

EMPLOYEE HANDBOOK AND WORKPLACE POLICIES

JANUARY 2026

POLICY NUMBER: TMG-SEC-024

APPROVAL AUTHORITY: BOARD OF DIRECTORS



THE MAZI GROUP

1. WELCOME

Welcome to The Mazi Group! This Employee Handbook provides an overview of our workplace policies, benefits, and expectations. Whether you work with Mazi Beauty, Glam Switch, On The Go Mists, Upvendo, or corporate functions, you are part of a team committed to excellence and innovation. This handbook is a guide to help you succeed.

2. EMPLOYMENT RELATIONSHIP

2.1 At-Will Employment

Employment with The Mazi Group is at-will, meaning either you or the company may end the employment relationship at any time, with or without cause or notice. This handbook does not create a contract of employment.

2.2 Equal Opportunity

The Mazi Group is an equal opportunity employer. We do not discriminate based on any protected characteristic. See TMG-SEC-022 and TMG-SEC-023 for details.

3. EMPLOYMENT CATEGORIES

- **Full-Time:** Regularly scheduled for 40+ hours per week
- **Part-Time:** Regularly scheduled for less than 40 hours per week
- **Temporary:** Hired for a specific period or project
- **Exempt:** Not eligible for overtime under FLSA
- **Non-Exempt:** Eligible for overtime under FLSA

4. WORK HOURS AND ATTENDANCE

4.1 Work Schedule

- Standard work week is Monday through Friday
- Core hours may vary by department and location
- Flexible arrangements available with manager approval

4.2 Attendance

- Regular attendance is expected

- Notify your manager of absences as early as possible
- Excessive absenteeism may result in disciplinary action

4.3 Remote Work

- Remote work arrangements available for eligible roles
- Requires manager approval
- Must maintain productivity and availability
- Follow remote work guidelines

5. COMPENSATION

5.1 Pay Practices

- Employees are paid bi-weekly
- Direct deposit is available and encouraged
- Review pay stubs for accuracy
- Report discrepancies to HR or Payroll

5.2 Overtime

- Non-exempt employees receive overtime pay
- Overtime must be pre-approved by manager
- Overtime is paid at 1.5x regular rate for hours over 40/week
- Additional requirements may apply by state

5.3 Performance Reviews

- Annual performance reviews
- Ongoing feedback encouraged
- Performance impacts compensation decisions

6. BENEFITS

6.1 Health Insurance

- Medical, dental, and vision coverage

- Available to full-time employees
- Coverage begins on first of month after hire date
- Multiple plan options available

6.2 Retirement

- 401(k) plan available
- Company match (details in plan documents)
- Eligible after meeting service requirements

6.3 Other Benefits

- Life and disability insurance
- Employee assistance program (EAP)
- Professional development support
- Employee discounts on company products
- Wellness programs

7. TIME OFF

7.1 Paid Time Off (PTO)

- PTO accrues based on length of service
- Use for vacation, personal time, or illness
- Request time off in advance when possible
- Unused PTO may carry over per policy limits

7.2 Holidays

The company observes the following paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day

- Thanksgiving Day and day after
- Christmas Eve and Christmas Day

7.3 Sick Leave

- Sick leave provided per applicable law
- Use for illness, medical appointments, or family care
- Notify manager as early as possible

7.4 Family and Medical Leave

- FMLA leave available for eligible employees
- Up to 12 weeks unpaid leave for qualifying reasons
- State-specific leave laws also apply
- Contact HR for details

7.5 Other Leaves

- Bereavement leave
- Jury duty leave
- Military leave
- Voting leave
- Parental leave

8. WORKPLACE CONDUCT

8.1 Professional Behavior

- Treat colleagues with respect
- Communicate professionally
- Collaborate effectively
- Follow company policies

8.2 Dress Code

- Business casual is standard
- Dress appropriately for your role and meetings

- Safety requirements apply in certain areas

8.3 Prohibited Conduct

- Harassment and discrimination
- Violence or threats
- Theft or dishonesty
- Substance abuse
- Insubordination
- Violation of company policies

9. HEALTH AND SAFETY

9.1 Safe Workplace

- Follow safety procedures
- Report hazards and incidents
- Use required safety equipment
- Participate in safety training

9.2 Drug-Free Workplace

- Alcohol and illegal drugs prohibited at work
- Do not work under the influence
- Prescription medications that impair work must be disclosed to HR

9.3 Workplace Violence

- Zero tolerance for violence or threats
- Report concerns immediately
- Weapons prohibited on company property

10. TECHNOLOGY AND COMMUNICATIONS

10.1 Acceptable Use

- Company technology is for business purposes

- Limited personal use permitted
- Follow IT security policies
- See TMG-SEC-039 for detailed policy

10.2 Privacy

- Company may monitor use of company systems
- No expectation of privacy on company devices
- Protect confidential information

10.3 Social Media

- Be thoughtful about company-related posts
- Do not share confidential information
- Identify personal opinions as your own

11. CONFIDENTIALITY

- Protect confidential company information
- Do not disclose without authorization
- Confidentiality obligations continue after employment
- See TMG-SEC-013 for intellectual property policy

12. DISCIPLINE

12.1 Progressive Discipline

Discipline may include:

- Verbal warning
- Written warning
- Suspension
- Termination

The company reserves the right to skip steps based on severity.

12.2 Immediate Termination

Serious violations may result in immediate termination, including:

- Theft or fraud
- Violence or threats
- Harassment
- Gross misconduct
- Violation of law

13. SEPARATION

13.1 Resignation

- Provide at least two weeks' notice
- Submit resignation in writing
- Complete exit procedures

13.2 Exit Process

- Return company property
- Complete exit interview
- Receive final pay per state law
- COBRA information provided

14. REPORTING CONCERNS

- Report policy violations to manager, HR, or Ethics Hotline
- No retaliation for good-faith reports
- See TMG-SEC-027 for whistleblower protections

15. ACKNOWLEDGMENT

All employees must acknowledge receipt and understanding of this handbook. The acknowledgment form is maintained in personnel files.

16. CHANGES TO POLICIES

The company reserves the right to modify policies at any time. Employees will be notified of significant changes. The most current version is available on the company intranet.

17. RELATED POLICIES

This handbook should be read in conjunction with:

- TMG-SEC-021: Code of Conduct and Business Ethics
- TMG-SEC-022: Diversity, Equity, and Inclusion Policy
- TMG-SEC-023: Anti-Harassment and Non-Discrimination Policy
- TMG-SEC-025: Health, Safety, and Wellness Policy
- TMG-SEC-039: Acceptable Use of Technology Policy

For questions about this handbook, contact:

Human Resources Department

hr@mazigroup.us