



# NYSF Ninja Handbook 2025

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# Introduction

## About This Handbook

Welcome to Green Event Ninjas! This **Ninja Handbook** is your go-to resource for understanding the policies, guidelines, and procedures of *Green Event Ninjas*. Most of our roles, including yours, are classified as **temporary, on-call, or event-based** positions. Our company adheres to all legal requirements as outlined in the *New York State Labour Laws*.

## Who We Are

At Green Event Ninjas, we do not plan events, but rather we help those that do, do so in a more sustainable manner. As part of our team, you'll work alongside event producers, planners, and suppliers (like venues and caterers) to reduce environmental impact and improve the overall sustainability of their operations.

We deliver on this by offering a combination of services, including sustainable event consulting, **event cleaning and waste management**, calculating event carbon footprints, and helping events meet sustainability standards.

Our approach is to keep things light, add a little humor, and blend it with the fun and creativity of the events industry. Whether you're out in the field or behind the scenes, your work directly contributes to creating cleaner, greener, and more responsible events.

## Guiding Principles and Values

### Taking a Creative & Practical Approach to Sustainable Events

#### Quote Fairly

We prefer to present our estimates in a "management + cost" manner due to the dynamic nature of the industry. It allows us the flexibility to work with our clients to adjust the budget should any (or all!) factors change, which is often the case with events.

We believe that this transparency is of key importance to our relationship with our clients. It affords a level of candidness that allows us to solve problems collaboratively – creating a whole greater than the sum of its parts.

#### Be a Responsible Employer

We prefer to hire direct from a client's and/or an event's local community. This allows us to choose the best candidates and to properly train and prepare them for the kind of work that they're signing up for (i.e. "Yes, you'll be sorting through yucky garbage.").

By carefully vetting and choosing the best candidates possible, we're able to build a team that understands what is being asked of them, receives the appropriate training, and may even share some of the passion for the environment that we have.

## Challenge the Status Quo

We have gotten to where we are today – in a position to shift the events industry to a greener and better future – by challenging the status quo at every turn. We always have and will always continue to question when others say it cannot be done.

“It’s too expensive. It’s too complicated. It’s too much work. It’s too risky.” These are all excuses that we have proven to be false time and again. When you’re committed to doing good through the use of creativity and intelligence, solutions have a tendency to present themselves to you when you need them most.

## Remember Your Ethics

In the fast-paced environment of the events industry, it’s common to come across situations where you could cut corners and none would be the wiser. When faced with these moments, we make a point of reminding ourselves of why we got into this business in the first place and what we’re aiming to achieve.

Besides always striving to be the very best, we’re also working towards shifting the events industry as a whole towards becoming altogether more responsible – environmentally and socially. Progress cannot be built on a lie and if we were to taint our name or that of the event sustainability movement by acting in bad faith, we would be dismantling all of the good work that we and others have all done up until now.

## Open Door Policy

Green Event Ninjas promotes an open door policy. This means that employees are free to talk with any Leadership Team member at any time about any topic.

The purpose of our open-door policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. If any area of your work is causing you concern, you have the responsibility to address your concern with a Leadership Team member. Whether you have a problem, a complaint, a suggestion, or an observation, leadership team members at all levels of the organization are willing to listen and help bring about a solution or clarification.

By listening to you, we can improve, address complaints, and foster employee understanding of the rationale for practices, processes, and decisions.

## Feedback

Employees who have concerns or are seeking clarification about the policies and/or information outlined in this Employee Handbook should speak directly with their supervisor/manager to resolve the issue or to receive further clarification.

# Employment Standards

## Equal Opportunity and Anti-Discrimination

At Green Event Ninjas, we value all our employees, and want everyone to feel safe and heard. We actively foster a culture of inclusivity and acceptance, and are committed to equality.

Green Event Ninjas prohibits discrimination when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term or condition of employment.

We look to prevent and remove barriers to accessibility. Harassment and discrimination will not be tolerated, condoned or ignored. If a claim of harassment or discrimination is proven, disciplinary measures will be applied, up to and including termination of employment for the perpetrator.

Employees are protected from discrimination and harassment by New York State Open Legislation, which includes freedom from discrimination on the grounds of:

- arrest or conviction record
- citizenship or immigration status
- color
- creed
- disability
- family (familial) status, such as being pregnant or having children
- gender identity or expression
- marital status
- military status
- national origin
- predisposing genetic characteristics, or having genetic characteristics that make it more likely to have a certain condition, such as a genetic disease
- race
- sex
- sexual orientation
- status as a victim of domestic violence

In adherence of this policy, employees must not engage in discrimination, harassment, or retaliation as described below. Violations of this policy may result in disciplinary action. A victim of harassment does not have to be the person harassed but can be anyone affected by the offensive conduct.

## Accessibility

Green Event Ninjas is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to

maintain their dignity and independence. We believe in integration and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and meeting our accessibility requirements under the Americans with Disabilities Act and New York State Human Rights Law.

## Eligibility to Work With Us

To work with Green Event Ninjas, you must be legally authorized to work in the United States. In accordance with federal law, all individuals are required to present original, unexpired documentation from the list of acceptable documents provided by U.S. Citizenship and Immigration Services (USCIS) to verify their work eligibility.

All employees must complete the Form I-9, Employment Eligibility Verification on or before their first day of work. This form confirms both your identity and your authorization to work in the U.S. Failure to submit the required documentation may result in removal from the work schedule or termination of your assignment.

If you have any questions or need assistance, please contact a Staffing Manager at [staffing@greeneventninjas.com](mailto:staffing@greeneventninjas.com).

## Pay Equity

Green Event Ninjas is dedicated to Pay Equity, and providing equal pay for work of equal value. Employee pay rates will be based on the following criteria: skill, effort, responsibility, and working conditions.

“Equal work” means the employees perform substantially the same kind of work in the same establishment, the work requires substantially the same skill, effort and responsibility and is performed under similar working conditions. Each of these conditions must be met for equal pay for equal work to be required.

Under the policy, Green Event Ninjas will commit to the following:

- Provide all employees, regardless of gender, with equal pay for work of equal value meaning;
  - they perform the same kind of work in the same establishment
  - their work requires the same skill, effort, and responsibility
  - their work is performed under similar working conditions
- Establish and maintain compensation practices
- Evaluate its job positions using fair and equitable standards a

Note: Where employees of different genders are doing equal work, they can be paid different rates of pay if the difference is due to seniority, merit, or a compensation system that provides earnings based on production standards (quality or quantity).

## Discrimination & Harassment

Green Event Ninjas is committed to creating and maintaining a workplace environment which fosters mutual respect, integrity and professional conduct. We will not tolerate discrimination, bullying or any form of harassment, including sexual harassment, in the workplace and we will make every reasonable effort to prevent and eliminate such conduct.

This Policy applies to all activities which take place on the Company's premises (including interpersonal and electronic communications), or which are directly connected to the workplace and during any employment-related duties or activities, including conferences, training sessions, travel and social functions.

Employees are protected from discrimination and harassment by New York State Open Legislation, which includes freedom from discrimination on the grounds of:

- arrest or conviction record
- citizenship or immigration status
- color
- creed
- disability
- family (familial) status, such as being pregnant or having children
- gender identity or expression
- marital status
- military status
- national origin
- predisposing genetic characteristics, or having genetic characteristics that make it more likely to have a certain condition, such as a genetic disease
- race
- sex
- sexual orientation
- status as a victim of domestic violence

The following behaviour is prohibited:

- **Discrimination:** Any form of unequal treatment based on a Code ground, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may take obvious forms, or it may happen in very subtle ways. Even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this policy.
- **Harassment:** A course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on a

ground of discrimination identified by this policy. Harassment can occur based on any of the grounds of discrimination.

**Examples of conduct or comments which might constitute bullying and harassment include:**

- Verbal, written or physical threats of violence and intimidation
- Insulting or derogatory remarks, gestures or actions
- Shouting or yelling
- Targeting an individual through persistent, unwarranted criticism
- Public ridicule
- Vandalizing personal belongings
- Spreading malicious rumours, gossip or negative innuendo

**Discrimination or harassment would not include:**

- The normal exercise of supervisory responsibilities, including performance reviews, direction, counselling and disciplinary action where necessary, provided they are conducted in a respectful, professional manner, in accordance with the Company's policies and procedures;
- Social interactions, jokes and bantering, which are mutually acceptable, provided the interactions are respectful and there is no negative impact for others in the work environment; and
- Disagreements, misunderstandings, miscommunication and/or conflict situations, provided the behaviour of the individuals involved remains professional and respectful.

**Sexual Harassment**

Sexual harassment includes unwelcome sexual advances, requests for sexual favours, or any other verbal, non-verbal, or physical conduct of a sexual nature that interferes with an individual's work performance, creates an intimidating, hostile, or offensive work environment, or affects an individual's employment opportunities.

Green Event Ninjas is committed to maintaining a workplace free from sexual harassment. All employees of Green Event Ninjas are expected to adhere to and support the implementation of this policy. At all times, employees must conduct themselves in a manner that demonstrates professional conduct, mutual respect for others and honours workplace diversity.

**Roles and Responsibilities**

In adherence to this policy, employees must not engage in discrimination, harassment, or retaliation as described above. Violations of this policy may result in disciplinary action. A victim of harassment does not have to be the person harassed but can be anyone affected by the offensive conduct.

Every Green Event Ninja is expected to uphold and abide by this policy, by refraining from any form of harassment or discrimination, and by cooperating fully in any investigation of a harassment or discrimination complaint.

Managers and Supervisors have the additional responsibility to act immediately on observations or allegations of harassment or discrimination. Managers and Supervisors are responsible for creating and maintaining a harassment and discrimination-free organization, and should address potential problems before they escalate.

### **Reporting Discrimination and Harassment / Complaint Procedure**

Any employee who believes they have experienced or witnessed any form of discrimination or harassment is encouraged to report the incident promptly. They should inform their immediate Supervisor or Manager, or any designated authority on the leadership team within the organization. The report should include specific details of the incident, names of the individuals involved (if known), and any supporting evidence.

Alternatively, you can email [staffing@greeneventninjas.com](mailto:staffing@greeneventninjas.com) or fill out a **report / complaint form** (<https://greeneventninjas.com/discrimination-harassment-form/>) with HR to formally document your concerns. All reports will be treated confidentially and addressed promptly.

Employees may also file complaints with:

New York State Division of Human Rights (DHR)  
[www.dhr.ny.gov](http://www.dhr.ny.gov)  
(888) 392-3644

U.S. Equal Employment Opportunity Commission (EEOC)  
[www.eeoc.gov](http://www.eeoc.gov)  
1-800-669-4000

### **Confidentiality and Non-Retaliation:**

All reports of bullying and harassment will be treated confidentially to the extent possible, while still conducting a thorough investigation. Retaliation against individuals who report sexual harassment or participate in investigations is strictly prohibited and will result in disciplinary action, up to and including termination of employment.

### **Whistleblower Protection Policy**

Green Event Ninjas is committed to operating with integrity, accountability, and transparency. In alignment with this commitment, we encourage employees to report any suspected wrongdoing or violations of law, policy, or ethics without fear of retaliation.

This policy protects all employees, former employees, and independent contractors who report, or are about to report, in good faith any activity that they reasonably believe is:

- A violation of a law, rule, or regulation,
- A danger to public health or safety,

- Fraud, waste, or abuse of company resources,
- Financial irregularities or theft, or
- A violation of Green Event Ninjas policies, including health, safety, harassment, or discrimination policies.

### **Confidentiality and Non-Retaliation:**

Green Event Ninjas will treat all reports with discretion and maintain confidentiality to the extent possible, consistent with the need to conduct a full and fair investigation.

**Retaliation is strictly prohibited.** No employee, former employee, or contractor will be subject to retaliation, discharge, demotion, suspension, threats, harassment, or any other adverse action for:

- Making a good-faith report under this policy;
- Participating in an investigation; or
- Refusing to participate in unlawful activity.

Employees who violate this non-retaliation policy may be subject to disciplinary action, up to and including termination.

### **How to Report**

Concerns may be reported to your Supervisor, Manager, or a member of the Leadership Team. Reports may be made anonymously, but providing your name can help facilitate a thorough investigation.

## **Pay, Schedules & Timekeeping**

### **Payroll Policy**

All employees will be **paid on the Sunday of every week**. To ensure timely payment, it is each employee's responsibility to submit all required payroll documents (such as timesheets, onboarding forms, or tax documents) to our Payroll Team in time for payment. If your paperwork is missing, incomplete, or late, your payment may be delayed.

If you notice an error with your pay (e.g. missing hours or incorrect amount), you must notify the Payroll Team as soon as possible. **Delayed reporting may result in a longer wait for adjustments to be made.**

### **Your Work Schedule**

#### **For Employees 18 and Older**

As outlined in New York State Labor Law, there is no general legal limit on how many hours an adult employee (18 or older) can work. Employee hours of work (daily and weekly) may vary

depending on the needs of the business or event. Any hours worked in excess of 40 hours per week are subject to overtime pay at 1.5 times the employee's regular rate.

### **For Employees Under 18 (Minors)**

Employees who are minors (under 18 years old) are subject to New York State child labor laws, which set specific restrictions on hours of work as well as the type of work permitted for minors.

We are fully committed to ensuring the safety, well-being, and legal protection of all workers. Our business strictly adheres to all New York State Department of Labor (NYS DOL) child labor laws and regulations, including applicable restrictions on hours, permitted work activities, and documentation requirements for minors. We take our responsibilities seriously and maintain full compliance with all labor standards governing youth employment.

For more information regarding Child Labour in NYS: <https://dol.ny.gov/employment-minors>

### **Meal Break Entitlements**

In accordance with New York State Labor Law, Employees will be provided with unpaid time off for meals based on the length and timing of their shifts. These breaks are meant to provide uninterrupted time for meals and cannot be combined with the beginning or end of a shift.

Employees who work a shift of more than six hours starting before 11:00 AM and continues past 2:00 PM must be given an uninterrupted 30-minute meal break between 11:00 AM and 2:00 PM.

Employees who start work before 11:00 AM and continue past 7:00 PM must receive an additional 20-minute meal break between 5:00 PM and 7:00 PM.

Employees working a shift of more than 6 hours that starts after 1:00 PM and continues past 6:00 PM must receive a 30-minute meal break between the hours of 5:00 PM and 7:00 PM.

**Note:** Breaks cannot be waived or replaced with extra pay.

### **Working Overtime**

Overtime in New York State is defined as any hours worked above 40 in one work week. For the purposes of this policy, hours worked beyond an employee's usual number of hours but below the overtime threshold of 40 hours per week will be paid in straight time. Any hours worked beyond the threshold of 40 hours will be paid at a rate of time and one-half the employee's usual rate of pay.

**All overtime hours must be authorized** by a Supervisor/Manager in advance of being worked. In the event of an emergency, the hours may be worked but a Supervisor/Manager must be informed as soon as possible.

## Attendance Policy

At Green Event Ninjas, we rely on teamwork to get the job done! All employees have a responsibility to be punctual and reliable. In the event that an employee cannot attend a scheduled shift, it is their responsibility to provide as much notice as possible to their Supervisor/Manager.

### Schedule Communication

Schedules will be shared through the Deputy app and also posted on-site. It is each employee's responsibility to check their schedule regularly and confirm their shifts. If you are unable to work a scheduled shift, you must notify your Staffing Managers as soon as possible. In some cases, additional shifts may become available or emergency replacements may be needed. These will be communicated on short notice via Deputy and email.

### No Show, No Call

If an employee is absent from a scheduled shift and does not communicate that absence without a reasonable explanation, the Progressive Discipline Policy will be applied at the discretion of the Supervisor/Manager up to and including termination.

### Call Out Policy

If you are unable to attend a scheduled shift, you must notify your supervisor as early as possible, before the shift begins. Failure to provide timely notice, repeated late call-outs, or no-call/no-show incidents may result in removal from future scheduling or termination of employment. Emergency situations will be evaluated on a case-by-case basis and must be communicated as soon as possible.

### Late Arrivals

Employees are expected to arrive on time and ready to work at the start of their scheduled shift. If you anticipate being late, you must inform your Supervisor or Staffing Manager as soon as possible before your shift begins. Repeated lateness (even if communicated) disrupts operations and affects team performance. Employees who are late without prior notice or a valid reason may be subject to disciplinary action under the Progressive Discipline Policy. Habitual tardiness will be treated seriously and may lead to reduced scheduling or dismissal.

### Clocking In/Out

Employees are required to accurately clock in at the start of their shift and clock out at the end using the company's timekeeping system. Any discrepancies or missed punches or timekeeping errors must be reported to a supervisor and staffing manager no later than the end of the week (Sunday) following the affected shift to ensure timely correction. Falsifying time records - known as "time theft" - is a serious violation, and is **a criminal offence of theft and fraud**, and may result in disciplinary action, up to and including termination and reporting to the authorities.

### What is Time Theft?

Time theft occurs when an employee receives payment for time they haven't actually worked. This can manifest in various ways, such as:

- **Tardiness and leaving early:** Arriving late or leaving before the end of a shift without authorization.
- **Extended breaks:** Taking longer breaks than permitted.
- **Personal tasks during work hours:** Engaging in personal activities like online shopping, browsing social media, or making personal calls while on the clock.
- **Buddy punching:** One employee clocking in or out for another.
- **Falsifying time records:** Deliberately misrepresenting hours worked on timesheets.
- **Double-dipping:** Working for two employers during overlapping times (e.g. either another

### **Consequences of Time Theft:**

Prosecution of time theft can lead to:

- **Disciplinary actions:** Ranging from warnings to termination.
- **Legal action:** If the theft is severe, involves fraud, or results in significant financial loss, criminal charges can be pursued, potentially leading to jail time, probation, or restitution payments.
- **Impact on reputation:** Time theft can damage an employee's reputation and affect future career prospects.

### **End-of-Shift Checkout**

Before leaving at the end of a shift, employees should ensure that all assigned tasks are completed or properly communicated to their supervisors. They must return any company equipment or materials as instructed and confirm their clock-out time, verifying it with a staffing manager if required.

### **Emergency Closing and Severe Weather**

If severe weather or an emergency occurs, Green Event Ninjas will make reasonable efforts to notify employees as soon as possible about any schedule changes or site closures. Employees who have already started working will be paid for all hours worked up to the time of closure. Hourly employees are not entitled to pay for shifts canceled prior to their start time. If an hourly employee reports to work and is sent home early due to a closure, Green Event Ninjas will pay for all hours worked but is not required by law to provide additional call-in pay. Pay and scheduling for other situations will be handled according to the nature of the work.

### **Job Protected Leaves**

As outlined by New York State Labour Laws, Green Event Ninjas offers the following unpaid job-protected leave(s) per calendar year for eligible employees.

1. Jury Duty Leave
2. Crime Victim and Criminal Proceeding Leave
3. Domestic Violence Leave
4. Paid Family Leave

5. Sick Leave
6. Volunteer Emergency Responders Leave
7. Voting Leave

Green Event Ninjas adheres to all provisions covered under Federal Law, New York State Labour Laws and its associated leave standards. We recognize that qualified employees have the right to take job-protected leave without any negative consequences to their employment.

Employees have the right to continue to participate in any company plans or programs that are in place at the time of the leave and will continue to accrue seniority while on a job-protected leave.

In the event that an employee needs to submit a request for unpaid job-protected leave, they must submit a written request to their Manager/Supervisor with as much notice as reasonably possible.

## **Protected Leave Policies Outlined**

### **Jury Duty Leave**

Green Event Ninjas will provide employees with unpaid time off for reporting to jury selection or jury duty. Employees may be required to show documentation of your jury summons in order to be given the necessary leave.

Employees must provide as much notice as possible to request leave for jury duty to their immediate Supervisor/Manager.

### **Crime Victim and Criminal Proceeding Leave**

This Policy on Crime Victim and Criminal Proceeding Leave applies to any Green Event Ninjas employee who is the victim of a criminal offence or exercises his or her rights as a victim (as provided under the applicable sections of the New York criminal procedure law and executive law), or who is subpoenaed to attend a criminal proceeding as a witness (pursuant to the applicable section of the New York criminal procedure law) (collectively, “covered employees”).

In accordance with New York Penal Law § 215.14 and the terms and conditions of this Policy, Green Event Ninjas may not discharge or otherwise penalize a covered employee on account of his or her absence from work where he or she provides notice prior to taking leave of his or her intent to appear as a witness in a criminal proceeding, to consult with the district attorney, or to exercise his or her rights as a victim (as provided in the applicable sections of the New York criminal procedure law, family court act and executive law). Leave taken pursuant to this policy is unpaid.

### **Definitions**

A “victim” includes the aggrieved party, or the aggrieved party's next of kin if the aggrieved party is deceased as a result of the offence; the representative of a victim (as defined in the applicable section of the New York executive law); a good Samaritan (as defined in the applicable section of the New York executive law); or a person pursuing an application or enforcement of an order of protection (under the applicable sections of the New York criminal procedure law or the family court act).

### **Domestic Violence Leave**

Green Event Ninjas will allow employees whom they know to be victims of domestic violence unpaid leave for a reasonable amount of time (up until undue hardship) to:

- Seek medical attention for injuries caused by domestic violence (including for a child victim);
- Obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence;
- Obtain psychological counseling related to an incident of domestic violence (including for a child victim);
- Participate in safety planning and take other actions to increase safety from future incidents of domestic violence, including temporary or permanent relocation; or
- Obtain legal services, assist in the prosecution of the offense, or appear in court in relation to the incident of domestic violence.

Employees must provide reasonable advance notice where feasible. Employees may be asked to provide supporting documentation for the requested leave.

### **Paid Family Leave**

Green Event Ninjas will provide Paid Family Leave to employees for a qualifying event if employees have met the minimum time-worked requirements:

- **Full-time employees:** Employees who work a regular schedule of 20 or more hours per week are eligible after 26 consecutive weeks of employment.
- **Part-time employees:** Employees who work a regular schedule of less than 20 hours per week are eligible after working 175 days, which do not need to be consecutive. Employees with irregular schedules should look at their average schedule to determine if they work, on average, fewer than 20 hours per week.

### **Expression of Breast Milk Policy**

Green Event Ninjas supports the rights of nursing employees to express breast milk during the workday, as required by New York State law and federal law.

Note: This policy supports lactating employees' needs only. For health, safety, and liability reasons, bringing children or babies to the workplace or event site is not permitted.

## **Employee Rights**

- Employees have the right to express breast milk in the workplace for up to three years following the birth of their child.
- Employees may take reasonable unpaid break time, or use paid break time or meal periods, to express breast milk each time they need to during the workday.
- The number and length of breaks may vary depending on each employee's needs.
- Employees should notify their supervisor or HR/Designated Person so we can help arrange suitable break times and space.
- Employees will not be discriminated or retaliated against for requesting or taking time to express breast milk.
- Green Event Ninjas will provide a private space, other than a bathroom, that is shielded from view and free from intrusion; Includes seating, a table or surface for a breast pump, access to electricity, and nearby running water, if available; Is clean, well lit, and safe. If permanent space is not available, a temporary space will be made available whenever needed for expressing milk.
- Employees may store expressed breast milk in a designated refrigerator or other appropriate storage area, if available. It is the employee's responsibility to properly label and store milk.
- To request break time or space for expressing breast milk, speak with your supervisor or HR/Designated Person.

## **Sick Leave**

Green Event Ninjas provides sick leave as required by New York State and New York City laws. All employees begin accruing sick leave from their first day of work. Sick time is accrued at a rate of one hour for every 30 hours worked.

While sick leave accrual begins immediately, employees must complete a 90-day waiting period from their date of hire before they are eligible to use any accrued sick time. After the 90-day period, employees may use their earned leave as needed.

Sick leave can be used for an employee's own mental or physical illness, injury, or health condition, as well as for preventive care or medical appointments. It may also be used to care for a family member with a similar condition. Additionally, employees may use sick leave when they or a family member have been affected by domestic violence, a family offense, sexual assault, stalking, or human trafficking, regardless of whether the issue has been formally diagnosed or requires immediate medical attention.

Employees are not required to provide advance notice when using sick leave for an unforeseen illness or emergency but must notify their Supervisor as soon as reasonably possible.

## **Volunteer Emergency Responders Leave**

In accordance with New York Labor Law § 202-I and the terms of this Policy, Green Event Ninjas will provide unpaid excused leave to employees working as volunteer emergency responders. As set forth below, this Policy lays out the parameters for leave entitlement and eligibility, the process for taking such leave, and other rules governing the use of such leave.

Subject to the eligibility requirements set forth below, during the time of emergency that follows a “declaration of emergency” (as that term is defined by applicable state law), an employee is entitled to take leave while engaged in the actual performance of his or her duties as (a) a volunteer firefighter, or (b) an enrolled member of a volunteer ambulance service (as that term is defined by applicable state law), as applicable, unless Green Event Ninjas determines that the employee’s absence would impose an “undue hardship” on the conduct of Green Event Ninjas business (as that standard is defined by applicable state law).

### **Eligibility and Certification**

Any employee who works for Green Event Ninjas is eligible to take leave under this Policy if:

- Green Event Ninjas has previously received written documentation from the head of the employee’s volunteer fire department or volunteer ambulance service, as applicable, notifying Green Event Ninjas of the employee’s status as a volunteer firefighter or member of a volunteer ambulance service, as applicable; and
- the employee’s duties as a volunteer firefighter or member of a volunteer ambulance service, as applicable, are related to the declared emergency.

Upon request, an employee who has been granted leave conditionally under this Policy shall provide his or her supervisor with a notarized statement from the head of the volunteer fire department or volunteer ambulance service, as applicable, certifying the period of time(s) that the employee responded to any emergency covered under this Policy.

### **Voting Leave**

As outlined in New York State Election Law, Green Event Ninjas will allow employee’s rights to “sufficient voting time.” Employees are eligible for 2 hours of paid time off to accommodate enough time to vote, should their scheduled shift not allow for a maximum of 4 hours. Employees must notify their immediate Supervisor/Manager no less than 2 working days prior to Election Day to arrange their voting period and claim paid time off. Paid time off is not to be covered by employee personal time or other paid time banks.

## **Workplace Health, Safety & Conduct**

### **Health and Safety**

Green Event Ninja’s Health and Safety Policy outlines the duties and obligations regarding a safe working environment. It is implemented to ensure the safety of all the employees,

contractors, and any authorized visitors on the company premises. This policy is designed to comply with all applicable laws, including the New York State Occupational Safety and Health Act (NYOSH) and federal OSHA regulations.

We are fully committed to ensuring a safe and healthy environment on our premises and on all event locations. To do so, we will take all necessary and possible measures to remove any hazards or risks. Further, the company will ensure that all its operations are carried out safely and do not pose any danger to either the workers or authorized visitors.

Green Event Ninjas will ensure the following to provide a safe and healthy environment:

- Ensure a safe work environment at all times
- Ensure that all equipment is up to date
- Provide safety facilities and personal protective equipment for employees as required
- Provide information and instruction regarding health and safety
- Listen to workers' complaints about health and safety and co-operate with them

Employees have the following responsibilities:

- Employees are expected to adhere to the safety policy and practices
- They will ensure reasonable care of themselves and co-workers
- Participate in any health and safety related training
- Wear protective equipment (PPE) while working as required
- Report any safety issue immediately to their Supervisor

**Note:** Any suspected hazard or violation of safety measures must be reported immediately to a Supervisor/Manager.

## Injury Reporting Procedures

At Green Event Ninjas, employee safety is a top priority. To ensure prompt and effective response to any workplace injuries, all employees must follow these procedures:

- **Report Immediately:** Any injury, no matter how minor, must be reported to your immediate supervisor or manager as soon as possible, ideally before leaving the worksite.
- **Seek Medical Attention:** If medical treatment is needed, inform your supervisor immediately so appropriate arrangements can be made. In case of emergency, call 911 or seek emergency care right away.
- **Complete Injury Report:** Employees are required to complete an injury report form detailing the nature of the injury, how and when it occurred, and any witnesses present. Supervisors will assist in this process if needed.
- **Follow-Up:** Cooperate with any follow-up investigations or medical evaluations to ensure a safe return to work and to prevent future incidents.
- **No Retaliation:** Green Event Ninjas prohibits any retaliation against employees who report injuries in good faith.

Timely injury reporting helps protect your health and safety and allows the company to comply with all regulatory requirements.

### **Emergency Procedures and Reporting:**

Employees will be informed and trained on emergency response protocols, including fire evacuations and medical emergencies. All workplace injuries, illnesses, or incidents must be reported immediately to management to ensure prompt medical attention and compliance with reporting requirements.

### **Infectious Disease Exposure Prevention Plan**

Green Event Ninjas maintains an Infectious Disease Exposure Prevention Plan in accordance with the New York HERO Act. This policy will be activated only in the event of a designated airborne infectious disease as declared by state health authorities. The full plan is available upon request.

## **Dress Code and Uniform Policy**

While on-event, employees represent Green Event Ninjas and are expected to maintain a neat, modest, and professional appearance.

### **Uniform Requirements**

- Our uniform consists of a branded green cotton t-shirt, which must be worn while clocked in.
- Different shirt colors designate different positions within the organization. Employees must wear the correct color assigned to their role. Green Event Ninjas reserves the right to remove or reassign a uniform shirt if it is worn inappropriately or by someone not assigned that color.
- Each employee receives one uniform shirt on their first shift and may be asked to sign upon receipt.
- Uniforms must be kept clean and in good condition.
- Replacement shirts are available by **exchange on the same day only**; the original must be returned, or the cost of the replacement will be deducted from your paycheck.

### **Additional Dress Guidelines**

- Wear comfortable pants or shorts free of rips or tears.
- Closed-toed shoes (e.g., runners or hikers) are strongly recommended due to the physical nature of event work.
- Clothing with logos, slogans, or political messaging is not permitted.

### **Return of Company Property**

Uniforms remain the property of Green Event Ninjas and must be returned at the end of your assignment, upon request, or if you leave employment. Failure to return uniforms or returning

them in damaged condition may result in a **deduction from your final paycheck**, in accordance with applicable laws. Return all uniforms directly to the Green Event Ninjas office.

## Drug and Alcohol

Green Event Ninjas recognizes the potential negative effects and hazards that individuals who use drugs and alcohol pose on themselves, their coworkers, and the public. It is for this reason that the use and misuse of drugs and alcohol in the workplace are strictly prohibited. We expect all employees to adhere to and be aware of the following as it relates to this policy:

- Whenever employees are working, are operating any company vehicle, are present on company premises or are conducting company-related work offsite, they are prohibited from:
  - Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
  - Being under the influence of alcohol, marijuana or an illegal drug
  - Possessing or consuming alcohol or marijuana.
- The presence of any detectable amount of any illegal drug, illegal controlled substance, alcohol or marijuana in an employee's body system, while performing company business or while in a company facility, is prohibited.
- If an employee is taking prescribed medication that could adversely be affecting their ability to perform their job duties safely and effectively, they must inform their Manager/Supervisor before performing work.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

## Conduct During Events

All employees are expected to maintain respectful, professional, and courteous behavior when interacting with the public, clients, event staff, and fellow team members during events and while representing Green Event Ninjas in any capacity.

While on duty or acting in a professional capacity (including wearing company-branded clothing or credentials), employees must refrain from:

- Engaging in disruptive, disorderly, threatening, or illegal conduct
- Using abusive, discriminatory, or harassing language or behavior
- Consuming alcohol or drugs
- Actions that could jeopardize health, safety, or the company's reputation

## Off-Duty Conduct

Green Event Ninjas recognizes employees' rights to personal expression and privacy outside of work. However, when off-duty conduct directly impacts the workplace, violates company policies (e.g., harassment, safety violations), or occurs while visibly representing the company (e.g., in

branded clothing), disciplinary action may be taken as appropriate and in accordance with applicable law.

Employees are expected to use good judgment when representing the company in any public setting and should report any incident that could affect event safety, workplace conduct, or the company's reputation.

## Social Media Policy

Green Event Ninjas Social Media Policy applies to all employees who use social media to post company-related information such as photos taken at work and on-event, photos taken of fellow employees

**Social Media:** Any online platform where you may be interacting professionally or personally with others, photo or video sharing networks, discussion forums or review based platforms. Examples of these platforms include LinkedIn, Facebook, Instagram, Reddit, YouTube, or Google Reviews.

As an employee of Green Event Ninjas, you are a representation of our brand and our guiding principles and values. While we may not prohibit our employees from posting personal opinions and content on private accounts, we do expect our employees to uphold the highest level of respect and represent the company appropriately.

We ask all employees to:

- Clearly state that personal opinions and content on employees' social media accounts are their own and are not approved or supported by our company.
- Avoid posting intellectual property and confidential company information on personal social media accounts.
- Avoid discussing company-related information with customers on personal social media accounts.
- Avoid sharing abusive, offensive, and/or slanderous content.

## Media Release for Event Photography

Green Event Ninjas may capture photographs or video footage at events for the purposes of documentation, promotion, training, or marketing. By participating in events as an employee, you acknowledge and consent to the use of your image, likeness, or voice in any such media taken during work-related activities.

If any employee wishes to opt out of being photographed or having their image used, they must notify us in writing before their first shift. We will make every effort to honor this request, but please note that at large public events, complete exclusion from background imagery cannot always be guaranteed.

Employees are also encouraged to share their own work experience on social media in a respectful and positive way. However, they may not post confidential company information, internal communications, or unauthorized images from behind-the-scenes without prior approval from a supervisor or manager. Green Event Ninjas reserves the right to remove or request the removal of content that violates this policy.

## Performance & Termination

### Progressive Discipline Policy

This policy outlines the steps of Green Event Ninjas' Progressive Discipline Policy. At all stages of this process, our leadership team is committed to working with the employee to communicate, coach, and provide support to ensure their success in correcting behaviours that do not meet company standards.

If performance issues or behaviours are identified with employees, the following process will be followed:

- Step 1: Verbal Warning
- Step 2: Written Warning
- Step 3: Final Warning

All progressive discipline warnings and discussions will be documented and the employee will receive a copy for their records.

Depending on the behaviour that is being demonstrated by an employee, Green Event Ninjas has the right to skip steps in the Progressive Discipline Policy or consider terminating employment at any part of the process.

### Termination and Resignation

#### Termination

New York State is an "Employment-at-Will" state. That means that Green Event Ninjas may terminate an Employee at any time and for any legal reason or without cause or reason.

Employees shall return all Company property, including but not limited to keys, company equipment, and any confidential information or documents, upon termination of employment.

#### Immediate Grounds for Termination

Green Event Ninjas maintains a zero-tolerance policy for serious misconduct that jeopardizes the safety, security, or integrity of our team and operations. The following behaviors are considered immediate grounds for termination without prior warning:

- Theft or fraud, including stealing company or client property and any form of dishonesty.
- Violence, threats, or physical fighting with coworkers, clients, or the public.
- Use, possession, or being under the influence of drugs or alcohol while on duty or on company property.
- Harassment, discrimination, or any unlawful conduct toward others.
- Sleeping on the job or neglecting assigned duties during working hours.
- Falsification of time records, reports, or other official documents.
- Repeated or serious violations of safety protocols that risk injury to self or others.
- Unauthorized disclosure of confidential or proprietary information.
- Serious insubordination or refusal to follow reasonable instructions from supervisors.

Any employee found engaging in these behaviors will be subject to immediate termination to protect the well-being of our team and uphold company standards.

Green Event Ninjas enforces this policy without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, disability, age, or any other protected characteristic.

Termination decisions will be made following an objective investigation and consistent application of company policies and applicable laws.

### **Resignation**

An Employee may terminate his or her employment at any time. However, if an Employee has an employment contract (whether actual or inferred) termination will be subject to the terms of such agreements.

In the event that an employee chooses to resign, they are asked to provide as much working notice as possible and to provide written confirmation to their Supervisor/Manager.

Upon resignation of employment, employees must return all Company property, including but not limited to keys, company equipment, and any confidential information or documents.

## **Technology & Data Use**

### **Electronic Monitoring & Use of Company Devices**

To maintain a safe, productive, and secure workplace, Green Event Ninjas may monitor the use of its electronic systems, including email, internet usage, phones, messaging apps (e.g., WhatsApp), and surveillance cameras. Monitoring is limited to what's necessary for safety, security, and business operations, and is conducted in accordance with applicable laws. By using company systems, employees acknowledge and accept that their activity may be monitored and reviewed. Company devices are to be used primarily for work purposes and with care.

### **Usage of Company Devices**

At the discretion of the company, employees may be provided with company technology and equipment (cell phones, radios, tablets, laptops etc.). It is the employee's responsibility to ensure that all equipment provided is respected and reasonably maintained. In the event that an employee is terminated or resigns from the company, they must return all company equipment prior to their last day of work along with all other company property.

### **Confidentiality and Data Privacy**

Employees are expected to maintain the confidentiality of all company information, including but not limited to operational data, client information, and employee records. Green Event Ninjas complies with applicable laws governing the privacy and security of employee personal information. Any unauthorized disclosure of confidential information may result in disciplinary action, up to and including termination.

## **Acknowledgment**

### **Employee Handbook Updates**

Green Event Ninjas is committed to keeping this handbook up to date and will review and revise the Employee Handbook on an annual basis to ensure compliance. The policies within the handbook may be updated internally or amended based on direction from New York State Labour Laws at any time.