpaid. Ownership understands days off may be needed to handle personal matters, mental health, unexpected illness, etc. There is no limit to the number of unpaid days off an employee can take, but we do ask an employee to realize excessive (especially consecutive) days off may inhibit the company's ability to operate effectively. Excessive time off may be construed negatively and could result in a change of employee's status or role within the organization.

Unused PTO: Effective January 2024, the company will allow a rollover of unused PTO days with a maximum of up to 5 days. An employee cannot use more than 5 days in excess of their qualified days as defined above based on years in service. Unused days do not transfer to paid days or have any sort of payout.

Weekday conference or professional development event attendance:

If an employee is participating in a tradeshow or professional development event by the request or prior approval of management, this is considered a work event and applicable salary or hourly compensation applies.

Scenario: ownership requests an office employee to attend the Atlantic City DJ Expo for one day. This example does not use a PTO day as the employee's responsibility for the day is clearly focused on a requested obligation for the company. Another example is if management sends an employee to a seminar with the intent on professional development i.e sales training.

If an employee misses office time, (not by the request of ownership), but instead at the personal request of the employee, yet it is still industry related, this time away from "office responsibilities" will not be penalized, however, full pay for missed hours/responsibilities should not be expected.

Scenario: an employee wants to participate at a three day wedding conference (not by the request of ownership). While it may be industry related, if ownership doesn't see the value for the company, and thinks the value is more-so for personal growth, this will not be seen as a "full paid professional development". This employee and ownership will have a plan in advance with pre-set expectations of work time and a reduced compensation while out of office.

We do encourage attendance at industry events, but we advise that this attendance be discretionary and selected based on overall value. Absenteeism from the office must be approved in advance.

While away on a "business trip" attendance at team production meetings is expected to be prioritized and attention to daily emails is also expected. Conversely, away on vacation or out of office on PTO does NOT require meeting attendance.

COMMISSIONS & BUCKETS

Commissions

For those who receive commissions as part of their compensation, commissions are paid monthly. It is every applicable employee's responsibility to track their own commissions. At the conclusion of the month, your commission tracking will be cross referenced by an Xplosive owner. Pending confirmation, the commissions earned will be paid out within the first 14 days of the following month (for example, January commissions will be paid by February 14th).

In order for a sale to qualify as commissionable, the total event sale price must be greater than \$750. The event must be profitable, so many school, community, and promotional jobs will not be eligible for commissions. In order to qualify, the event must also have a signed contract and paid deposit, and the deposit must be, at minimum, large enough to cover the commission amount. In the event of a cancellation or contract reduction, any paid out commissions will be owed back to Xplosive Entertainment, and will be balanced out in the following commission period against newly earned commissions.

Commission plans are subject to change and will be reviewed annually.

Buckets

For those whose compensation is paid on a 'Bucket Plan', it is considered a draw against expected earnings from the events you are projected to work during the year. For example, if your weekly salary is \$500, your bucket would have \$26,000 at the start of your compensation plan. If your gig rate is \$500, an Xplosive owner will deduct \$500 from the \$26,000 at each event you've worked. Your weekly take home will remain the same regardless of number events worked until you meet your bucket. When \$26,000 has been paid, you will continue to get your weekly pay plus any earned events in excess of your weekly pay during that week's pay period. For example if your gig rate is \$500 per gig and you work 2 gigs in a particular week after the \$26,000 level has been reached you will receive \$1000 in that week's pay.

If a bucket is not met, that sets a standard which would result in a renegotiated bucket plan for the following year.

Leaves of Absence

Parental Leave

An employee who is expecting the birth of a baby or the placement of a child for adoption will be entitled to leave. It is requested that any employee who thinks that she or he may need parental leave should notify Michael Langsner or Dylan Weiman at least 3 months in advance so that arrangements can be made to cover their work in their absence. Parental leave is unpaid but an employee may be eligible for

New Jersey Temporary Disability Insurance and/or Family Leave Insurance through the New Jersey Department of Labor. It is strongly urged that employees start the process of filing through the New Jersey Department of Labor's website at least 6 weeks before the leave is anticipated to start and that they work with the office manager to make sure that all necessary paperwork from the employee, their physician and Xplosive is completed properly and submitted well in advance so that the benefits are available when needed. An employee needing parental leave may be entitled to job protection under the Family Leave Act and should review that section of the handbook and speak to the office manager to get the necessary paperwork to apply for FLA if applicable.

Leave may begin when an employee's doctor deems it medically necessary to stop working and continue for 12 weeks after the birth of the baby. If a new family member is arriving by way of adoption or placement as a foster child then up to 12 weeks of bonding leave may be taken. Employees are to contact Xplosive at least 2 weeks before the end of their leave to let Xplosive know when the employee intends to return from leave.

The New Jersey Family Leave Act (FLA)

Eligibility

You must have worked for Xplosive for one year and must have worked at least 1,000 hours, including paid overtime hours, during the 12 months immediately prior to taking the leave. Paid sick leave or vacation leave does not count towards the 1000 hours worked, only hours actually worked will be counted.

Permitted Reasons for Leave

- The care of a newly born or adopted child, as long as leave begins within one year of the date the child is born to or placed with you; or
- The care of a parent, child, spouse, civil union partner, sibling, grandparent, grandchild, other blood relative and any individual who can be shown to be equivalent to a family member who has a serious health condition requiring in-patient care, continuing medical treatment or medical supervision. Parent includes in-laws, step-parents, foster parents, adoptive parents or others having a parent-child relationship with you. Child includes your biological child, adoptive child, foster child, one for whom you are the legal guardian, and one born to a gestational carrier.

Amount of Leave

You may take up to 12 weeks of continuous leave during a given 24-month period. When caring for a family member with a serious health condition, you may take leave that is not continuous, for example, an intermittent leave or a reduced work schedule. Intermittent leave may be taken after the birth, adoption or placement of a child with your manager's approval.

Time Frame for Leave

For the birth, placement or adoption of a child, family leave can be used any time within the first year after the birth, placement or adoption. For leave due to care for a sick family member leave must be taken within the timeframe set out in the medical note provided with your request for leave.

Application Process

For the birth of a baby or placement of a child with you: turn in a written request to Michael Langsner or Dylan Weisman for Family Leave along with a note from your medical provider or the foster care or adoption agency showing when the baby will be born and indicate when you want to take the leave at least 30 days before the leave will start.

Returning from Leave:

You are required to call your manager at least a two weeks' before you plan to return from leave to give him or her notice of when you expect to return to work. If you do not plan on returning to work, you must contact an owner as soon as possible to let Xplosive know that you will not be returning.

When You Return to Work:

You are entitled to return to the same position that you held before taking leave or an equivalent position if your original position is no longer available. If a layoff occurs while you are on leave, you have the same rights as if no leave had been taken.

Military Leave of Absence

Xplosive is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the company's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or company policy. If any employee believes that he or she has been subjected to discrimination in violation of company policy, the employee should immediately contact Michael Langsner or Dylan Weisman.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to

certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should notify the manager to request leave as soon as they are aware of the need for leave. For request forms and detailed information on eligibility, employee rights while on leave and job restoration upon completion of leave contact Michael Langsner or Dylan Weisman.

Safe Act Leave

An employee who has been with Xplosive for at least 12 months who is a victim of domestic violence or who is assisting a close family member who is a victim of domestic violence is permitted to take up to 20 days of unpaid leave related to the domestic violence for the following reasons.

- Seeking medical attention for injuries caused by domestic violence;
- Obtaining services from a victim services organization;
- Obtaining psychological or other counseling ;
- Participating in safety planning, relocating, or taking other actions to increase safety;
- Seeking legal assistance including preparing for and/or participating in civil or criminal legal proceedings related to or derived from domestic violence or sexual violence;
- Attending or participating in a criminal or civil court proceeding.

This leave runs concurrently with paid leave that the employee chooses to use or the employer requires the employee to take and must be taken within 12 months of the domestic violence incident that gave rise to the leave. The employee must give as much notice as is possible of the need to use leave and must provide documentation to Michael Langsner or Dylan Weisman supporting the need for the leave. A police report, court paperwork, medical documentation, documentation from a victim services organization or other reasonable documentation demonstrating that an employee is receiving services Or supporting a family member who is receiving services will all be accepted as documentation for the need for absence.

Lactation/Breastfeeding

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. Speak to your manager to arrange use of a private space. A small refrigerator reserved for the specific storage of breast milk will be made available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering.

Emergency Responders Leave

An employee who serves as a volunteer firefighter, as a county or municipal volunteer for the Office of Emergency Management who responds to fire or emergency calls, or as part of a volunteer first aid, rescue or emergency squad will receive unpaid leave for missing work due to responding to a qualified emergency.

A qualified emergency includes responding to a state of emergency declared by the President of the United States or Governor of this state, or being actively engaged in responding to an emergency alarm.

Employees must notify the office manager and owner at least one hour prior to their scheduled shift that they are responding to an emergency and will be absent from work. Upon return, employees must provide a copy of the incident report and certification by the incident commander or other official confirming that the employee was actively engaged and necessary for the emergency response. The report should set forth the date and time the volunteer was relieved of emergency service duties.

If an employee will miss more than one consecutive day of work due to emergency volunteer service, the employee must notify the office manager each day in advance of his/her shift.

Although Xplosive will not require the employee to use otherwise available paid time off, the employee may choose to do so.

Essential employees may be denied leave under this policy as permitted by state law.

Leaving the Company

If you wish to resign your employment with the company, you are requested to notify your manager of the anticipated departure date at least two (2) weeks in advance. This notice should be in the form of a written note or letter. You must give a two (2) week notice and return all company property to be eligible for rehire. The company asks all employees to participate in an exit interview with their immediate supervisor prior to leaving the company. This provides an opportunity to return keys and other property and to tie up loose ends.

If you leave the company in good standing, you may be considered for reemployment at a later date. However, in the case of rehiring, you may be considered a new employee with respect to vacation time, benefits and seniority.

USE OF COMPANY VEHICLES

Using Company-owned Vehicles

- Employees and passengers must wear seat belts while the vehicle is in motion.
- The vehicle must be maintained in accord with the company maintenance requirements.
- Employees must report all mechanical problems to their supervisors immediately.
- Employees must report any motor vehicle incident that results in damage, injury, or citation to their supervisors immediately.
- Employees must have a valid driver's license for the vehicles they will operate, must follow all license restrictions, and must have their license in their possession when they are driving. A driver whose license is suspended, revoked or terminated will notify the company immediately.
- Employee's spouses and children are not allowed to operate company vehicles.
- Hitchhikers are not permitted in company vehicles.
- Employees are responsible for all traffic and parking violations they receive when using company vehicles.
- Modifying or adding accessories to a company vehicle is prohibited.
- Radar detectors are prohibited.
- Employees are not allowed to operate vehicles at any time under the influence of alcohol or drugs.
- Use of cell phones and hand held mobile devices are not permitted while driving. Hands free phone calls may be made while driving in New Jersey but you must pull off the road in a safe place to use email or to text anyone. If driving in another state you are responsible to know and adhere to the laws of that state regarding use of mobile phones and devices while driving.

Company Vehicle and Equipment Tracking

Company ownership may, without warning, decide to use GPS styled tracking systems and/or AirTag styled equipment to keep account on the location of vehicles and or valuable equipment.