



# POSTAL

## *Palm Springs*

**POSTAL PALM SPRINGS SUPERHERO PLAYBOOK**



# Superhero Playbook

---



## CONTENTS

---

Company Message.....	4
Our Culture .....	4
General .....	5
Work Eligibility.....	6
Background Checks and Drug Testing .....	6
Introductory Period .....	6
Employment At-Will .....	6
Political Coercion, Harassment, Retaliation, and Bullying.....	7
References.....	7
Commitment to Diversity and Inclusion.....	7
Conduct and Standards .....	7
Ethical and Legal Business Practices.....	7
Expectation of Privacy .....	8
Conflict of Interest.....	9
Accounting and Financial Reports .....	9
Compliance .....	9
Compensation, Time Off Policies, Attendance, Breaks, Lunch,.....	10
When I Work Application .....	10
Pay Information .....	10
Timekeeping .....	10
Breaks and Lunch Policies.....	11
Emergency Breaks .....	12
Paid Sick Time .....	12
Overtime.....	12
Jury duty .....	13
Workplace Standards .....	13
Mobile Phones at Work.....	13
Work Attire .....	13
Drugs, Alcohol, Smoking, and Electronic Cigarettes.....	14
Drug Testing.....	15
Postal Palm Springs Sponsored Social Events.....	15

# Superhero Playbook

---



Weapons.....	15
Workplace Violence.....	16
Searches.....	16
Political/Campaign Activities.....	16
Team Members Running for Public Office.....	17
Progressive Discipline.....	18
Technology Use and Postal Palm Springs Property.....	18
Postal Palm Springs Property.....	18
Use of Postal Palm Springs Communications Systems.....	19
Unsolicited Messages.....	19
General Computer and Software Usage.....	19
Workplace Safety.....	19
General Safety.....	19
Accident Reporting.....	20
Worker's Compensation.....	20

## Company Message

Welcome to the Postal Palm Springs Team! Founded in 1999 and always at the same location, Postal Palm Springs has been under three different ownerships. Postal Palm Springs has been a vital part of the local community providing important and necessary products and services.

Each Team Member brings unique skills and attributes. Together, as a team, we function efficiently and effectively to bring our products and services to our community in a way that appears to be effortless. There is never a dull moment at Postal Palm Springs, our business can go from 0–60 mph in seconds and every day is different than the last!

We look forward to seeing you grow and develop new skills while collaborating with our Team. Postal Palm Springs never stops changing, offering you the opportunity to continually grow and develop new skills.

## Our Culture

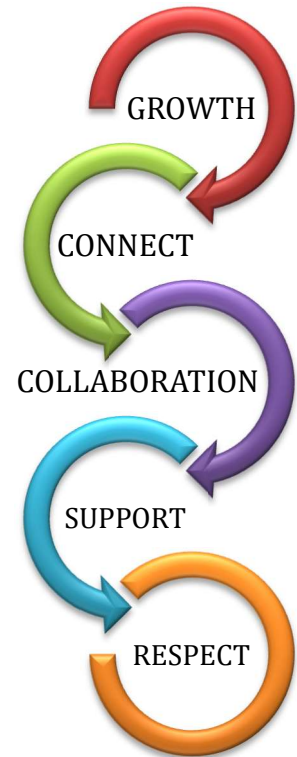
**Growth:** We are committed to every Team Member's continuous growth, professionally and personally. We will always provide new opportunities to learn through software and procedural innovations and look forward to helping you evolve and learn new skills.

**Connect:** We aspire to positive and transparent communication. We foster relationships, communicate, listen, and act to strengthen the staff. We hope you take ownership of your work and endeavor to make a difference each day through your interaction with your Team, Customers and Vendors.

**Collaboration:** We foster a Team Member mentality to ensure we all operate together with continuous collaboration and open communication. Have fun and work hard. Always be flexible, creative, and willing to learn and grow from mistakes. You are part of a Team!

**Support:** We want you and every member to succeed at work and in life. We recognize one another for a job well done and thank you for the work you do each day. We foster each other's strengths and passions to be better Team Members and ultimately provide a better service to our community. We want you to have pride in the service you provide.

**Respect:** We believe diversity and inclusion make us stronger together. We value and respect our Team, Customers, and Vendors. We approach our interactions with honesty and thoughtfulness. We value you for the contribution and service you provide each day.



## General

Work as a Team and stay out of your Silo!

We work together, helping each other to accomplish our daily common goals by being thoughtful, cooperative, and considerate to our Teammates, Customers, Vendors and Management.

Always be collaborative, providing your progress updates to your Team Members. Ask for help when you need it! Clean your workspace and put your tools away when you finish your project or your shift for the day.

This Superhero Playbook has been established to summarize certain personnel policies and benefits of Postal Palm Springs and to acquaint our Superhero Team with many of the rules concerning employment with Postal Palm Springs. This playbook is intended to work

in conjunction with other Postal Palm Springs publications, those publications include but may not be limited to: Acknowledgement for Store Keys and Passwords, the Postal Palm Springs Confidentiality Agreement, Customer Mail and Parcel Policy, Service of Process Policy, Maintaining a Secure Mailroom Policy, and the Video and Audio Surveillance Policy.

This Playbook applies to all Team Members. Team Member compliance with Postal Palm Springs' policies is a condition of continued employment.

This Playbook supersedes all previous Team Member policies, written, oral, expressed, and implied. Since our business is constantly changing, Postal Palm Springs expressly reserves the right to revise, modify, delete, or add to any and all policies, procedures, work





rules, or benefits stated in this Playbook or in any other document, except for the policy of at-will employment as described below.

This Playbook is not a binding contract between Postal Palm Springs and its Team Members, nor is it intended to alter the at-will employment relationship between Postal Palm Springs and its Team Members. Postal Palm Springs reserves the right to interpret the policies in this Playbook and to deviate from them when, at management's discretion, it is determined to be appropriate. No oral statements or representations can in any way alter the provisions of this Playbook. Nothing in this Playbook or in any other document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any Team Member.

## Work Eligibility

The federal government requires you to complete an employment eligibility verification form (Form I-9) within three (3) business days of your first day of work. You must also provide documentation to prove your identity and your eligibility to work in the United States.

## Background Checks and Drug Testing

Postal Palm Springs conducts reference, background checks and drug testing as part of the hiring process and continued employment.

## Introductory Period

Your initial 90 days of employment with Postal Palm Springs is considered your Introductory Period. This time will allow both you and management to determine if continued employment is a good fit. During your introductory period we will monitor your customer service, performance, attendance, skills and any other of your attributes necessary to complete your initial evaluation. The introductory period may be extended or shortened at management's discretion. During your Introductory Period you will not be extended any benefits, discounts, or paid sick time. Your employment status remains "at-will" throughout any phase of your employment with Postal Palm Springs, including the introductory period unless otherwise required by state or local law.

## Employment At-Will

Unless prohibited by contract or statute, your employment with Postal Palm Springs is "at-will." This means you have entered a voluntary employment relationship with Postal Palm Springs and your employment could be terminated at any time and for any reason, with or without advanced notice by either Postal Palm Springs or by you. Nothing contained in this playbook, or any other Postal Palm Springs policy should be interpreted or applied to create an implied or express contract for employment or guarantee of continued employment. Any employment relationship other than at-will must be in writing and signed by the Postal Palm Springs Management.

## Political Coercion, Harassment, Retaliation, and Bullying

Postal Palm Springs embraces diversity and respects each Team Member's political beliefs, religious beliefs and preferences. It is against Postal Palm Springs policy for anyone to behave in a threatening, harassing, bullying or discriminatory manner toward any other Team Member, customer, or vendor with respect to his or her political beliefs or activities. Postal Palm Springs does not permit its Management, Team Members, Customers or Vendors to coerce Team Members into supporting or opposing any political candidate, party, or belief. It is a violation of this Postal Palm Springs' policy for any manager to retaliate, or threaten to retaliate, or take any adverse action against a Team Member for his/her support or opposition to any political campaign or party affiliation. Postal Palm Springs expects all Team Members to behave in a professional manner and to treat each other with dignity and respect.

## References

Under no circumstances should any Team Member, supervisor, or manager release any information about any current or former Team Member either verbally or in writing. Should a Team Member receive a verbal or written request for a reference regarding another past of current Team Member, she/he must refer the request to the owners.

## Commitment to Diversity and Inclusion

At Postal Palm Springs, we are committed to cultivating a diverse and inclusive environment of mutual respect where equal employment opportunities are available to all applicants and Team Members. Qualified applicants will receive consideration for employment without regards to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. Postal Palm Springs is committed to maintaining a workplace free from discrimination in any form. As such, if you have any questions, concerns or believe this policy has been violated, please contact the Owners.

## Conduct and Standards

### Ethical and Legal Business Practices

Postal Palm Springs expects the highest standard of ethical conduct and fair dealing from each Team Member, Officer, Director, Volunteer, and all others associated with Postal Palm Springs. Our reputation is a valuable asset, and we must continually earn the trust, confidence and respect of our Team Members, our Customers, our Vendors and our Community. This policy provides general guidance on the ethical principles that we all must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment and be sensitive to others' perceptions and interpretations. If you have any questions about this policy, consult the Owners. Exceptions to this policy may be made only by the Owners.

The following list highlights our expectations and standards. However, it this list does not include every type of unacceptable behavior:

- Unsatisfactory quality or quantity of work
- Repeated unexcused absences or tardiness
- Failing to follow instructions or Postal Palm Springs procedures
- Failing to follow established safety regulations
- Falsifying an employment application or any other Postal Palm Springs records or documents
- Failing to record working time accurately or recording a coworker's time sheet
- Violating our policy against harassment and other unlawful forms of discrimination
- Disorderly conduct, fighting or other acts of violence
- Misusing, destroying, or stealing Postal Palm Springs property or another person's property
- Possessing, entering with or using weapons inside Postal Palm Springs property
- Possessing, selling, using or reporting to work with alcohol, controlled substances or illegal drugs present in the Team Member's system on Postal Palm Springs property or on Postal Palm Springs time
- Violating conflict of interest rules
- Abusing the Postal Palm Springs' computer or software use policies
- Being convicted of a crime that indicates unfitness for a job or presents a threat to Postal Palm Springs or its Team Members
- Violating any other workplace policy, rule or standard as determined by Postal Palm Springs at its sole discretion

## Expectation of Privacy

Any items issued by Postal Palm Springs for business purposes are considered Postal Palm Springs property. Postal Palm Springs property includes, but is not limited to, storage facilities, offices, workspaces, desks, chairs, lockers, computers, laptops, tablets, telephones, fax machines, scanners, servers, e-mails, voicemails, electronic documents and paper documents. You do not have a reasonable expectation of privacy when using Postal Palm Springs property.

We reserve the right to monitor, inspect, control and retain Postal Palm Springs property, including, but not limited to, monitoring and/or inspecting computers, e-mails, internet usage, telephone logs, Postal Palm Springs-issued cell phones (including call logs, text logs, e-mails, internet usage), to ensure usage is consistent and compliant with Postal Palm Springs policies. Monitoring or inspection could occur at random or if Postal Palm Springs feels there is misuse of Postal Palm Springs property. We maintain our rights even if such rights are exercised inconsistently or infrequently.



You should expect a reasonable degree of privacy with certain personal information according to federal, state and local laws. For example, Postal Palm Springs will make appropriate efforts to keep your medical information private, as required by law.

We intend this policy to be compliant with all federal and state laws governing workplace privacy laws. This policy should not be interpreted or enforced in any way that would violate federal, state or local law.

## Conflict of Interest

Team Members must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of Postal Palm Springs. You must avoid a situation in which your loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist. You may not give or receive money or any gift to or from a supplier, government official or other organization. Exceptions may be made for gifts that are customary and lawful, are of nominal value and are authorized in advance. If you do receive a gift or other benefit of more than nominal value, report it promptly to Management.

Examples of potential conflict situations include:

- Having a financial interest in any business transaction with Postal Palm Springs
- Owning or having significant financial interest in, or relationship with, a Postal Palm Springs' competitor, customer or supplier
- Accepting or giving gifts, entertainment or other benefit of more than a nominal value from Postal Palm Springs' competitor, customer, clients or vendors.

Generally speaking, you may not give or receive any gift valued at \$25.00 or more during any calendar year from the same person or related business, this includes cumulative gifts from or to related entities.

## Accounting and Financial Reports

Postal Palm Springs' POS and Financial Statements must accurately reflect Postal Palm Springs' financial transactions. Team Members must record and report every POS transaction to ensure the financial information is accurate. Those responsible for handling or disbursing funds must ensure that all transactions are correctly executed within our POS system in accordance with General Accepted Accounting Principles.

## Compliance

All our activities are to be conducted in compliance with the letter and spirit of all laws and regulations. You are charged with the responsibility of understanding the applicable laws, recognizing potential dangers and knowing when to seek legal advice. You are expected to promptly disclose to the Owners anything that may violate this policy.

## Compensation, Time Off Policies, Attendance, Breaks, Lunch, When I Work Application

Postal Palm Springs uses scheduling and attendance services provided by **When I Work**. **When I Work** utilizes the GPS location finder through your mobile phone when you clock in and clock out of work. Team Members must activate the GPS location finder on your mobile phone if you choose to use that phone when clocking in or out. If you do not want to use your mobile phone or do not authorize the GPS location finder on your phone, you must utilize the Postal Palm Springs computer to clock in or out.

### Pay Information

Certain deductions will be made in accordance with federal, state and local laws. In addition, we make certain voluntary deductions as part of the Postal Palm Springs' benefits program. If you elect supplemental coverage under the Postal Palm Springs' benefits program that requires Team Member contributions, your share of the cost will be deducted from your paycheck each pay period. If you are not receiving a paycheck due to illness, injury or leave of absence, you must pay the monthly cost directly to Postal Palm Springs as permitted by federal, state or local law.

You will be paid bi-weekly for all work performed during the pay period, including overtime if eligible. If the regular payday falls on a holiday, payday will be the last regular workday before the holiday.

The pay period starts on Monday at 12:00 a.m. and includes all work you perform up to the close of business on the second preceding Sunday at 11:59 p.m.

You may elect to receive your paycheck either by a physical paper check or by direct deposit to your personal savings or checking account at the financial institution of your choice, in accordance with federal, state or local law.

Notify the Owners if your paycheck appears to be inaccurate or if it has been misplaced. We reserve the right to charge a replacement fee for any check that has been lost, as permitted by federal, state or local law.

You are responsible for maintaining your Team Member payroll profile on the Workforce mobile app. If you have any questions regarding the pay schedule, pay period, direct deposit or any pay-related issue, please contact the management team.

### Timekeeping

We strive to maintain strict compliance with the Fair Labor Standards Act (FLSA). Under the FLSA, Team Members are protected from unfair pay practices and are guaranteed wages of at least minimum wage and overtime pay is applicable. The rules set out in this policy apply to non-exempt Team Members, and complete compliance is expected. If you are unsure of your status as exempt vs. non-exempt, please contact the management team for your classification.

For all non-exempt Team Members, the following requirements apply:

- Keep an accurate record of all your work hours in the manner designated by Postal Palm Springs.
- Review the accuracy of your time records daily and before submitting them for processing. If you need to make a change to correct an error, make the correction before you submit your time records for processing. When you submit your time records, you certify they are complete and accurately reflect all hours worked.
- Take responsibility for your own time records. Do not allow another Team Member to sign in/out for you, and do not sign in/out for any Team Member. Do not tamper with timekeeping equipment.
- Enter the exact start and finish times on your time records. Record all breaks where you are completely relieved from work duties if they exceed 20 minutes, including meal breaks. Do not perform any work during your recorded breaks, as these entries may be deducted from your total work hours as non-compensable time off.
- Obtain your supervisor's approval before working beyond your regularly scheduled work hours. This includes time incurred before or after your regular shift, during unpaid meal breaks or after hours at your home or another off-site location. If you perform any work outside your regularly scheduled hours, record the time accurately on your time records.
- Include in your time records any time spent at mandatory, job-related training programs, lectures or meetings.
- Do not carry over hours of work from one day to the next, or from one week to the next. Your time records should reflect the exact hours worked for each day indicated.

## Breaks and Lunch Policies

In an effort to maintain a healthy and productive work environment, we provide you with meal and rest breaks that will be staggered throughout your workday. In order to make sure there is adequate coverage and to minimize the disruption to business operations as much as possible, meal and rest breaks will be scheduled by your Supervisor, Management, or Owners.

Team Member breaks can be used for any reason such as restroom use, smoking (in designated areas only), coffee breaks, meal/ snack breaks or telephone breaks. Meal and personal breaks include the time you leave to get your food, the time you take to heat up your food and the time to eat your food. Meal and/or personal breaks shall not be combined and may not be waived without prior approval from the Owners.

- Lunch breaks – a lunch break is typically taken after the first 3-4 hours on the job; depending on your schedule. Work with Management to determine the best time to take your lunch break. A 30-minute unpaid meal break is required if you work 6

hours or more. If you work 5 hours but not more than 6 hours your meal break is optional with the agreement from the Owners.

- Rest breaks – If your shift is 4-6 hours you are entitled to one 10-minute paid break. If you're shift is 6-10 hours you are entitled to two 10-minute paid breaks.

## Emergency Breaks

We understand there are times when a Team Member may have an emergency, such as when they feel ill, or have to take an urgent phone call. Talk to your Supervisor, Manager, or the Owners so your emergency can be accommodated.

## Paid Sick Time

Only active Team Members are eligible for paid time off, and all paid time off must be earned before being taken. You may not substitute pay for unused paid time off unless you have the Owners approval.

Managers reserve the right not to approve a paid time off request if it interferes with the Postal Palm Springs operations or adversely affect job coverage and staff requirements. Whenever possible, requests for paid time off will be accommodated; when scheduling conflicts arise, however, seniority and workload will take priority.

Paid sick leave is accrued after your 90-day probationary period is met and in accordance with local and federal laws. Accrued sick time does not roll over to the next year, use it or lose it. Team Members are responsible for updating their timesheets when using paid sick time.

A Team Member may use accrued paid sick days beginning after their introductory period has ended. Paid sick days will be provided upon the verbal or written request of a Team Member for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventative care, or for specified purposes for a Team Member who is a victim of domestic violence, sexual assault or stalking.

The use of paid sick days may be limited to 24 hours (or three days) per year of employment.

## Overtime

Due to the nature of the business, we may require you to work overtime. Overtime may be additional hours during the regular work week, weekends or holidays.

Overtime compensation is paid to all non-exempt Team Members at one and one-half (1 1/2) times their regular rate of pay for all hours worked in excess of eight (8) hours per day, 40 hours per week, and the first eight (8) hours worked on the seventh consecutive day of work in any one work week, or as otherwise required by federal, state or local law.

Overtime compensation at two times a Team Member's regular rate of pay is paid for any work in excess of 12 hours in one day and for any work in excess of eight (8) hours on the seventh consecutive day of the work week.

Team Members are never allowed to work overtime without prior approval from the Owners.

Overtime compensation is based on actual hours worked. Any time taken for meal breaks should not be included as time worked for the purposes of overtime calculations. Time off for holidays, sick leave, vacation leave, personal leave or any other leave of absence will not be factored in as hours worked for overtime calculations.

If you work unauthorized overtime or don't properly record your time, you will be paid for the hours worked but you may be subject to disciplinary measures including termination.

## Jury duty

Team Members are encouraged to serve on jury duty to fulfill their civic obligations. We do not retaliate against Team Members for completing jury duty service duties in compliance with federal, state and local laws. Team Members scheduled for jury duty must provide documentation of the summons to their supervisor immediately.

Unless otherwise required by state or local law, Postal Palm Springs will not compensate the Team Members for jury duty. Team Members may use vacation, personal leave or compensatory time off that they have accrued. If excused or released from jury duty, Team Members are expected to return to work promptly. Postal Palm Springs will follow all federal, state and local laws regarding jury duty leave.

## Workplace Standards

### Mobile Phones at Work

Personal phones ringing at the workplace is disruptive to our work environment. When "on-the-clock" Team Members' mobile phones should be in the breakroom with the ringer turned off. Team Members are free to check their phones during breaks or lunch. The only exception to this policy is the Management Team, including Supervisors since their mobile devices are used for business purposes.

### Work Attire

Appropriate dress, grooming and personal hygiene/cleanliness standards contribute to the morale of all Team Members, and therefore we prohibit any apparel that may be distracting or offensive to others. Team Members are expected to always present a neat and clean image. All clothing is to be in good condition with a proper fit, clean and neatly pressed when applicable. Additionally, please reframe from using perfume, cologne, body sprays and aftershave, as some individuals may be sensitive to fragrances.



Team Members should follow basic requirements of safety and comfort:

- Minimal jewelry
- Close-toed, rubber soled shoes or sneakers
- No sandals or shoes with heels

As a general guideline, the following are not permitted:

- Poorly fitted clothing that is too tight, too revealing or excessively baggy
- Ripped, torn, stained or excessively wrinkled clothing
- Clothing or accessories displaying offensive language or images
- Shirts that are cropped, with a low neckline or spaghetti straps
- Tank tops or muscle shirts
- Skirts shorter than just above the knee
- Sweatpants or joggers
- Leggings with a shirt shorter than tunic-length
- Flip-flops
- Athletic slides
- Hats

Although it is impossible to establish an absolute dress and appearance policy that contemplates all aspects of fashion and grooming, Postal Palm Springs will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. Management has discretion to determine the appropriateness of a Team Member's work attire and appearance. Team Members who do not meet a professional standard may be sent home to change and will not be compensated for any work time missed because of failure to comply with this policy. Management may make exceptions for special occasions or in the case of inclement weather, at which time Team Members will be notified in advance. Additionally, management has discretion to implement varying dress code and grooming standards within Postal Palm Springs based on a person's specific job responsibilities, safety concerns or other business-related factors.

## Drugs, Alcohol, Smoking, and Electronic Cigarettes

Postal Palm Springs maintains a zero-tolerance policy for Team Members using or being under the influence of illegal drugs, alcohol or marijuana while performing Postal Palm Springs business or while on Postal Palm Springs property.

Smoking, including the use of electronic cigarettes, is illegal in the workplace including but not limited to restrooms and break rooms. All Team Members, clients and other visitors are expected to comply with this policy.

Although marijuana may be prescribed by a physician and legal in the state of California the use of marijuana and marijuana vapes while working and/or arriving for your shift under the influence of marijuana is not permitted.

Team Members are prohibited from manufacturing, distributing, purchasing, transferring or being in possession of an illegal drug or marijuana while in the Postal Palm Springs' facilities, while on the job, or while performing Postal Palm Springs business. This policy does not prohibit the proper use of non-marijuana medication under the direction of a physician; however, misuse of such medication is prohibited.

Misuse of alcohol or drugs, including marijuana, by Team Members can impair the ability of Team Members to perform their duties, as well as adversely affect our customers' confidence in Postal Palm Springs. In the event you arrive at work and appear to be under the influence of alcohol or drugs, including marijuana, or are found to be smoking or vaping inside the Postal Palm Springs facility you may be sent home without pay and subject to disciplinary action including drug testing, and possible termination.

## Drug Testing

Postal Palm Springs may require a blood test, urinalysis, hair test or other drug or alcohol screening of Team Members suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

## Postal Palm Springs Sponsored Social Events

When authorized by the Postal Palm Springs Owners, alcoholic beverages may be served at Postal Palm Springs-sponsored social events. Only those individuals legally permitted to consume alcoholic beverages may be served at such functions. However, no Team Member is obligated to consume alcohol at such events. At Postal Palm Springs functions, no Team Member should feel pressured to consume alcoholic beverages. If an Team Member chooses to drink alcohol during Postal Palm Springs events, the Team Member does so at her or his own risk. All Team Members are expected to maintain a high standard of professional and personal conduct at any Postal Palm Springs event. Postal Palm Springs reserves the right to arrange transportation for any Team Member suspected of being intoxicated at a Postal Palm Springs social event. Postal Palm Springs reserves the right to cease allowing alcoholic beverages to be served to any Team Member whom it suspects is intoxicated or who behaves inappropriately at such functions. Managers and supervisors should remember that even at Postal Palm Springs social events, they should set a standard for acceptable, responsible behavior.

## Weapons

Postal Palm Springs has a zero-tolerance policy against weapons of any kind to ensure the safety of all Team Members and visitors. Only if specified by law, firearms may be allowed in a locked personal vehicle if the owner has a valid concealed weapons permit.

We will comply with all federal, state and local laws regarding firearms in locked personal vehicles when the Team Member has proper licensing. "Weapons" are defined as dangerous objects that may be used to harm a person or property, including firearms, explosives and knives. Small kitchen knives may not be considered a weapon under this policy if they are used as intended and not to harm or damage a person or property.

## Workplace Violence

We have a zero-tolerance policy against workplace violence. You should feel safe in the workplace and free of any threats of violence. Any violent behavior or behavior that could lead to violence will not be tolerated. Violent or potentially violent behavior include, but are not limited to:

- Physical contact that is violent or threatening such as pushing, shoving, punching, kicking or physical intimidation
- Direct or indirect threats of physical harm
- Possession of a weapon on Postal Palm Springs property except as permitted by Postal Palm Springs policy or applicable state law
- Stalking
- Destruction of Postal Palm Springs or personal property

Any Team Member who exhibits threatening behavior or makes a substantial threat may be removed from the Postal Palm Springs' property as quickly as it is reasonably safe. Joking is never a defense against violence. Any joke that can be construed as a violent threat or act also will be considered prohibited behavior under this policy. Any violation of this policy may result in disciplinary measures, including immediate termination.

## Searches

Postal Palm Springs may conduct searches for illegal drugs, alcohol, or weapons at the Postal Palm Springs facility without prior notice to Team Members. Such searches may be conducted at any time. Team Members are expected to cooperate fully. Searches of Team Members and their personal property may be conducted when there is reasonable suspicion to believe that the Team Member has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, backpacks as well as any Postal Palm Springs property that is provided for Team Members' personal use, such as desks, lockers and files. An Team Member's consent to a search is required as a condition of employment and the Team Member's refusal to consent may result in disciplinary action, including termination.

## Political/Campaign Activities

Postal Palm Springs encourages Team Members to exercise their constitutional right to vote and participate in the political process. However, in the interest of maintaining a productive and tension-free work environment, political and campaign activities must not

be conducted in the work environment during work hours. Team Members are not permitted to participate in any political activity that interferes with or disrupts the workplace in any manner. It is against this Postal Palm Springs' policy for any Team Member to:

- Use work time or Postal Palm Springs resources to accomplish goals that are politically motivated.
- Solicit or encourage monetary contributions or other support for a political party, campaign, candidate or political belief during work hours.
- Use Postal Palm Springs facilities, such as break or eating areas, conference rooms, or offices for any political or campaign activity.
- Utilize Postal Palm Springs' property or Postal Palm Springs-issued property, including but not limited to, telephones (both cellular and desk phones), computers, facsimile machines, e-mail systems, interoffice mail or voicemail, photocopiers, postage, paper, envelopes or other offices supplies, for any political or campaign activity.
- Use the Postal Palm Springs' name or affiliation in connection with any political or campaign activity, at any time, without the Postal Palm Springs' express written approval.

Team Members who do not comply with this policy may be subject to disciplinary action, up to termination.

## Team Members Running for Public Office

Team Members who decide to run for public office are expected to keep politics separate from employment and should not allow political involvement to interfere with work performance. Postal Palm Springs strictly prohibits Team Members seeking public office from using Postal Palm Springs' name in association with any political or campaign activity without Postal Palm Springs' express written permission. Team Members wishing to run for public offices should notify the management team in writing of their intentions, specifying the position and venue in which they are seeking election. Team Members running for office are expected to maintain all regular work duties during the campaign upon election. Team Members elected to a full-time office are encouraged to either resign or request a leave of absence without pay. Postal Palm Springs does not guarantee that Team Members will be reinstated to their prior position or any other position upon return from a leave of absence for political service. Team Members elected to public office must disclose to the management team the existence of any potential or actual conflict of interest affecting the Team Member's duties or loyalty to Postal Palm Springs and shall cooperate to the extent practicable to resolve such conflicts to Postal Palm Springs' satisfaction. Any person deemed to be in violation of this policy may be subject to disciplinary measures including termination.

## Progressive Discipline

Postal Palm Springs may administer progressive discipline, which includes a series of warnings, in its discretion to address performance issues, certain rule violations such as tardiness, or other disciplinary matters. However, Postal Palm Springs has complete discretion to discipline its Team Members as appropriate under the circumstances, from a verbal or written reprimand to immediate termination. Please note that Postal Palm Springs reserves the right to terminate any Team Member whose conduct merits immediate dismissal without resorting to any aspect of the progressive discipline process without warning or notice.

## Technology Use and Postal Palm Springs Property

### Postal Palm Springs Property

You may not use any Postal Palm Springs property, including Postal Palm Springs vehicles, for personal purposes or remove any Postal Palm Springs property from the premises without prior permission from management. Normal care should be used when handling or performing required maintenance on Postal Palm Springs property, including computer equipment or hardware. Follow all operating instructions, safety standards and guidelines. Report any broken or damaged equipment to your manager at once so that proper repairs can be made (and to prevent injury to you or others). Should you have questions about the maintenance and care of any workplace equipment, ask the management.

At the end of employment, all Postal Palm Springs property must be returned immediately, including, but not limited to, all materials that contain proprietary or confidential information, keys, credit cards, identification badges, computers, vehicles, communication devices, uniforms and any other property otherwise belonging to or leased by Postal Palm Springs.

Under separation, you must return any originals or duplicates of any written or other tangible items, whether maintained in hard copy, film, microfiche or electronic medium, belonging to Postal Palm Springs, its subsidiaries, affiliates, successors or assign, including without limitation, correspondence, reports, data, charts, notes, devices, specifications, drawings, customer lists and any other item containing trade secret information or confidential information related to Postal Palm Springs' products, services, designs, formulas, development or experimental work, computer programs, databases, customers/clients, marketing strategies, business plans, financial information and Team Member information. These items are the sole property of Postal Palm Springs.

You may be held financially responsible or face disciplinary action, including termination, for any loss to Postal Palm Springs property if you use or operate equipment improperly, carelessly, negligently or unsafely.



## Use of Postal Palm Springs Communications Systems

The Postal Palm Springs' communication and information systems should be used only for conducting Postal Palm Springs business. Communications systems include, but are not limited to, any handheld wireless device such as mobile phones, laptops and tablets or more traditional devices such as phones, fax machines and mailing systems. Information systems include computers, internet/intranet networks and electronic mail.

Incidental occasional and infrequent use of Postal Palm Springs' communication and information systems for personal use is permitted if such use does not interfere with your work, the work of another Team Member or the computer's operations.

The Postal Palm Springs' communication and information systems may not be used for any illegal, unethical, destructive or wasteful purpose. You should exercise care with the personal use of any communication and information systems devices, and you should not expect personal usage or information stored in these systems to be kept private.

## Unsolicited Messages

We strictly prohibit the transmission of unsolicited e-mails or mass-messages of any kind. Spam (i.e., unsolicited commercial or bulk e-mails, mass or junk e-mails) will not be tolerated. The electronic mail system is reserved for Postal Palm Springs business.

## General Computer and Software Usage

It is our policy to respect all computer software copyrights and adhere to the terms of all software licenses to which Postal Palm Springs is a party.

You may not duplicate any licensed software for use unless Postal Palm Springs is expressly permitted to do so by an agreement with the licensor and with the approval of your supervisor.

Only software purchased by Postal Palm Springs with the approval of the appropriate management may be used on Postal Palm Springs computers. You are not permitted to bring software from home and load it on Postal Palm Springs computers, unless: 1) such action is approved by management and 2) such use of the software is consistent with the terms of the software licensing agreements.

Use of the Postal Palm Springs' communication and information systems constitutes consent to this policy.

## Workplace Safety

### General Safety

Postal Palm Springs is committed to maintaining a safe and healthy environment for all Team Members. Team Members should report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to

management. All Team Members have the right to raise a safety or health concern with their employers or the federal OSHA, or report a work-related injury or illness, without being retaliated against. Employers are prohibited from discharging or in any manner discriminating against Team Members for using any of their rights under the law, including raising a health and safety concern or reporting a work-related injury or illness.

The federal OSHA requires that we keep records of all illnesses and injuries that occur on the job. OSHA also provides for your right to know about any health hazards that might be present on the job. All workers have the right to request copies of their medical records, tests that measure hazards in the workplace, and the workplace injury and illness logs.

In addition, state workers' compensation laws may require that you report any illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

## Accident Reporting

To help ensure the safety and well-being of our Team Members, we comply with all federal, state and local laws governing workplace safety and accident reporting procedures. You are required to report all accidents, injuries, potential safety hazards, safety suggestions and safety concerns to management immediately or as soon as it's reasonably safe to do so. In the case of an emergency or severe injury, you should also contact rescue departments.

In addition to reporting all workplace accidents, you should cooperate in any investigation regarding the accident. When requested, you should provide as much accurate information as possible, including, but not limited to, the location, date and time, people involved and the nature of the accident. Any Team Member who reports a workplace accident or illness will not be retaliated against in any way.

## Worker's Compensation

If you have a work-related injury that requires medical attention, you must complete an Team Member's Claim for Workers' Compensation Benefits Form. If your injury does not require medical attention, you must complete a Supervisor and Team Member Report of Accident Form, in case medical treatment is required later. This also helps ensure safety hazards are reported and corrected in a timely manner. You can get these forms from management. Failure to report any accident or illness that occurs on or as a result of the job could lead to forfeiture of workers' compensation benefits or other health benefits.

I acknowledge that I have received the Postal Palm Springs Superhero Playbook: