

MG+
HANDBOOK

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Access: All

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INTRODUCTION

- **Information about Masur Griffiths + LLP**

Masur Griffiths + is a full-service law firm specializing in Corporate, Entertainment, Intellectual Property, Financings, and Mergers and Acquisitions. We advise individuals and companies using complete solutions and large firm capabilities. Masur Griffiths + LLP maintains offices in New York and Los Angeles.

JOINING MASUR GRIFFITTS + LLP

- **Signing up – forms to complete**

Please complete the forms below and remit to the office as soon as possible.

- Personal Identification Proof
- Bank account details for direct deposit
- Completed W4 tax form
- Employment agreement

- **Working Hours**

Hours: The Firm generally keeps office hours from 10am-6pm. We aren't the type of firm that wants to chain you to your desk. Use your best judgement when considering your attendance. You will not be reprimanded for walking in at 10:10am, **but please keep these hours.** If you have an unexpected lateness that impacts the team, please use the Office channel on the Firm Slack account to communicate.

Office Absences: If you need a day off for any reason please relay those details to the Office Administrator and place the absence on the Firm Calendar.

Holidays: The Office is closed for the following Holidays:

New Year's Day, Martin Luther King Jr Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day and Christmas.

Personal Time Off: 21 Days. After the introductory period of 6 months, employees may take extended paid time off for more than two consecutive days (PTO) days. MG+ believes time off is important to the health and well-being of our employees and encourages all employees to utilize their PTO. Therefore, MG+ will not accumulate unused PTO days or pay for unused days. Your paid time off allotment will reset one calendar year from the end date of the introductory period. MG+ does not differentiate between sick days, personal days or vacation days. We do ask that you give us a two-week notice before taking more than 2 days off in a row. Please also consider the projects that are being worked on and help coordinate proper coverage.

- **Dress Code**

The Firm operates a smart casual dress policy. This means that we expect that all employees dress in a neat manner appropriate to:

- the work they are doing;
- the clients they are dealing with; and
- what is typical within the corporate culture.

The overriding consideration is that you look smart and professional at all times and that you dress appropriately for the occasion.

REMUNERATION AND BENEFITS

- **Salary and Wage Payments**

The salary or wage which has been agreed with you individually will be outlined in your employment agreement. Full details of the breakdown of your salary or wage payment will be shown on your payslip which will be given to you on, or just before, payday. Your salary or wages are accrued throughout the month and paid bimonthly via direct deposit.

- **Health Insurance**

The Firm currently offers full-time employees regularly scheduled to work a minimum of 30 hours per week enrollment in medical insurance coverage options after they have been employed for 60 days. The Firm offers a monthly premium contribution, please contact the Firm Administrator for more information.

Employees have up to 90 days from their date of hire to make medical plan elections. Once made, elections are fixed for the remainder of the plan year. Changes in family status, as defined in the Plan document, allow employees to make midyear changes in coverage consistent with the family status change.

At the end of each calendar year during open enrollment, employees may change medical and dental elections for the following calendar year.

PERFORMANCE DEVELOPMENT

- **Performance Appraisals**

The aim of our performance appraisal process is to provide you with guidance, to help you to achieve your job and career goals, to recognise your achievements and to ensure the Firm's strategic and business goals are achieved. The performance appraisal process is an opportunity for two-way communication and honest feedback about your work and your future career with Masur Griffitts + LLP.

Your salary or wage will be reviewed annually in January. The salary review process will consider your overall performance. Items that contribute to performance are Skill Level, Productivity / Output, and Team contributions.

- **Merit Increases**

Salary increases are based on company performance and financials and are not guaranteed. These increases are generally addressed after the review period.

- **Salary Adjustments**

Adjustments are occasionally requested or warranted at times other than the review period. Out of cycle increase requests will be reviewed to ensure internal equity.

EMPLOYMENT RELATED POLICIES

- **Equal Employment Opportunity (EEO)**

Masur Griffiths + LLP provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Masur Griffiths + LLP complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Masur Griffiths + LLP expressly prohibits any form of unlawful employee harassment based on race, color, creed, religion, national origin, age, genetic information, disability, gender, veteran status, pregnancy, childbirth or related medical conditions, gender identity/expression and transgender status. Improper interference with the ability of Masur Griffiths + LLP employees to perform their expected job duties is not tolerated.

Employees and applicants for employment may request a reasonable accommodation for pregnancy-related conditions. For purposes of this policy, a "pregnancy-related condition" is a medical condition related to pregnancy or childbirth that inhibits the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques, but does not prevent the employee from performing her job functions in a reasonable manner, with or without a reasonable accommodation.

- **Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Masur Griffiths + LLP to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regards to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The Firm will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Masur Griffiths + LLP. Contact the Human Resource department with any questions or requests for accommodation.

- **Discrimination and Harassment Policy**

Masur Griffiths + LLP is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the Firm expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

It is policy to ensure equal employment opportunity without discrimination or harassment based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. Masur Griffiths + LLP prohibits any such discrimination or harassment.

Masur Griffiths + LLP encourages reporting of all perceived incidents of discrimination or harassment. It is policy to promptly and thoroughly investigate such reports. Masur Griffiths + LLP prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

- **Definitions of Harassment**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

- **Individuals and Conduct Covered**

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to the Firm (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

- **Jury Duty Leave**

An employer who employs more than (10) employees must pay an employee the first \$40 of the employee's regular daily wages for the first three (3) days of jury service. In all other instances, an employer is not required to pay an employee for time spent serving on a jury.

An employer may not discharge or penalize an employee who is summoned to serve as a juror and who notifies the employer to that effect prior to the commencement of a term of service.

- **Voting Leave**

New York law requires employers to provide employees time off work so that an employee's time off hours combined with his or her off-duty hours provide the employee sufficient time to vote while polls are open. Only two hours of the voting leave must be paid. An employee is considered to have sufficient off-duty time to vote if he or she has four (4) consecutive off-duty hours to vote while polls are open.

To be eligible for the voting leave, an employee must request the leave at least two (2) working days but not more than ten (10) working days before the day of the vote or election.

- **Abandonment of Employment**

If you are absent from the office for five or more working days without notifying the Firm, you are deemed to have abandoned your employment.

- **Internet, Email and Phone Policy**

This policy establishes general guidelines for employees, students and volunteers as well as any other users who may be given access to the Firm's computer and phone systems. These workplace tools are intended for business purposes.

- **Misuse of Internet, Email and Phones**

The Firm's electronic media are not to be used for any unauthorised purposes, including;

- The transmission of abusive, defamatory, obscene or racist communications
- The searching for, perusal and /or downloading of pornographic or other objectionable material
- Offensive material through the internet
- The transmission of sensitive information about an individual or client

Vandalism is any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes but is not limited to, the uploading or creation of computer viruses.

- **Security**

Users should never share access with someone else by giving him or her, your password. If this does occur, then you should alert system support, or change the password, to ensure that your computer files are not exposed to abuse. You are responsible for your own account and this means taking measures to ensure others cannot use it.

You should ensure your PC is shut down correctly and turned off when you leave the office. This ensures unauthorised persons do not have access to the network in your absence.

- **Physical Security of Computer and Phones**

You are asked to take reasonable steps to ensure the protection of your computer and phone including damage from improper use, food and drink spillage, and good housekeeping procedures.

- **Internet use**

Browsing of non-work related websites, or downloading of non-work related files should be kept to a minimum as outlined below. Please use your best efforts to ensure that your use:

- does not negatively impact upon your work performance or that of others;
- does not damage the operations of Masur Griffiths + LLP
- does not involve objectionable material (including but not limited to accessing or circulating items relating to terrorism, pornography, sexism or racism);
- violate any laws

Masur Griffiths + LLP may, at any time, review, intercept, assess and disclose Internet usage.

- **Email use**

Internet email allows you to access an enormous global community, and whilst email can be a powerful medium, messages are not protected in any way as they travel between correspondents. Therefore, you should exercise good judgement and common sense when creating and distributing email messages. Care should also be taken to virus check all attachments.

Email messages must not contain offensive or objectionable material and the email system must not be used to send or receive, without prior authorisation, confidential information including but not limited to copyright materials, company, financial or personnel information or similar materials.

Personal use of email is allowed, please use your best efforts to ensure that your use:

- is kept to a minimum;
- does not negatively impact upon your work performance or that of others;
- does not damage the operations of Masur Griffiths + LLP
- does not involve objectionable material (including but not limited to accessing or circulating items relating to terrorism, pornography, sexism or racism);
- violate any laws

The email system belongs to Masur Griffiths + LLP and all email messages created, sent or received are the property of Masur Griffiths + LLP. Further you should be aware that there is no guarantee of privacy with an email message and that the Firm reserves the right to access all aspects of employees' email at any time for any reason without notice to the employee.

10. LEAVING PROCEDURES

- **Return of Company Property**

When you leave Masur Griffiths + LLP we ask that you:

- return all company property including, mobile phones, computers, access cards and keys, company records, paperwork and documents, identification cards and any other relevant property;
- hand over all current work to the appropriate people/person to ensure continuity of business/service; and
- hand over to someone duly authorised to receive them all notes of confidential information which you may have acquired during your employment.

- **Exit Interviews**

When you leave Masur Griffiths + LLP you will be invited to attend an exit interview. The interview will be scheduled in your last week with us. This is a confidential interview aimed at helping us to understand how we can improve our organizational performance. It focuses on aspects of our employment relationship with you including remuneration, training, working conditions, benefits, management practises etc. We aim to learn from your comments and use these to make improvements where appropriate.

- **Employee References**

Generally, the Firm does not provide employee references but does provide a record of service, signed by an Authorized Representative.



DECLARATION:

Employee Name: _____

Your employment with Masur Griffiths + LLP is a voluntary one and is subject to termination by you or Masur Griffiths + LLP at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Masur Griffiths + LLP employees.

This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of an officer, whichever is applicable.

These personnel policies are not intended to be a contract of employment or a legal document. At any time and for any reason Masur Griffiths + LLP maintains the ability to unilaterally revise, rescind or modify the provisions and benefits described within this handbook

I have received and read a copy of the Masur Griffiths + LLP Handbook which I understand forms part of the Terms and Conditions of my employment.

Signed: _____

Dated: _____

Please sign this page and return, together with your signed employment agreement to the Firm Administrator.