ZENMEDIA

EMPLOYEE HANDBOOK

Employee Handbook and Culture Guide

Welcome to the agency that's helping B2B companies excel in the competitive digital world.



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Welcome to the team.

We're glad you've chosen to join the Zen Media team, and we look forward to working with you and getting to know you better. We believe every employee has a vital role to play, and we value the skills, abilities, and experience you bring to the team.

The success of Zen Media is largely dependent on our ability to work as a team and support one another in achieving the team's goals. In this guide, you will learn about our core values. These values form the basis of our daily life at Zen, our interaction with others, and our dedication to being the very best we can be. The most successful Zen team members embrace these values and model them every day.

We have prepared this guide to answer many of the questions you already have about Zen Media and our policies, standards, and culture. Read it thoroughly, and if you have any additional questions, be sure to contact your manager for clarification or assistance.

On behalf of the entire Zen Media team, I want to extend this sincere welcome! We hope you'll find your position at Zen Media to be challenging, productive, and rewarding.

Sincerely,

Shama Hyder
CEO and Founder



About us.



Zen Media was founded in 2008 by our CEO Shama Hyder. For over a decade, our company has moved to a position of prominence as an award-winning public relations and digital marketing agency for B2B brands. We pride ourselves on having the best talent available who knows how to use proven traditional and cutting-edge technology to propel our clients to the forefronts of their industries. We offer our clients expertise in public relations, content creation, search engine marketing, and branding—all tailored to their individual business cultures.

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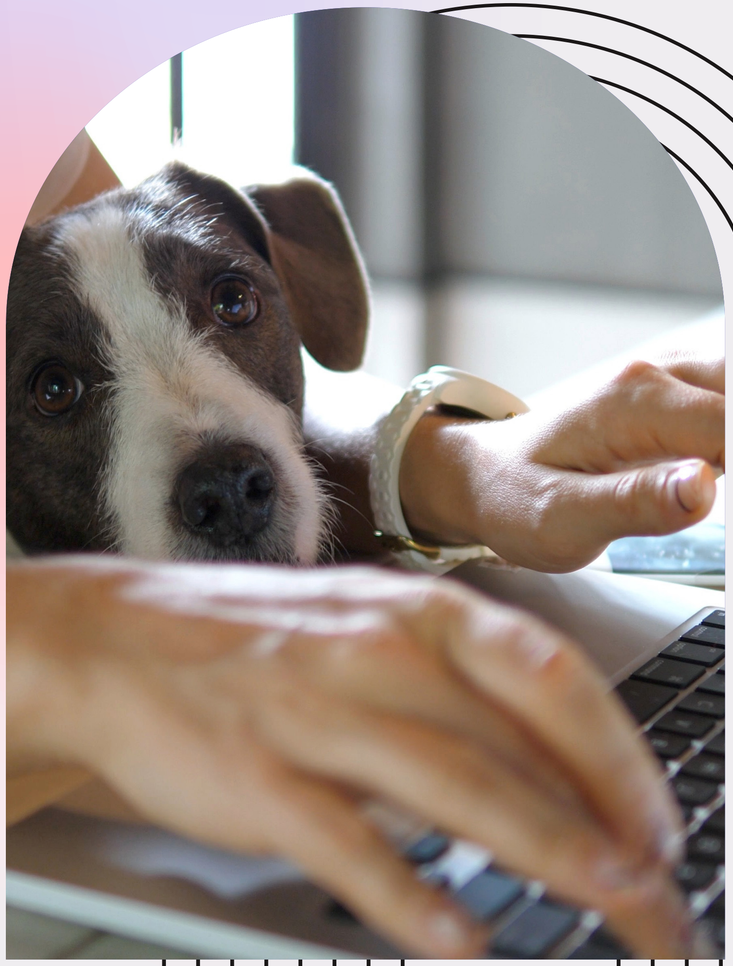
How to use this handbook.

We believe that Employees are happier and more valuable if they know what they can expect from us and what we expect from them. In this handbook we introduce you to Zen Media's, values, culture, and goals. We expect you to incorporate that information into your day-to-day work life, striving to meet our values in everything you do.

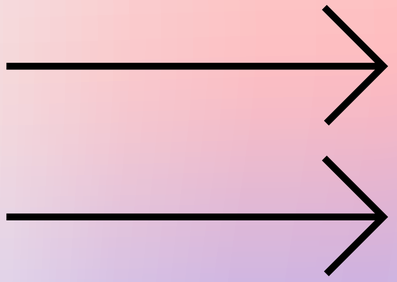
Please understand that this handbook can only highlight and summarize our company's policies and procedures. For detailed information, please talk to your manager for clarification and guidance.

In our company, as anywhere, circumstances are constantly changing, and as a result, we may have to revise, rescind, or supplement our policies from time to time. Nothing in this handbook is a contract or a promise. The policies can change at any time, for any reason, without advanced notice. We'll be sure to keep you up to date in the event of any changes.

The enclosed information may differ according to the law of the state in which you work. In such cases, Zen Media will comply with those laws.



Mission and vision statement.



MISSION STATEMENT

Our mission is to position ourselves at the forefront of Digital Media and to “slay” the status quo!

OBJECTIVE

Our objective is to develop long-term partnerships by exceeding our clients’ needs through creativity, responsiveness, and hard work. Retaining and motivating high-performing people is paramount to our success.

VISION STATEMENT

Marketing is the greatest investment tech-driven B2B companies can make to gain a disproportionate advantage in the marketplace. We are committed to ensuring B2B brands stay relevant by increasing Share of Voice in response to an ever-discerning and evolving buyer. We lead with a Mixed Marketing Model where earned media is just one part of the mix to deliver outsized ROI and ROAs for our clients. In a few short years, we will have redefined what earned media means in a changing world.

Core values.

At Zen Media, Core Values are not descriptions of the work we do or the strategies we employ. Our values are unwavering beliefs that form the foundation of who we are as a company. They are the embodiment of world class performance and mutual respect for our clients and colleagues.



HAPPY
Choose *Happiness*

Happiness is a choice. This doesn't mean you won't have bad days or that mental health isn't important. On the contrary, it means you employ empathy with gusto—towards yourself, our clients, and your colleagues. You genuinely care about your own happiness as well as the happiness of our clients and your colleagues.

HUNGRY
Be Curious and *Hungry* for Growth

You are hungry for growth! Our CEO was awarded most curious in the 4th grade, and that curiosity and hunger runs deep in our culture. We are insatiable when it comes to our clients; we never settle for "good." We always ask—how else can we help? What more could we be doing here?

HELPFUL
Be *Helpful* and the Best Team Member You Can Be

You are a team player, can roll with the punches, and genuinely want the team to succeed. "That's not my job" is NOT our ethos.

HEART
We Thrive on *Heart* and Mutual Respect

We thrive on diversity. Passionate, loyal, and committed folks thrive here. We may not always share the same beliefs outside of work, but mutual respect is never optional.

HIGH-PERFORMING
Be *High-Performing* and Results-Driven

The best workplaces aren't ping-pong tables. They are your peers. The people you learn from and grow with. We only hire the top 10% of folks in their given role because winners want to work with other winners. This means "A" level work, being effective, and results-oriented.

Zen Life.

YOUR EVERYDAY ZEN LIFE

At ZEN you'll see that we are big on virtual meetings. This is how we share ideas, review project updates, and formulate new plans. These meetings keep the communication and ideas flowing. Don't be afraid to ask questions or offer suggestions – we believe that every team member has something important to say. And remember, everyone at Zen Media from the top-down is ready, willing, and available to answer any questions that you may have.

Learn our Core Values and bring them into everything you do and everyone you interact with. Working together as a team is at the center of how we do what we do. Good, strong communication is essential whether dealing with co-workers or clients. Show each other respect and always search for better ways to serve our clients and our team.



What you think is important to us!

The key to any successful relationship is communication, and this is especially true when you are part of a virtual team. At Zen Media, we want you to feel supported and heard. We want you to share your thoughts and concerns, and we encourage you to discuss any work-related matters with management—whether a complaint, suggestion, observation, or compliment.

Most situations can and should be addressed within your virtual department. When there is something concerning to you, we encourage you to speak with your direct supervisor first. If, after speaking with your supervisor, you feel the need to discuss the matter with someone else, you should follow the chain of command, moving from manager or director to VP and up to the president, if necessary. We only ask that you provide fair opportunity for management at the various levels to address your concerns.

If you feel uncomfortable discussing any matter or situation within the normal chain of command, you can always contact Human Resources at hradmin@zenmedia.com.



Expectations.

WHAT YOU CAN EXPECT FROM ZEN MEDIA

We believe in a work environment that fosters innovation and involvement to meet the challenges of our business. We are committed to providing quality service to our clients and a fun team environment for our employees. Through this commitment, we are better able to ensure the success and future growth of our Company.

WHAT WE EXPECT FROM YOU

At Zen Media, client satisfaction is everyone's responsibility, and we pride ourselves on providing the best client experience possible. You must provide our clients with professionalism and respect, and offer the same respect and professionalism when interacting with your fellow teammates. Mutual respect enables us to grow stronger and to create new opportunities that otherwise would not exist.

We depend on you to perform the tasks assigned to the best of your ability and to act in ways that reflect favorably on Zen Media, your teammates, and yourself.



Zen Virtuality.

Zen Media is a virtual Company. However, we still believe that face-to-face interactions are important for building relationships with other team members. You are encouraged to collaborate with your coworkers virtually, sparking new ideas, and rallying around team goals.

You will also be interacting with clients virtually as your principal way of communication. Remember that you represent Zen Media in the way you present yourself and how you are perceived.

When dealing virtually with clients and colleagues, remember to:

- **Give it your professional best** – Present the best you, in appearance, attitude, and demeaner.
- **Show some excitement** - Both colleagues and clients want to know that you are excited about the business opportunities, potential strategies, and the expertise that you offer.
- **Look at the camera and not your audience** - It's important to look your listener in the eye. On video, looking at someone on the left, right or at the bottom of your screen can make you appear to be looking elsewhere and not listening.
- **Use proper lighting techniques** - Make sure that light illuminates your face when on video calls. Tips to look well-lit on camera include using a ring light and avoiding sitting in front of windows as cameras can respond erratically to slight adjustments in lighting.
- **Speak up** – Remember that inside voices work great when you're sitting with someone in person - but across a video screen, you may be perceived as lacking energy and conviction.
- **Be present to have presence** – Don't get side-tracked and start checking e-mails or working on other projects. You don't want to appear uninterested or distracted.
- **It's okay to Smile** – A smile can soften the conversation, exude confidence, and remove any tensions that may exist. A smile can also help connect you to others. Make a conscious effort to have a pleasant look on your face so that you come across friendly, positive, and approachable.

Workplace Standards.

At Zen Media we promote freedom of expression and open communication; however, we have specific standards for our employees to follow in their day-to-day work life.

These standards are represented below:

RESPECT IN THE WORKPLACE

We expect for all employees to respect their colleagues, supervisors, and other team members. We do not allow, nor will we tolerate any kind of discriminatory or demeaning behavior, harassment or victimization.

COMMUNICATION AND COLLABORATION

Employees should be friendly, collaborative, and open for communication with their colleagues, supervisors, or team members. There will be disagreements, but we expect you to be constructive and professional in your dealings with others.

PROFESSIONAL BEHAVIOR

We succeed as a company with the trust and confidence of our employees, vendors, and clients. We earn it by keeping our promises and acting with honesty and integrity.

PROFESSIONAL COMPETENCE

As you grow professionally with Zen, we expect you to grow individually in knowledge and skill. This ensures that our clients continually receive the most competent, relevant, and professional service available.

CONFIDENTIALITY

All employees are responsible for maintaining the highest levels of confidentiality. This includes general company information and trade secrets as well as client specific information.

Personal appearance.

Because you are a representative of Zen Media, you should always be mindful of your appearance because it can reflect either positively or negatively on you and our Company.

The Company's dress code outlines how we expect our employees to present themselves for work in a virtual environment and when attending face-to-face meetings with clients and vendors.

When it comes to personal appearance, we require that you report to work dressed appropriately and looking like the professional that you are! Being a virtual company, it's easy to let your guard down, but remember that the image you portray can reflect positively or negatively on you and the company.

We encourage you to express your individuality, however, due to the nature of our business, the following articles of clothing are deemed inappropriate business attire. This list is not all inclusive and we reserve the right to determine the appropriateness of any employee's attire.

INAPPROPRIATE BUSINESS ATTIRE:

- **Ripped or wrinkled shirts or blouses**
- **Spaghetti strapped dresses and tops**
- **Crop tops**
- **All sportswear**
- **Workout clothes**
- **Shirts with inappropriate markings**
- **Off the shoulder dresses and blouses**
- **Hooded sweatshirts**
- **T-Shirts**
- **Halter Tops**

Where necessary, reasonable accommodation will be made for persons with disabilities or temporary medical issues. (Clothing and grooming styles dictated by religion or ethnicity are exempt from this policy.)

Consult your manager or supervisor if you have questions as to what constitutes inappropriate business attire.

Work duties.



JOB DUTIES

Your Supervisor will explain your job responsibilities and the expected performance standards. Bear in mind that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or or other tasks that are necessary or important to the operation of your team or the Company. In some cases, you may be required to travel which may alter your regular workday and/or workweek hours. Your cooperation and assistance are appreciated..

The Company reserves the right, at any time, with or without notice, to alter or change job responsibilities, or to assign additional job responsibilities.

WORK HOURS

Being a virtual company, Zen Media does not have a uniform daily schedule for its employees to follow. Because of team geographics, and/or client requirements, scheduled hours are individually set for each employee by their manager or director. If you are unsure of your specific work hours or weekly schedule, be sure to get clarification from your manager.

ATTENDANCE AND AVAILABILITY

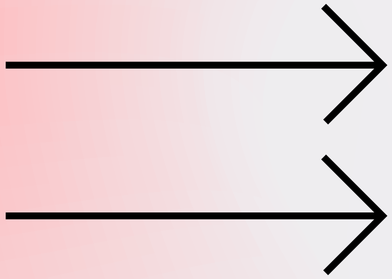
If you are unable to report to work when scheduled, notify your supervisor at least one hour before the time you are scheduled to begin work, or as soon as possible. In the event of an emergency, a family member or friend should call on your behalf.

If you are absent because of an illness for three or more consecutive days, you may be required to provide written documentation. Absence from work for two or more consecutive days without notifying the Company will be considered a voluntary resignation unless an emergency medical excuse is provided by a physician and accepted by the Company.

YOUR WORK LOCATION

If you wish to change your primary virtual workplace from the state you were initially hired to another work jurisdiction (state, territory, province, or country), you must first secure written approval from Zen Media. There are important tax issues, corporate registrations, filings, and other statutory requirements that a company must consider before choosing to do business within a specific work jurisdiction, whether the employees are virtual or not.

Performance evaluations.



At Zen Media, we communicate to empower, and in order to foster more dialogue between team members and managers the Company conducts periodic performance evaluations. As you conclude your 90-day probationary period you will be required to complete a self-evaluation. This self-evaluation will be used in conjunction with your manager's formal evaluation to ensure that your understanding of the job is line with ours.

A formal performance appraisal will be conducted at the conclusion of your 90-day probationary period, at your one-year anniversary, and each year thereafter. In certain instances, a performance appraisal may take place upon promotion or change of position. Every effort will be made to conduct appraisals on or about your scheduled review date but be aware that sometimes delays may occur due to unforeseen circumstances.

During your performance evaluations, your supervisor will review factors such as the quality and quantity of the work you perform, your knowledge of the job, key performance indicators, your initiative, work attitude, and collaborative skills.

The performance appraisal is intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not necessarily guarantee an increase in salary or a promotion. Salary increases and promotions are solely within the discretion of the Company and depend upon many factors.

Zen Media is committed to helping each Team Member realize his or her full potential. The Company encourages Employees and their supervisors to discuss job performance and goals on an informal, day-to-day basis.

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Performance improvement.

Zen Media places a great deal of emphasis on your success. In rare situations, it may be necessary to bring you back in line with the organization's objectives. When applying corrective actions, our first objective is to make you successful by providing tools, training resources, and coaching. In turn, we expect you to meet performance standards and to conduct yourself appropriately.

Zen Media reserves the right to combine or skip steps depending upon the facts of each situation. The level of disciplinary intervention may also vary. Extraordinary factors may be considered depending upon whether the offense is repeated despite coaching, counseling and/or training, your work record, and the impact the conduct and performance issues have on our company.

If you receive disciplinary action, you have the right to appeal one management level above your manager/supervisor.

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Examples of Potential Violations

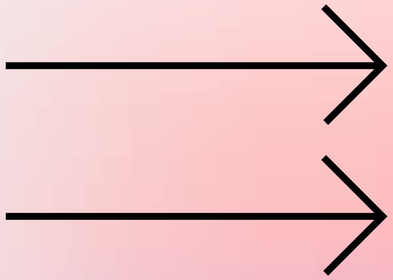
In determining the appropriateness of Corrective Action, a manager/supervisor may consider one, or a combination of potential violations detailed below:

1. Failure to produce work of acceptable quality.
2. Incompetency or negligence in the performance of duties.
3. Deficiencies in performance as detailed in the most current performance evaluation.
4. Inability to follow instructions or procedures, appropriateness of work performed, or demonstrated poor judgement, analysis, or decision making.
5. Insufficient or inadequate client services, consistent failure to meet deliverables or lack of teamwork.
6. Failure to demonstrate sustained improvement following the Corrective Action process; behavior persists.
7. Failure to maintain satisfactory and harmonious working relationships with clients, the public, or other team members.
8. Absenteeism, non-availability, or other abuses of work time or schedules.
9. Failure to report to work either in person or virtually without notification.
10. Any other factors, that in the opinion of the supervisor or manager, are appropriate to determine whether an employees' performance constitutes unsatisfactory job performance or improper conduct.

The violations described above are not mutually exclusive, nor is this list all-inclusive; certain actions by employees may fall into more than one category, depending on the situation. No Corrective Action(s) shall be invalid solely because the action is identified incorrectly or that it is not included in the aforementioned list of potential violations.

Zen Perks.

The following ZEN Perks are in addition to the generous benefits that the Company also provides.



As an employee in good standing, you are entitled to the following:

After successfully completing sixty (60) days of employment:

- **A monthly “wellness stipend” in the amount of $300 to cover incidental medical expenses should you choose not to participate in the Company’s medical plan, or a monthly contribution of $350 to assist you with your company sponsored medical insurance.**

Upon successful completion of your ninety (90) day probationary period:

- **Periodic “performance bonuses” for meeting established performance “benchmarks”.**
- **A company “match” of up to $100 annually in support your philanthropic causes for any approved charity.**

After one year of continuous employment:

- **Up to $500 annually in Tuition Reimbursement(s) for supplemental training programs or for furthering your education.**

The Company reserves the right to add, change, modify and/or cancel any of these additional “perks” at their sole discretion. Contact your manager for information on how to request authorization for these perks.

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Health and welfare benefits.

HEALTH AND WELFARE BENEFITS

As part of our commitment to Employees and their well-being, Zen Media provides Company-sponsored Health and Dental Insurance, as well as participation in our 401(k) plan. You will be eligible for Medical and Dental benefits upon completion of 60 day's employment. You may enroll in the company's 401(k) plan upon successful completion of your 90-day probationary period.

The details of each plan are too lengthy to discuss here. Please refer to the official plan documents provided for each of the benefit plans. Those documents (along with any updates that you are provided) are your primary resource for information about your benefits. If you see any conflict between those documents and the information in this handbook, please defer to the official plan documents.

The most current Summary Plan Descriptions (SPD's) provided by the insurer provides eligibility requirements and some of the benefit features offered by Zen Media. The Company may change or terminate any of the provisions, contributions and/or benefits of these plans at any time, with or without notice.

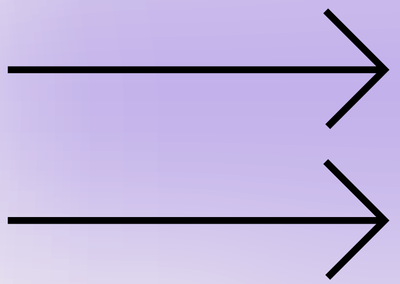
ANCILLARY BENEFITS

From time to time, the company may also offer ancillary benefits through a "third party" for products such as Life Insurance and Tuition programs. Any of the ancillary benefits you choose are setup and paid through payroll deduction.



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Vacation.



We believe that vacation is important to the health and well-being of our employees and encourage all employees to use their vacation time for rest, relaxation, and personal pursuits. As an employee, you are eligible for vacation time once you satisfactorily complete your 90-day probationary period. Salaried Employees are entitled to Unlimited Vacation and full-time Hourly Employees are entitled to 15 days per anniversary year (part-time employees earn a pro-rata portion based on hours worked).

When you are ready for vacation, contact your manager and you will be supplied with the necessary request form. You'll need to make your request at least 15 days prior to your first day of vacation.

Because your presence is valuable to us and our clients, we do not normally approve vacations in increments longer that 5 days. Of course, your manager will work with you if you have special circumstances requiring more time off.

If your vacation conflicts with another employee, preference will be given to the individual who makes the earliest request - so get your requests in early! We'll make every effort to grant vacation time off as requested, but because this is a business, we need to make sure we have adequate coverage, to support our clients, especially when unforeseen circumstances occur. This means that there may be times when we cannot approve your request as submitted. But be assured that we will make every effort to accommodate you if at all possible.

Since we feel that it is important that you take time off, we do not offer pay in lieu of vacation, and any days not taken at termination will be forfeited.

Sick days.

If you are a full-time hourly employee, you will be eligible to take a total of 7 sick days per anniversary year. Part-time employees will earn a pro-rata portion of sick time based on their scheduled hours worked. Salaried employees are covered for sick time under the Unlimited PTO policy.

Sick pay will be based on your current pay rate, and will not be paid during scheduled time off, such as vacation, holidays, and leaves.

If you become ill, you are responsible for reporting any absence to your supervisor no less than one hour before your regularly scheduled work time, or, whenever possible or practical. If an extended illness, you should report to your supervisor as frequently as possible. In some circumstances you may be required to provide a doctor's certification upon return.

Keep in mind that sick time does not accumulate beyond your anniversary year and that unused sick time will not be paid upon termination of employment.



Company holidays.

COMPANY RECOGNIZED HOLIDAYS

Zen Media recognizes nine days during the year as Company holidays. During these days, all employees will receive their normal pay even though business operations may be closed. There is no additional pay provision other than payment for those holidays not worked.

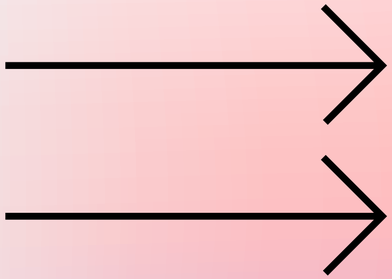
• **New Year's Day**	January 1st
• **Memorial Day**	Last Monday in May
• **Independence Day**	July 4th
• **Labor Day**	First Monday in September
• **Thanksgiving Day**	Fourth Thursday in November
• **Day after Thanksgiving**	Fourth Friday in November
• **Christmas Eve**	December 24th
• **Christmas Day**	December 25th
• **New Year's Eve**	December 31st

In most cases. Zen Media will recognize actual state and federal holidays; however, the company may choose to recognize either the Friday before or the Monday after, if the holiday occurs on a weekend. Management will publish a list of Holiday's with corresponding dates at the beginning of each calendar year.



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Bereavement leave.



Bereavement Leave is provided for all employees so that they can make any necessary arrangements, settle family affairs, mourn, and/or attend the funeral or memorial service of a member of their immediate and/or extended families.

A maximum or five (5) days off with pay is permitted upon the death of an employees' immediate family member. Immediate family member is defined as:

- **Spouse**
- **Grandparents**
- **Domestic Partner**
- **Brother or Sister**
- **Parent or Guardian**
- **Son-in-law or Daughter-in-law**
- **Mother-in-law or Father-in-Law**
- **Brother-in-law or Sister-in-law**
- **Grandchild**

A maximum of three (3) paid days off are permitted for the death of extended family members. Extended family members are defined as blood relatives other than those listed above.

The allotted days off with pay do not have to be consecutive. However, the allotted time off should be used within one year of the death of the family member. If the necessity arises, you may be able to augment your bereavement leave with other time off benefits. Check with your manager for additional details.

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Jury duty.

Zen Media encourages employees to fulfill their civic responsibilities by serving on jury duty when called. The Company will grant employees up to five (5) days off for mandatory jury duty or court appearances as a witness when the employee is required to appear as a result of a court order or subpoena.

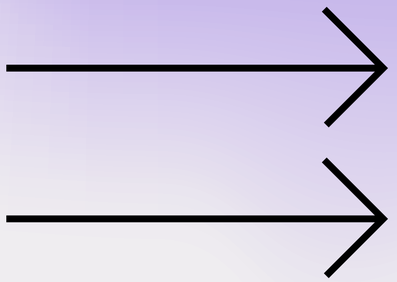
Please notify your supervisor if you need time off for jury duty as soon as you receive a notice or summons from the court. Your supervisor may request a copy of the court order or subpoena.

Employees who have been subpoenaed or otherwise requested to testify as a witness will be eligible for up to (5) days off for the entire period of witness duty.



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Worker's compensation.



While employed at Zen Media, you are protected by the Company's workers' compensation insurance plan at no cost to you. The plan covers you in case of work-related injuries or illnesses. The workers' compensation benefits to injured employees may include medical care, case benefits, a portion of lost wages, and assistance to help qualified injured employees return to suitable employment.

Employees who are injured as a result of a work-related incident, and who are eligible for family and medical leave under state and federal law, will be placed on FMLA and applicable state leave during the time they are disabled and not released to return to work. Leave due to a work-related injury or illness will run concurrently with applicable Federal (FMLA) and state leave laws.

To ensure that you receive any workers' compensation benefits to which you are entitled, report any work-related injury, no matter how minor, immediately to your supervisor. Promptly reporting work-related injuries or illnesses will enable you to qualify for coverage as quickly as possible.

Workers' compensation benefits usually do not cover absences for medical treatment or therapy. When you report a work-related illness or injury, you will be sent for medical treatment, if necessary. You will be paid your regular wages for time spent seeking initial medical treatment. Any further medical treatment will be under the direction of the health care provider.

Zen Media will not be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity.

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Social security.

Social Security is an important part of every Team Member's retirement benefit. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. The Company is required to deduct this amount from each paycheck you receive. In addition, the Company matches the amount of Social Security taxes paid by each Employee.

Your Social Security number is used to record your earnings. Protect your record by ensuring the name and Social Security number on your pay receipt and W-2 Form are correct. You can request a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration by calling (800) 772-1213 or visiting www.ssa.gov.



Medical leave.



The Company will grant you up to eight (8) weeks of paid medical leave if you are a salaried employee who has successfully completed your 90-day probationary period. This leave covers paternity, maternity, and any sudden illnesses that you may experience.

Up to two (2) weeks of Medical leave will be granted to you if you are an hourly employee who has successfully completed your 90-day probationary period. If hourly, you may augment your medical leave with any available sick or vacation time should you require additional time off.

If your Medical leave expires before you are able to return to work, you may apply for unpaid personal leave. While on unpaid leave, you are responsible for making your usual share of premium payments to continue your coverage. If you fail to return to work, you may be required to reimburse the Company for any costs paid by Zen Media.

Request a leave in writing as far in advance as possible, keep in touch with your supervisor during your leave, and give prompt notice of any change in your anticipated return date. If your leave expires and you fail to return to work without contacting your supervisor and/or the company, it will be assumed that you do not plan to return and that you have voluntarily terminated your employment.

You may not accept other employment and are not eligible for unemployment insurance during paid leaves. Acceptance of, or, working at other employment while on a paid leaves of absence will be considered a voluntary resignation.

Family leave.

FAMILY AND MEDICAL LEAVE

Zen Media will grant unpaid family leave to eligible employees in accordance with federal and state medical leave (FMLA) laws, wherever applicable. Under current law, employees working for Zen Media are not covered under the federal FMLA, due to the limited number of employees working at each site.

To bridge this gap, the company has developed a Medical leave policy which covers paternity, maternity, and other lengthy illnesses that you may experience.

Be sure to notify your supervisor as soon as the need for medical leave arises, or if you otherwise become eligible for FMLA under a particular state's program.



Military leave.

Team Members who serve in U.S. military organizations or state militia groups may take the necessary time off without pay to fulfil this obligation and will retain all of their legal rights for continued employment according to the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required unless military necessity prevents notice, or it is otherwise impossible or unreasonable.



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Personal leave.

A personal leave of absence without pay may be granted to you at the discretion of Zen Media. A personal leave of absence is defined as an absence of 4 weeks or longer. It is not our general policy to grant personal leaves and such leaves will be granted only under unusual circumstances.

DOCUMENTING TIME OFF

Team Members are required to submit a Leave of Absence Form (LOA) HR206 to request all leaves except for Family Leave (FMLA).
Employees are responsible for submitting requests for LOA at least ten days in advance of a planned leave. In emergency situations, this requirement may be waived. The LOA request will be submitted to the Employee's supervisor for approval, who will review the request and notify the Employee of eligibility.



Anti-harassment policy.

Zen Media is committed to providing a work environment which encourages mutual respect, promotes respectful and congenial relationships between Employees, and is free of unlawful harassment.

Zen Media prohibits sexual harassment and harassment based on pregnancy, childbirth, or related medical conditions; race; religious creed; color; gender; national origin or ancestry; physical or mental disability; medical condition; marital status; registered domestic partner status; age; sexual orientation; or any other basis protected by federal, state, or local law, ordinance, or regulation. All such harassment is unlawful.

The Company's anti- harassment policy applies to everyone involved in the operation of the Company and prohibits unlawful harassment by any employee of the Company, including supervisors and managers, as well as vendors, customers, and any other persons. We also prohibit harassment based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited harassment includes, but is not limited to, the following behavior:

- **Verbal conduct, such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;**
- **Visual displays, such as derogatory and/ or sexually oriented posters, photography, cartoons, drawings, or gestures;**
- **Physical conduct, including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race, or any other protected basis;**
- **Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss as well as offers of employment benefits in return for sexual favors; and retaliation for reporting or threatening to report harassment.**

If you believe that you have been unlawfully harassed, promptly report the incident to your manager or a member of management. You will be asked to provide details of the incident, names of individuals involved and names of any witnesses. Supervisors will refer all harassment complaints to their manager. The Company will immediately undertake an effective, thorough, and objective investigation of the allegations. All harassment charges will be promptly investigated and treated confidentially.

Harassment is considered a form of employee misconduct. If the Company determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any Employee responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination of employment.

A Company representative will advise all parties concerned of the results of the investigation. The Company will not retaliate against you for filing a complaint or report, or assisting in an investigation, and will not tolerate or permit retaliation by Management, Employees, or co-workers. We also prohibit Employees from hindering internal complaint procedures or investigations.

Any Supervisor or Manager who has knowledge of such behavior yet takes no action to end it is also subject to disciplinary action, up to and including termination of employment, and could be held liable for monetary damages. In addition, harassers may legally be held liable for their own actions. The Company, to the extent permitted by law, reserves the right to not provide a defense or pay damages assessed against any Employee for conduct in violation of this policy.



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Personal information.

The Company is required by law to keep employee names and addresses current, and employees are responsible for notifying the company of any changes to this information.

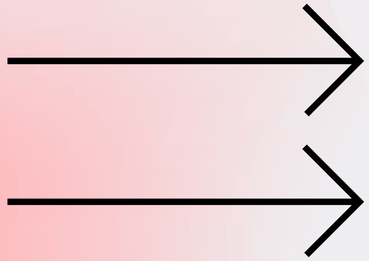
In addition, telephone numbers, names and number of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, please contact your manager so that the appropriate documents can be completed.

If you are participating in a group insurance plan, please notify the benefits coordinator immediately upon experiencing a family status change. Failure to report status changes within 30 days of the change may result in a loss of benefits.



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Confidentiality.



In the course of your work, you may have access to confidential information regarding the company, its suppliers, its clients, or fellow Team Members. It is the responsibility of all employees to safeguard sensitive company information obtained during employment. Sensitive company information is defined as trade secrets or confidential information relating to products, work processes, client or vendor lists, test data, marketing data, pricing or salary information, business plans and strategies, negotiations, and contracts.

If you are questioned by someone outside the Company and you are concerned about the appropriateness of giving them certain information, you are not required to answer. Instead, refer the request to your manager or supervisor. Disclosure of confidential information could lead to termination, as well as other possible legal action.

Continued employment with the Company is contingent upon compliance with this policy. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Upon termination of employment, employees must promptly return any and all documents containing the above information, or data, relating thereto, to the Company. Confidential information obtained during your employment with the Company may not be discussed, disclosed, or divulged to any third party, including future employers

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Media inquiries

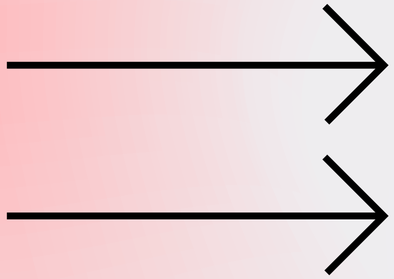
From time to time, you may be approached for interviews or comments by the news media, or industry “bloggers”. All media inquiries, whether verbal or written, should be forwarded to the Director of Public Relations, or Senior Management. You may not make any comments on behalf of Zen Media unless you are authorized to do so.





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Online postings.



GUIDELINES FOR ONLINE POSTINGS

You are legally responsible for content you post to the Internet, in a blog or otherwise. You can be held personally liable for defaming others, revealing trade secrets or proprietary information, and copyright infringement, among other things.
You may not use personal postings to harass or threaten other Employees or reveal Company trade secrets or confidential information. Embarrassing or unkind comments about other Employees, customers, clients, or competitors are also inappropriate.

If, in the process of making a personal post or upload on the Internet, you identify yourself as an employee of Zen Media, whether by explicit statement or by implication, you must clearly state that the views expressed in your post, or at your blog or website, are your own, and do not reflect the views of the Company.

You may not make unauthorized use of Zen Media trademarks, logos, or other images, nor may you make false or misleading statements about the Company's philosophy, products, services, opinions, or affiliations with other companies.

Please keep in mind that your personal postings will be read not only by your friends and family, but possibly by your coworkers and Managers, as well as Zen Media's customers, clients, and competitors.

Company property.

You may be issued certain equipment such as a computer to perform your duties as a Zen Media Employee. It is your duty and responsibility to reasonably protect and safeguard that equipment from loss and damage.

Any Company property issued to you, such as computer equipment must be returned to the Company at the time of your termination. You will be responsible for any lost or damaged items.

Depending upon state law, the value of any property issued and not returned may be deducted from your paycheck, and you may be required to sign a wage deduction authorization form for this purpose.

Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against Company policy, or not in the best interest of the Zen Media.



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At will employment.

Your employment at Zen Media is at will. Employment at-will may be terminated with or without cause and with or without notice, at any time by the employee or the company. Nothing in this handbook or in any document or statement shall limit the right to terminate employment at-will. No Manager, Supervisor or Employee of the Company has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only the CEO and President of the Company has the authority to make any such agreement and, even then, only in writing.



Right to revise.

This Employee Handbook contains the employment policies and practices of Zen Media in effect at the time of publication. All previously issued materials and any inconsistent policy statements, or memoranda are superseded.

Zen Media reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment.

Any written changes to this handbook will be distributed to all Employees so that everyone will be aware of the new policies or procedures. Changes will be effective on the dates determined by the Company. No oral statements or representations can in any way alter the provisions of this handbook.

Nothing in this Employee Handbook or in any other human resource documents, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any Employee. If you are uncertain about any policy or procedure, please check with your manager.



Handbook definitions.

“Employee” and **“Team Member”** as used in this handbook, refers to employees employed by Zen Media.

“Company” as used in this handbook refers to Zen Media.

“Supervisor” or **“Manager”** as used in this handbook refers to your immediate supervisor or manager.

“Management” as used in this handbook refers to senior management of the Company.

“Exempt Employees” as used in this handbook refers to management and professional employees who are not eligible for overtime pay.

“Non-Exempt Employees” as used in this handbook refers to some professional non-managerial employees who are not exempt from the overtime provisions of FLSA and are therefore eligible for overtime pay for all hours worked beyond 40 hours in a workweek (as well as any state provisions). Nonexempt employees may be hourly or salaried.



Work eligibility.

Within three business days of your first day of work, you must complete federal Form I-9 and show us documentation either in person (or virtually) proving your identity and your eligibility to work in the United States. The federal government requires this. If you have worked for Zen Media previously, you need only provide this information if it has been more than three years since you last completed an I-9 Form for us or if your current I-9 Form is no longer valid.

All offers of employment are contingent on verification of your right to work in the United States. If you are unable to produce the required documentation or a receipt or letter requesting the appropriate documentation within three days of hire, employment will be terminated. If you have not submitted the original documents to replace the receipt/letter within 30 days of hire, employment will be terminated.



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Timekeeping requirements.

Hourly and salaried non-exempt Employees are responsible for accurately recording time worked. Federal and state laws require the Company to keep an accurate record of time worked in order to calculate Employee pay and benefits. Time worked is the time actually spent on the job performing assigned duties.

All hourly and non-exempt Employees are required to record the time that they begin and end their work period, as well as the beginning and ending time of each meal period. Non-exempt Employees also must record their time whenever they are not working. Any exceptions to this must be approved by Management.

Falsifying your time worked is not permissible and is subject to disciplinary action up to and including the termination of employment.



Overtime.

When operating requirements or other needs cannot be met during regular working hours, Employees may be scheduled to work overtime. All overtime work must be authorized in advance by a Supervisor or manager.

The Company provides compensation for all overtime hours worked by non-exempt Employees in accordance with state and federal laws. Only actual hours worked in a given workday or workweek can apply in calculating overtime. Time off on sick leave, vacation, or any leave of absence will not be considered hours worked when calculating overtime.

Exempt Employees may have to work hours beyond their normal schedules as necessary to perform their work effectively. No overtime compensation will be paid to exempt Employees.



Payroll & Direct Deposit.

All Employees are paid twice per month (bi-monthly). Your paycheck will be automatically “Direct Deposited” into your account. Direct payroll deposit is the automatic deposit of your pay into the financial institution of your choice. Every effort is made to avoid errors in payroll. If you find an error, please report it immediately to your manager so corrections can be made as quickly as possible.





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Equal employment opportunity.

Zen Media is an equal opportunity employer and makes employment decisions on the basis of merit. In other words, we want to have the most qualified person in every job. Company policy prohibits unlawful discrimination based on race; color; creed; gender; religion; marital status; age; national origin or ancestry; disability; medical condition, including genetic characteristics; sexual orientation; or any other consideration made unlawful by federal, state, or local laws. The perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics is also discrimination and is against the law.

Zen Media is committed to compliance with the Equal Pay Act of 1963, the Civil Rights Act of 1964 (Title VII), the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act of 1990, and all applicable state laws providing equal employment opportunities. This commitment applies to everyone involved in Company operations and prohibits unlawful discrimination by any Employee of the Company, including Supervisors.

The Company will make reasonable accommodations for known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an Employee unless an undue hardship to the Company would result. Any applicant or Employee who requires such accommodations should contact management with details of the requested accommodation. The Company will review and identify any barriers that interfere with the equal opportunity of the applicant or Employee to perform his or her job. The Company will identify any possible accommodations that address the limitation. If an accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation.

If you believe you have been subjected to any form of unlawful discrimination, or if you know of another Employee who has been the subject of discrimination, submit a written complaint to your manager. Your complaint should be specific and should include the names of the individual(s) involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, please contact your

manager or a member of senior management. The Company will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If the Company determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense, up to and including termination. Appropriate action also will be taken to deter any future discrimination. The Company will not retaliate against you for filing a complaint and will not knowingly permit retaliation by Management, Employees, or co-workers.





Termination.



Zen Media personnel are employed on an at-will basis. The employment relationship is at the mutual consent of the Employee and the Company. Employment at-will may be terminated with or without cause and with or without notice at any time by the Employee or the Company. Nothing in this handbook or in individual compensation agreements constitutes a contract of employment, nor limits the right to terminate at-will employment. No Manager, Supervisor, or Employee of the Company has any authority to make an agreement for employment on other than at-will terms.

Violation of policies and rules of Zen Media may warrant disciplinary action. The Company may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, termination of employment. The Company's policy of discipline in no way limits or alters the at-will employment relationship.

Employees who voluntarily resign from the Company are asked to provide at least two week's advance notice of their resignation. This notice should be in writing and should briefly state the reason for leaving and the anticipated last day of work.

We will consider you to have voluntarily terminated your employment if you resign from the Company, fail to return from an approved leave of absence on the date specified or fail to report to work or call in for two or more consecutive workdays.

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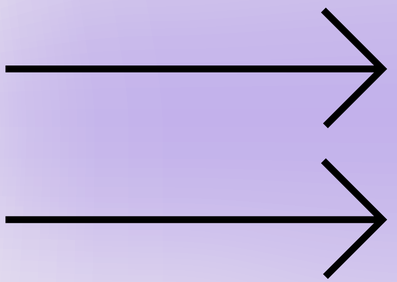
Final paycheck.

Employees will receive final paychecks based on applicable state and federal laws. Final paychecks will include all compensation earned but not paid through the date of termination. Zen Media policy does not provide for the payment of unused PTO, vacation, or sick time.





COBRA.



According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with Zen Media or loss of eligibility to remain covered under the group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense.
The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives Employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Company's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are:

- **Change in the Employee's marital status, including marriage, divorce, death of spouse, legal**
- **separation, or annulment;**
- **Change in family status, such as: birth, adoption, or placement for adoption, or death;**
- **Termination of employment by Employee;**
- **Reduction in hours worked by Employee, resulting in loss of coverage;**
- **Dependent child no longer meeting eligibility requirements;**
- **Spouse or dependent become eligible for COBRA when covered Employee drops group plan and becomes eligible and selects coverage through Medicare.**

Under COBRA, the Employee or beneficiary pays the full cost of coverage at Zen Media group rates plus an administrative fee. Zen Media's benefit provider furnishes each eligible Employee with a written notice describing rights granted under COBRA when the Employee becomes eligible for coverage under Zen Media health insurance plan.

This notice contains important information about your rights and obligations. In addition to federal law, some states have their own COBRA regulations. Whenever federal and state laws differ, the provisions of the state in which you live will apply.

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Thank you for viewing.

Click the link below to acknowledge that you have read and understand the contents of this Guide.

SIGN HANDBOOK

