

GREEN EVENT NINJAS

Sustainable events made easy.

SEASONAL EMPLOYEE HANDBOOK

United States — 2026

Green Meeting Ninjas Inc., operating as Green Event Ninjas ("GEN")

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Applies to seasonal Recycling Ninjas working in **New York** and **Texas** during the 2026 season.

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PLEASE READ FIRST. This Handbook is a statement of GEN policy only. **It is not a contract of employment**, express or implied, and nothing in it creates a right to continued employment, to any number of shifts or events, to advance notice of termination, or to any particular disciplinary process. **Employment at GEN is at-will:** you may end it at any time, for any reason, and so may GEN, with or without cause or notice. Nothing in this Handbook, and no GEN policy or practice, changes that — and no one can, except an authorized officer of GEN in a signed writing.

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1. Welcome to the Crew

Welcome to Green Event Ninjas.

We don't plan events — we help the people who do, do it in a more sustainable way. When you're on a GEN crew, you're the reason an event leaves behind clean grounds and sorted waste instead of a mess in a landfill. It's real, physical, visible work, and it matters.

We'll be straight with you about what the job involves: long days, all weather, and yes, sorting through other people's garbage. It isn't glamorous. But it's important, the crews are good people, and the work has a point. We try to keep things light, bring a bit of humour to it, and look after each other while we get it done.

This handbook tells you how we work, what we expect from you, and what you can expect from us. Read it. Keep it handy. Ask questions any time at staffing@greeneventninjas.com.

2. How This Handbook Works

This Handbook is GEN's workplace policy — and following it is part of your job. It sets out the policies, standards, and Code of Conduct that apply to every seasonal Recycling Ninja working for GEN in the United States.

A few things to understand clearly:

- **This Handbook is not a contract.** It does not create an express or implied contract of employment, and it is not a promise of employment for any period of time or of any particular number of hours, shifts, or events. Your employment is at-will, as described in Section 3, and nothing in this Handbook changes that. No policy in this Handbook — including the discipline practices described in Section 15 — creates an entitlement to any particular process, warning, or notice before employment ends.
- **Your offer letter governs your pay and engagement.** Your wage rate, position, and season or engagement dates are set out in the offer letter or other hiring documents you received. If those documents and this Handbook ever conflict, the hiring documents govern — except that nothing anywhere reduces your rights under federal, state, or local law.
- **We can update this Handbook.** GEN may add to, change, or remove policies at any time, subject to applicable law. We'll communicate material changes, and you're expected to follow the current version. This Handbook replaces any prior handbook or inconsistent policy statement.
- **Where you work changes which rules apply.** Most of this Handbook applies everywhere. Some things — overtime, paydays, sick leave, who to contact about discrimination — differ by state. Those specifics are in **Addendum A (New York)** and **Addendum B (Texas)**. If a state addendum says something more specific than the main text, follow the addendum for that state. If you work an event in a state not listed here, ask us and we'll give you the right addendum.
- **Nothing here limits your legal rights.** This Handbook should be read consistently with applicable law, including your rights under Section 7 of the National Labor Relations Act to discuss wages, hours, and working conditions and to engage in other protected concerted activity. No policy in this Handbook — including the Code of Conduct, confidentiality, and social media policies — is intended to restrict those rights.

If anything here is unclear, ask before you guess. That's true of the whole job, actually.

3. Your Employment at a Glance

- **Seasonal.** You're hired for the season or for a specific event engagement, as described in your hiring documents. Seasonal employment is expected to end when the season or engagement ends, and continuing to work past any stated period doesn't change your seasonal status. Any dates in your hiring documents describe the expected engagement — they are not a promise of employment for a definite term.
- **At-will.** Your employment is at-will: you can end it at any time, for any reason, and so can GEN, with or without notice or cause. The seasonal designation is a description of the work, not a guarantee of employment through the season. No one at GEN other than an authorized officer can make any agreement to the contrary, and any such agreement must be in writing.
- **Event-by-event work.** We offer shifts; you can accept or decline them. Declining work, or us having fewer events, is just the nature of event work — it isn't discipline and it isn't a promise broken, because no number of shifts is promised.
- **If you decide to leave** before the season ends, tell us as early as you can — we'd appreciate two weeks' notice where possible, and at minimum please don't leave accepted shifts uncovered. (This is a request, not a limit on your at-will rights.)
- **Work authorization.** Like every US employer, GEN employs only people authorized to work in the United States, and every new hire completes a Form I-9.
- **You represent GEN and our client.** On site, you're a guest on someone else's property and often in full view of the public, attendees, and media. More on this in the Code of Conduct.

4. Getting Paid

Your wage rate and pay schedule are in your hiring documents. Here's how pay works in practice.

- **You're paid for hours actually worked**, at your hourly rate, on the payday schedule that applies in your state — see your addendum. You'll receive a pay statement showing your hours, rate, and deductions.
- **Statutory deductions** (federal, state, and local taxes, Social Security, Medicare) come off as required by law. We make no other deductions except those required by law or authorized by you in writing where the law permits.
- **Overtime.** As a non-exempt employee you're paid overtime at **1.5× your regular rate for hours worked over 40 in a workweek**, as required by the federal Fair Labor Standards Act. State-specific details are in your addendum.
- **Uniforms and PPE.** GEN provides your uniform and personal protective equipment. You're responsible for returning all issued uniform items at the end of your employment. Where GEN requires a refundable deposit on issued uniform items, it is handled only as permitted by the law of the state where you work and as set out in your hiring documents — see your state addendum. We do not dock pay for damaged or lost equipment, and we do not deduct for cleaning, laundering, or normal wear and tear.
- **Expenses.** GEN reimburses reasonable, **pre-approved** business expenses. Get approval first and keep your receipts.
- **Tips and gratuities** (if any) are discretionary and are not part of your guaranteed pay.

- **Talking about pay.** You're free to discuss your own wages and working conditions with coworkers. GEN will never discipline or retaliate against anyone for doing so.

If your pay ever looks wrong, tell us right away at staffing@greeneventninjas.com. We'll fix genuine errors promptly.

5. Scheduling, Attendance & Time

How shifts work. We give you reasonable notice of available shifts. You can decline a shift. But once you **accept** a shift, we're counting on you — that shift has to be worked unless you give reasonable advance notice that you can't make it, or you have a legally protected reason for being absent.

No-shows are a big deal. Not showing up for a shift you accepted, without notice, leaves your crew short on a job we've committed to a client. A no-show is treated as a serious breach and can lead to discipline up to and including termination. If a no-show happens and we can't reach you after reasonable attempts, we may treat it as your voluntary resignation. If something goes wrong and you can't make a shift, **contact your supervisor as early as you possibly can.** Things happen; we get it. Silence is the problem, not the emergency.

Be on time. "On time" means ready to work — checked in, in uniform, PPE on — at the start of your shift, not arriving in the parking lot. Event timing is tight and the gates don't wait for us.

Recording your time. You must accurately record your hours using the method GEN gives you (sign-in sheet, app, or supervisor check-in). Record all time worked — never work off the clock, never record time for someone else, and never have someone record time for you. Falsifying time records is grounds for termination.

Breaks. Break entitlements differ by state — see your addendum. Whatever the legal minimum, your supervisor will schedule breaks during a shift, coordinated around the event, and on long, hot days we build in rest as a safety matter (see Section 7). Short rest breaks are paid; bona fide meal periods where you're fully relieved of duty are unpaid.

6. The Code of Conduct

This is the heart of the Handbook. It applies to every Recycling Ninja, on every shift, on every site. The standard is simple: **be safe, be honest, be respectful, and do the job you're there to do.** What follows is what that looks like in practice.

6.1 Show up ready and do the work

- Arrive on time, in your full uniform and PPE, fit and ready to work.
- Follow the lawful, reasonable directions of your supervisors and crew leads.
- Stay on task during your shift. Work the full shift you accepted.
- If you're unsure how to do something, ask. Guessing on a job site is how people and equipment get hurt.

6.2 Treat people with respect

- Treat coworkers, supervisors, clients, vendors, event staff, and the public with courtesy and respect.

- No harassment, bullying, discrimination, threats, or violence of any kind. This is serious enough that it has its own section — see **Section 8** — but it's also a core conduct rule.
- Disagreements happen. Handle them professionally and, if needed, bring them to a supervisor. Never let a conflict spill out in front of a client or the public.

6.3 Be honest and act with integrity

- Be truthful with GEN and with clients.
- **Found property stays found property.** Event grounds are full of lost phones, wallets, jewellery, and cash. Anything of value you find belongs to someone — turn it in to your supervisor or the site's lost-and-found. Taking it is theft.
- Theft of any kind — from GEN, a client, a coworker, or the public — results in immediate termination and may be reported to police.
- Don't falsify records of any kind, including time, expenses, or incident reports.

6.4 Respect the client's site and the public

- You are a guest on the client's property. Follow all client-site rules, including their security, access, and conduct rules.
- Assume you are always visible — to attendees, to media, and to cameras. Conduct yourself accordingly.
- Stay in the areas you're assigned to. Don't wander into restricted areas, performer/VIP areas, or back-of-house spaces unless your role requires it and you're authorized.
- Don't accept free admission, merchandise, food, or perks from a client or vendor unless your supervisor has confirmed it's offered to the crew.

6.5 Look the part

- Wear your complete GEN uniform and assigned PPE during your entire shift. The uniform identifies you as part of the crew and the PPE keeps you safe — both are mandatory, not optional.
- Keep your appearance clean and presentable for a public-facing role. Closed-toe safety footwear as specified for your site. No altering or covering the GEN uniform branding.
- If any uniform or PPE item is damaged, lost, or doesn't fit safely, tell your supervisor — don't work without it.

6.6 Stay unimpaired

- Do not come to work, or work, while impaired by alcohol, cannabis, illegal drugs, or any medication (prescription or over-the-counter) that affects your ability to work safely. This is both a conduct rule and a safety rule, and it applies regardless of whether a substance is legal where you live or work.
- If you're taking medication that could affect your ability to work safely — especially if your role involves vehicles or powered equipment — tell your supervisor before your shift.
- Impairment on a job site, around equipment and crowds, is dangerous and is grounds for immediate removal and possible termination.
- Nothing in this policy is applied to punish lawful off-duty conduct where state law protects it — see your addendum. The rule is about being impaired *at work*.

6.7 Phones and attention

- Your attention belongs on the work and your surroundings. Personal phone use during active work — scrolling, calls, texting, headphones in both ears — is a safety hazard around traffic, equipment, and crowds, and isn't permitted on shift except during breaks or for a genuine work or emergency reason. (See **Section 11** for the full policy, including approved documentation and reporting uses.)

6.8 Protect what's confidential

- Keep GEN's and our clients' non-public information confidential — client lists, pricing, event details, operations, and non-public personal information about coworkers. This continues after your employment ends. (See **Section 12.**) This obligation never restricts your right to discuss your own wages and working conditions, to report suspected violations of law to a government agency, or to engage in other legally protected activity.

6.9 Avoid conflicts of interest

- Don't take on outside work or activities that materially interfere with your GEN duties or that directly compete with GEN at an event site where you're working. Ordinary outside jobs that don't interfere are fine.

6.10 Care for equipment and property

- Use GEN and client equipment carefully and only as you've been trained. Return GEN property in good condition. (See **Section 10.**)

6.11 No weapons at work

- Weapons of any kind are prohibited on work sites, in GEN vehicles, and anywhere you're working for GEN, except as applicable law specifically protects (for example, Texas law on firearms stored in locked personal vehicles — see Addendum B). Client sites almost always prohibit weapons entirely; their rules apply too.

Breaking the Code of Conduct can lead to discipline up to and including termination. Some breaches — violence, threats, theft, serious safety violations, harassment, impairment, repeated no-shows, falsifying records — are serious enough to justify immediate termination. See **Section 15**. Nothing in this Code restricts activity protected by Section 7 of the NLRA or any other law.

7. Health & Safety

Your safety is the priority that beats everything else, including finishing fast. We'd always rather a job ran long than a person got hurt.

7.1 The shared deal

- GEN will provide a safe workplace, training, PPE, and supervision, and will comply with the federal Occupational Safety and Health Act and all applicable state and local safety law.
- You will work safely, use your PPE, follow safe procedures and site rules, and look out for your crewmates.

7.2 Your core safety rights

Under federal OSHA law, you have:

- **The right to a safe workplace** and to receive information and training about the hazards in your work, in a language you understand.

- **The right to raise a safety concern** with GEN or to file a complaint with OSHA and request an inspection, without retaliation.
- **The right to refuse a task** when you reasonably believe, in good faith, that it exposes you to an imminent danger of death or serious injury, there isn't time to get it fixed through normal channels, and you've asked GEN to eliminate the danger. Tell your supervisor immediately; we'll address it.
- **The right to see records** — see Section 7.7.

GEN will never retaliate against anyone who refuses genuinely dangerous work or raises a safety concern in good faith.

7.3 PPE

Wear all assigned PPE for your whole shift: high-visibility vest, cut-resistant or appropriate gloves, safety footwear, and anything else specified for your site (eye protection, etc.). PPE is provided at no cost to you. If PPE is missing, damaged, or doesn't fit, get a replacement before you work.

7.4 Hazards specific to our work — read this part carefully

Waste and event work has real, specific hazards. The big ones:

- **Sharps and broken glass.** Never reach blindly into a bag, bin, or pile, and never compress a bag with your hands or body. Assume needles and broken glass are present. Use tools, grabbers, and proper technique. If you're stuck by a needle or cut by glass, **stop, tell your supervisor immediately, and seek medical attention** — this is reported and treated, every time, no exceptions and no judgement.
- **Biohazards and contamination.** Treat all waste as potentially contaminated. Keep your hands away from your face. Wash or sanitize your hands before eating, drinking, or touching your phone, and at the end of your shift.
- **Lifting and repetitive strain.** Lift with your legs, get help or use equipment for heavy or awkward loads, and don't overfill bags. Pace yourself.
- **Heat, sun, and weather.** Outdoor event days get hot. Drink water before you're thirsty, take your breaks, use shade and sunscreen, and tell a supervisor early if you feel dizzy, nauseous, or stop sweating. We'd much rather pull you for a rest than treat heat illness. Cold and wet days have their own risks — dress for it and speak up.
- **Traffic and equipment on site.** Stay visible, stay out of the path of carts, trucks, and forklifts, and make eye contact with drivers. Never assume a driver has seen you.
- **Fatigue.** Long days are normal. If you're too tired to work safely, say so.

7.5 Report everything

Report **every** injury, accident, near-miss, and unsafe condition to your supervisor **immediately**, and complete any required incident report — even if it seems minor, and even if no one was hurt. Near-misses are how we prevent the next real injury. Reporting fast also protects your workers' compensation coverage. If your supervisor is unavailable, report to **staffing@greeneventninjas.com**.

7.6 Workers' compensation

Workers' compensation covers medical treatment and partial wage replacement for work-related injuries and illnesses, on a no-fault basis. Coverage details differ by state — see your addendum. What never differs: **report every work injury to your supervisor immediately**, so treatment starts

and the claim is filed on time. GEN will never retaliate against anyone for reporting an injury or filing a workers' compensation claim.

7.7 Access to your safety records

You (or your designated representative) have the right, under OSHA rules, to request and receive copies of your own exposure and medical records that GEN maintains, and to review GEN's log of recordable work injuries and illnesses (the OSHA 300 log) as the law provides. Ask staffing@greeneventninjas.com.

8. A Respectful Workplace (Harassment, Violence & Discrimination)

GEN is committed to a workplace free of discrimination, harassment, and violence. This isn't a nice-to-have — it's a core value, it's the law, and it's the section of this Handbook we take most seriously. Sexual harassment and discrimination are unlawful, they are employee misconduct, and anyone who engages in them — or who, as a supervisor, knowingly allows them to continue — will face sanctions up to and including termination.

This policy applies to everyone you encounter through work: coworkers, supervisors, managers, clients, vendors, event staff, interns, applicants, contractors, and the public. It applies on site, in transit for work, at work-related events, and in work-related calls, texts, emails, and social media — including on personal devices, and whether or not it happens during work hours.

8.1 What's prohibited

- **Discrimination** — treating someone adversely in any aspect of employment (hiring, assignments, scheduling, pay, discipline, termination) because of a protected characteristic. Under federal law and the laws of the states where we work, protected characteristics include race (including hair texture and protective hairstyles such as braids, locks, and twists), color, religion or creed (including religious dress and grooming practices), sex (including pregnancy, childbirth, and related conditions), sexual orientation, gender identity or expression, national origin, ancestry, citizenship or immigration status, age, disability, genetic information, military or veteran status, marital or familial status, and any other characteristic protected by federal, state, or local law. Your state addendum lists state-specific additions.
- **Harassment** — unwelcome conduct based on a protected characteristic that creates an intimidating, hostile, or offensive working environment or otherwise interferes with someone's work. It can be verbal, physical, visual, or electronic, and a single serious incident can qualify. Harassment doesn't have to be "severe or pervasive" to violate this policy or New York law — under the New York State Human Rights Law, harassment is unlawful whenever it subjects a person to inferior terms, conditions, or privileges of employment because of a protected characteristic, though the law doesn't reach what a reasonable person with the same protected characteristic would consider petty slights or trivial inconveniences. Our own standard is simpler: if it's unwelcome and demeaning, we want it reported and stopped.
- **Sexual harassment** — a form of sex discrimination, and it includes harassment based on sex, sexual orientation, gender identity or expression, self-identified or perceived sex, and the status of being transgender. It includes: unwelcome sexual advances or requests for sexual favors, especially where submission is made a condition of employment or is used as the basis for employment decisions; unwelcome physical contact of a sexual nature (touching, grabbing, brushing against, kissing — through to sexual assault); sexually oriented gestures,

sounds, remarks, or jokes; displaying or sending sexually suggestive material, in person or by text, email, or social media; sex stereotyping (treating someone badly because they don't conform to ideas about how people of a particular sex should act or look); hostile actions taken against someone because of their sex or gender, even if not sexual in nature — sabotaging their work, name-calling, interfering with their equipment; and sexual misconduct involving coercion or abuse of authority. Harassment can occur between people of any sex or gender, the harasser can be a supervisor, coworker, subordinate, or third party, and it can happen on site, in transit, at work-related events, or remotely by phone or online.

- **Workplace violence** — the use of, attempt at, or threat of physical force that could cause physical injury, including with equipment or vehicles. There is zero tolerance for violence or threats.
- **Retaliation** — punishing or targeting anyone for reporting, opposing, or participating in the investigation of conduct under this policy. Retaliation is itself unlawful and prohibited, even if the underlying complaint isn't ultimately substantiated.

Reasonable management of work and performance — assigning tasks, scheduling, giving feedback, coaching, discipline — is **not** harassment.

8.2 How to report

If you experience or witness discrimination, harassment, or violence:

1. If you can do so safely, tell the person the behaviour is unwelcome and to stop. You don't have to — this is never required.
2. Report it to **your supervisor or crew lead**, or directly to **staffing@greeneventninjas.com**.
3. If a supervisor is the problem, go straight to **staffing@greeneventninjas.com**.

Reports can be made verbally or in writing. A complaint form is provided in **Appendix 1** — using it is encouraged but never required, and if you report verbally we'll complete the form and give you a copy. **If there's an immediate threat to anyone's safety, call 911 first**, then notify GEN.

Bystanders matter. If you see harassment happening to someone else, you can help: interrupt it if it's safe to do so (check in with the person, redirect the conversation, pull a supervisor in), and report it. A witness's report is taken exactly as seriously as a target's, and it's protected from retaliation the same way.

Supervisors and crew leads who witness or learn of possible discrimination, harassment, or violence **must** report it to GEN. Failing to report, or allowing it to continue, is itself a conduct violation subject to discipline.

8.3 How GEN responds

- We investigate every complaint **promptly and thoroughly** — the investigation starts right away and is completed as quickly as the situation allows.
- The investigation is fair to everyone: we speak with the person who complained, the person complained about, and relevant witnesses; we review relevant documents, messages, and records; and we keep the process as confidential as a proper investigation permits, sharing information only with those who need it.
- We take interim steps where needed to keep people safe during an investigation — for example, adjusting schedules or assignments.
- We document the investigation and tell the person who complained, and the person complained about, of the outcome as it affects them.

- Where a complaint is substantiated, we take corrective action promptly, up to and including termination.

8.4 No retaliation, and your rights outside GEN

Retaliating against anyone for making a good-faith complaint or taking part in an investigation is strictly prohibited, unlawful, and a serious violation of this policy. (This protection doesn't cover someone who knowingly makes a false complaint in bad faith.)

Reporting inside GEN is never your only option, and you don't have to use our process first. You may at any time:

- File a charge with the **U.S. Equal Employment Opportunity Commission (EEOC)** — www.eeoc.gov, 1-800-669-4000, or through the EEOC's public portal. Federal charges generally must be filed within 300 days where a state agency also enforces anti-discrimination law.
- File with your **state or local human rights agency** — see your addendum for the agency, contact details, and filing deadlines in your state.
- Contact **local police** — sexual harassment can also involve conduct that is criminal (unwanted physical touching, coerced acts, threats), and you can report it to law enforcement at any time.
- Consult a private attorney about court remedies available to you.

Local laws may also apply where you work and may provide additional protections and forums — for example, New York City's Human Rights Law is enforced by the NYC Commission on Human Rights. If GEN takes on work in a jurisdiction with its own protections, we'll tell you.

Your state addendum has more on state-specific protections, agencies, remedies, and (in New York) mandatory annual anti-harassment training.

9. Accommodation

GEN provides reasonable accommodations as required by federal, state, and local law — including for disability, pregnancy, childbirth and related conditions, religious beliefs and practices, and nursing employees — unless doing so would impose an undue hardship.

If you need an accommodation to do your job safely or to take part in the workplace — a schedule adjustment, modified duties, equipment, a religious observance, something pregnancy-related, or anything else — **just ask**. Contact your supervisor or staffing@greeneventninjas.com. You don't need to disclose a diagnosis; you do need to tell us enough about the limitation and what you need so we can work it out together. We'll engage with you cooperatively in an interactive process to find a workable accommodation, and we may ask for reasonable supporting information (for example, a note about your functional limitations and needs, not your underlying condition). We will never retaliate against anyone for requesting an accommodation.

- **Pregnancy.** Under the federal Pregnant Workers Fairness Act, you're entitled to reasonable accommodation for known limitations related to pregnancy, childbirth, or related medical conditions — things like water and snack access, extra breaks, seating, lighter duties, or schedule changes. On a hot outdoor site, ask early; we'll make it work.
- **Nursing employees.** Under the federal PUMP Act, you're entitled to reasonable break time to express milk as often as needed for the first year after your child's birth, and to a private space that isn't a bathroom. Event sites are improvised places — tell your supervisor or staffing@ in

advance and we'll arrange a clean, private, functional space on site. State law may give you more — see your addendum.

- **Religion.** We accommodate sincerely held religious beliefs, observances, and practices — dress and grooming, prayer times, scheduling around observances — absent undue hardship.

10. Equipment, Vehicles & Property

10.1 Equipment and supplies

Use GEN's equipment, uniforms, and supplies with reasonable care and only as trained. Return all GEN property — uniforms, equipment, ID, keys, materials — in good condition (normal wear and tear excepted) at the end of your employment or whenever we ask.

10.2 Vehicles and powered equipment

Do **not** operate any GEN or client vehicle, golf cart, UTV, forklift, or other powered equipment unless **all** of the following are true:

- you hold any licence required for it;
- you've completed GEN's training for that equipment and have written authorization to operate it; and
- you follow all safety policies, including GEN's Golf Cart Safety Program and any GPS/location-tracking acknowledgement.

If you may drive a GEN vehicle on a public road, you consent to GEN verifying your driver's licence and, where reasonable, requesting your driving record.

10.3 GPS and location tracking

Some GEN vehicles and equipment carry GPS or location tracking for safety, coordination, and asset protection. By operating that equipment you acknowledge the tracking. See Addendum A for New York's electronic-monitoring notice.

11. Phones, Technology & Social Media

11.1 Personal phones on shift

Active waste and event work happens around traffic, equipment, and crowds, so your attention has to be on your surroundings. Personal phone use during active work is not permitted except during breaks or for a genuine work or emergency reason. Keep it put away and keep at least one ear free of headphones. Never use a phone while operating any vehicle or powered equipment.

11.2 Documentation and reporting (this is allowed and encouraged)

You **may** use your phone to document workplace conditions, safety hazards, incidents, or potential misconduct, and to report them to GEN — that's exactly the kind of thing we want captured. You may also take photos or video for approved GEN purposes (for example, content a supervisor has asked for or approved).

What you must **not** do:

- record people without their knowledge in situations where they'd reasonably expect privacy;
- capture confidential or proprietary GEN or client information without authorization; or

- make audio recordings where the law requires consent you don't have.

11.3 Social media

- Don't post GEN's or a client's confidential information, and don't post content that identifies a client or event without authorization — many of our clients require this.
- Don't post photos or video of attendees, coworkers, or the public in a way that's harassing, demeaning, or invades privacy.
- Don't speak on behalf of GEN unless you're authorized to.
- **Your rights are untouched.** Nothing in this section — or anywhere in this Handbook — limits your right under Section 7 of the NLRA to discuss your wages, hours, and working conditions with coworkers or others, to act together with coworkers to improve them, or to engage in other protected concerted activity, on or off social media.

11.4 GEN systems

Any GEN-provided device, account, app, or system (including timekeeping and communication tools) is for work purposes and may be monitored — you should have no expectation of privacy in your use of GEN systems. New York employees: see the electronic monitoring notice in Addendum A.

12. Privacy, Image & Likeness

12.1 Your personal information

GEN collects, uses, and discloses your personal information for employment purposes — payroll, scheduling, safety, workers' compensation, and the like — and handles it in accordance with applicable law. We share it only with those who need it for those purposes or as required by law. Personnel records are kept confidential and secured.

12.2 Image and likeness

Events are photographed and filmed. Unless your hiring documents say otherwise, by working GEN events you consent to GEN capturing your image, likeness, and voice during operations at event sites, and to GEN using that material in its marketing, promotional, training, and corporate materials. You can withdraw that consent prospectively in writing at any time; withdrawal doesn't affect prior use.

12.3 References

All requests for employment references or verification go to **staffing@greeneventninjas.com**. Don't provide employment references on GEN's behalf.

13. Time Off & Leaves

Your time-off rights come from federal and state law, and for a seasonal workforce the state rules matter most — they're in your addendum.

- **Federal law** provides, among other things: unpaid family and medical leave under the **FMLA** for employees who meet its eligibility rules (generally 12 months of employment and 1,250 hours in the preceding year, at a covered worksite — thresholds most seasonal crew members won't reach, but ask us if you think you qualify); job-protected military service leave

and reemployment rights under **USERRA**; and protection from discharge for **federal jury service**.

- **State law** provides more — paid sick leave, paid family leave, voting leave, jury and witness duty leave, and others, depending on your state. Your addendum lists what applies to you, with the details for the big ones.

Because leave laws are statutory and change periodically, we haven't reproduced every rule here. If you need time off, or want to know what you're entitled to, contact staffing@greeneventninjas.com and we'll walk you through it and make sure you get your full entitlement.

We will never penalize you for taking a leave you're legally entitled to.

14. Raising a Concern

If something's wrong — a safety issue, a pay question, a conflict, a policy you don't understand, or conduct that bothers you — **raise it**. We can't fix what we don't hear about, and we'd much rather hear it early.

- For most things: start with your **supervisor or crew lead**.
- For pay or scheduling: staffing@greeneventninjas.com.
- For harassment, violence, or discrimination, or anything involving a supervisor: go directly to staffing@greeneventninjas.com (see Section 8).
- For an immediate safety threat: **call 911 first**, then tell GEN.

Whistleblower protection. If you have a good-faith concern that GEN, or anyone acting for it, is violating the law, or doing something that endangers public health or safety, report it — to your supervisor, to staffing@greeneventninjas.com, or to a government agency. A written report with the facts, people, and dates helps us investigate, but any good-faith report is protected. GEN will not discharge, discipline, or retaliate against anyone for making a good-faith report internally or to a government body, for participating in an investigation or proceeding, or for refusing to participate in conduct they reasonably believe is unlawful. New York employees have additional statutory whistleblower protections — see Addendum A.

Raising a genuine concern in good faith will never be held against you.

15. Discipline & Ending Employment

15.1 How discipline usually works

When conduct or performance falls short, GEN typically uses a progressive approach — for example a conversation, then a warning, then more formal steps — chosen to fit the situation. This describes our general practice, not a fixed sequence, and which steps to use, if any, is always in GEN's discretion. Progressive discipline is not an entitlement and doesn't change the at-will nature of employment: we may skip steps entirely, and serious misconduct can result in immediate termination.

15.2 Serious misconduct

Some conduct is serious enough to justify **immediate termination**. Examples include: theft; assault, threats, or violence; harassment; impairment at work; serious or repeated safety violations; repeated no-shows; and falsifying records. This list is illustrative, not exhaustive.

15.3 How employment ends

Seasonal employment ordinarily ends when the season or engagement ends. Because employment is at-will, it can also end earlier — by you or by GEN — at any time, with or without cause or notice. Your final pay will be issued as your state's law requires — see your addendum.

15.4 Resigning

If you decide to leave before the end of the season, please give us as much notice as you can — two weeks where possible — so we can cover your shifts. This is a request, not a condition of your at-will employment.

15.5 Returning property

When your employment ends, return all GEN property — uniform, equipment, ID, keys, materials — in good condition (normal wear and tear excepted).

16. Acknowledgement & Updates

You don't sign this Handbook separately. Your acknowledgement of it is built into your **offer letter**: by signing that letter, you confirm that you received this Handbook, are responsible for reading and following it (including the Code of Conduct), and understand that it is GEN policy — **not a contract** — and does not change the at-will nature of your employment. For New York employees, your signed offer letter also records your receipt of GEN's sexual harassment prevention policy and complaint form (Section 8 and Appendix 1) and the notice of electronic monitoring (Addendum A).

GEN may add to, change, or remove Handbook policies at any time, subject to applicable law. We'll communicate material changes, and you're expected to follow the current version. This Handbook replaces all prior US handbooks and inconsistent policy statements.

Questions about anything in here? staffing@greeneventninjas.com.

Addendum A — New York

This addendum sets out New York–specific rules and applies while you're working for GEN in New York. Where it differs from the main Handbook, follow this addendum in New York. Your wages and hours are governed by the New York Labor Law and its wage orders, your safety by federal OSHA, and your human rights by the New York State Human Rights Law.

Overtime. Paid at 1.5× your regular rate for hours worked over **40 in a workweek**.

Minimum wage. You'll be paid at least the New York minimum wage in effect for your work location. (New York's rate differs between New York City / Long Island / Westchester and the rest of the state, and adjusts annually.)

Paydays — weekly. As manual workers under New York law, crew members are paid **weekly**, no later than seven calendar days after the end of the week in which the wages were earned. You'll receive a written pay-rate notice at hire and a wage statement with every payment. Your final pay after employment ends is issued no later than the next regular payday.

Call-in pay. If you report for a scheduled shift and are sent home early through no fault of your own, New York's call-in rules apply: you're paid for at least four hours — or the number of hours in your regularly scheduled shift, if it was shorter — at no less than the minimum wage.

Uniforms. GEN provides your uniform and PPE. **GEN does not take a uniform deposit from New York crew members and does not deduct the cost of uniforms, equipment, or property from your wages.** New York law strictly limits wage deductions. You are still responsible for returning all issued uniform items at the end of your employment. If your uniform requires laundering and does not qualify as wash-and-wear that can be washed with your ordinary laundry, you are entitled to uniform maintenance pay under the applicable New York wage order — ask staffing@greeneventninjas.com.

Spread of hours. On any day when the interval between the start and end of your workday (including breaks) exceeds **10 hours**, you receive one additional hour of pay at the minimum wage. Long event days trigger this — it will appear on your wage statement.

Meal and rest breaks. If you work a shift of more than six hours that covers the midday period (11:00 a.m.–2:00 p.m.), you're entitled to a meal break of at least 30 minutes during that period. If your shift starts before 11:00 a.m. and runs past 7:00 p.m., you're entitled to an additional break of at least 20 minutes between 5:00 and 7:00 p.m. Shifts of more than six hours starting between 1:00 p.m. and 6:00 a.m. carry a 45-minute mid-shift meal break. Your supervisor schedules break timing around the event. Meal breaks are unpaid and duty-free; short rest breaks are paid.

New York Paid Sick Leave. You accrue **1 hour of paid sick leave for every 30 hours worked**, from your first day, and can use it as soon as it's accrued, up to **56 hours per year**. Sick leave can be used for your own or a family member's illness, injury, or health condition (including diagnosis, treatment, and preventive care), and as "safe leave" if you or a family member is a victim of domestic violence, a family offense, a sexual offense, stalking, or human trafficking — for things like obtaining services, safety planning, relocating, meeting with an attorney, or filing a police report. Minimum use increment is 4 hours. Unused leave carries over year to year (usage stays capped annually), and unused leave isn't paid out at separation. In addition, you can take up to **20 hours of paid prenatal leave** in any 52-week period for pregnancy-related health care (exams, procedures, monitoring, provider appointments), in increments as small as one hour, with no documentation required. GEN will never retaliate against you for using sick or prenatal leave.

New York Paid Family Leave (PFL). New York's insured paid family leave program provides up to 12 weeks of partially paid, job-protected leave to bond with a new child, care for a family member with a serious health condition, or handle obligations when a family member is deployed on active military service. Eligibility requires 26 consecutive weeks of employment (if you regularly work 20+ hours/week) or 175 days worked (if under 20 hours/week). Because most seasonal engagements are shorter than that, many crew members won't become eligible during a season; where your schedule won't permit eligibility, GEN will offer you a **PFL waiver**, which is optional and exempts you from PFL payroll contributions while it's in effect. Ask staffing@greeneventninjas.com.

Statutory disability benefits (DBL). New York's short-term disability insurance provides partial wage replacement for non-work-related disabilities, generally after four or more consecutive weeks of covered employment. Ask us for details and claim forms.

Jury duty. New York employees get time off for jury service. GEN pays the first **\$72.00** of your daily wages for the first three days of jury service; the remainder is unpaid. Notify us as soon as you receive a summons, and return to work for the remainder of your scheduled shift if you're released early.

Voting leave. If you're a registered voter and don't have four consecutive non-working hours while polls are open on election day, you can take up to **2 hours of paid time off** to vote, at the start or end of your shift. Give notice at least 2 and not more than 10 working days before election day.

Other job-protected leaves (high level). New York also provides, subject to each law's conditions: blood donation leave (3 hours per year; employers with 20+ employees at one site, for employees averaging 20+ hours/week) and bone marrow donation leave; crime victim and subpoenaed witness leave; military spouse leave (up to 10 days when a spouse is deployed to a combat zone, for employees working 20+ hours/week); volunteer firefighter and volunteer ambulance responder leave during a declared emergency; and domestic violence victim leave and reasonable accommodation (time off for medical attention, services, safety planning, counseling, and legal proceedings, with confidentiality protected — status as a domestic violence victim is a protected characteristic in New York). Contact staffing@greeneventninjas.com to request any leave and we'll make sure you get your full entitlement.

Human rights. The New York State Human Rights Law applies to all employers and protects, in addition to the characteristics listed in Section 8: creed, familial status, marital status, military status, citizenship or immigration status, predisposing genetic characteristics, arrest or conviction record, status as a victim of domestic violence, reproductive health decision-making, and lawful off-duty activities. It also protects non-employees in our workplace — contractors, vendors, and other people providing services.

You may file a complaint with the **New York State Division of Human Rights (DHR)** — One Fordham Plaza, Fourth Floor, Bronx, NY 10458; www.dhr.ny.gov/complaint; 1-888-392-3644 — within **three years** of the alleged conduct. Filing with DHR is free and doesn't require an attorney. If DHR finds discrimination or harassment, remedies can include ordering the conduct to stop, reinstatement, back pay, compensatory damages for emotional harm, punitive damages, attorneys' fees, and civil fines against the employer. You may instead sue directly in New York courts within the statutory limitations period (you can't do both for the same claim — filing with DHR generally forecloses a later court suit on that claim, and vice versa). Filing with DHR also preserves federal rights through the EEOC. New York also operates a confidential statewide sexual harassment hotline, **1-800-HARASS-3 (1-800-427-2773)**, which connects workers who have experienced sexual harassment with pro bono attorneys.

Sexual harassment prevention training. Every New York employee receives interactive sexual harassment prevention training **annually**, at no cost and on paid time, as New York law requires. Training will be provided during your onboarding or early in the season — new crew members are trained as soon as practicable after starting. At hire and at each annual training, you'll also receive a written copy of GEN's sexual harassment prevention policy (Section 8 of this Handbook plus the Appendix 1 complaint form) and the training materials, in English or, where the State publishes a template, in your primary language.

Lawful off-duty conduct. New York protects your legal off-duty, off-premises recreational and political activities and your legal use of consumable products — including cannabis — outside work hours, off GEN and client premises, and without use of GEN equipment. GEN doesn't discipline anyone for lawful off-duty conduct. Working while impaired remains prohibited (Code of Conduct 6.6), and GEN may act where an employee shows articulable symptoms of impairment at work.

Whistleblower protection (Labor Law §740). In addition to Section 14, New York law protects you from retaliation for disclosing — to a supervisor, to GEN, or to a public body — an activity, policy, or practice of GEN that you reasonably believe violates a law, rule, or regulation, or poses a substantial and specific danger to public health or safety, and for refusing to participate in such activity. Where practical, raise it with GEN first so we have a chance to fix it — but the law's protections apply regardless.

Notice of electronic monitoring. New York law requires this written notice: GEN may monitor, using any electronic device or system, the use of any GEN-provided telephone, email, or internet access or system. This includes GEN timekeeping and communication tools, and GPS/location tracking on GEN vehicles, carts, and powered equipment (used for safety, coordination, payroll, and asset protection). You should have no expectation of privacy in your use of GEN systems. Your signature on the Handbook Acknowledgement (Section 16) records your receipt of this notice.

Workers' compensation. GEN carries New York workers' compensation and disability benefits insurance. Work-related injuries and illnesses are covered on a no-fault basis — medical care and partial wage replacement — through the New York State Workers' Compensation Board. Report any injury to your supervisor **immediately** so treatment starts and the claim is filed on time.

NY HERO Act. GEN has adopted an Airborne Infectious Disease Exposure Prevention Plan for its New York worksites, as required by the New York Health and Essential Rights Act. The Plan activates if the New York State Commissioner of Health designates an airborne infectious disease as a highly contagious communicable disease presenting a serious risk to public health. The full Plan is in **Appendix 2**.

Addendum B — Texas

This addendum sets out Texas-specific rules and applies while you're working for GEN in Texas. Where it differs from the main Handbook, follow this addendum in Texas. Your wages and hours are governed by the federal Fair Labor Standards Act and the Texas Payday Law, your safety by federal OSHA, and your human rights by the Texas Labor Code (Chapter 21) and federal law.

Overtime. Paid at 1.5× your regular rate for hours worked over **40 in a workweek**, per the FLSA.

Minimum wage. You'll be paid at least the applicable minimum wage (Texas follows the federal minimum wage).

Uniform deposit. GEN may issue you one or more uniform items and may require a **refundable deposit of 10.00 USD** in respect of them. Any deposit taken by deduction from your wages is made only with your **advance written authorization**, as permitted by the Texas Payday Law, and will never reduce your pay below the federal minimum wage in any workweek. GEN refunds the full deposit when you return the issued uniform items, **whether or not they are clean**, subject only to normal wear and tear. GEN retains the deposit only if you fail to return the issued items. No deduction is made for cleaning, laundering, ordinary wear and tear, or damage.

Paydays and final pay. As non-exempt employees, crew members are paid at least **semi-monthly** on GEN's designated paydays (your hiring documents state the schedule). Under the Texas Payday Law, if GEN ends your employment you receive your final pay within **six calendar days**; if you resign, on the **next regular payday**.

Breaks. Texas doesn't mandate meal or rest breaks, but GEN schedules them anyway — see Section 5 and Section 7. When breaks are given, short rest breaks are paid and bona fide duty-free meal periods of 30 minutes or more are unpaid, per federal rules.

Jury duty. You get unpaid, job-protected time off for jury service. Notify us as soon as you receive a summons, and return to work for the remainder of your scheduled shift if you're released early.

Voting leave. If you don't have two consecutive non-working hours while polls are open on election day, you can take **paid time off to vote** without any deduction from your wages. Give reasonable advance notice; time off is taken at the start or end of your shift unless we arrange otherwise. Employees who are delegates to, or eligible to attend, a political party's precinct convention may also take unpaid time off to attend.

Witness duty and court appearances. You get unpaid, job-protected time off to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding, and to attend juvenile court proceedings when required as a parent or guardian. We'll keep information about this leave confidential except as the law requires.

Sick leave. Texas has no state paid sick leave law. If you're sick, follow Section 5 (tell your supervisor as early as possible) — we would always rather cover a shift than have you work sick, especially around food-adjacent event operations.

Human rights. The Texas Labor Code prohibits employment discrimination based on race, color, disability, religion, national origin, age (40 and older), sex (including pregnancy, childbirth, and related conditions), and genetic information, and federal law adds the protections listed in Section 8. You may file a complaint with the **Texas Workforce Commission Civil Rights Division** — www.twc.texas.gov/partners/civil-rights-discrimination, 1-888-452-4778 — generally within **180 days** of the discriminatory act, or with the EEOC within 300 days.

Weapons. Consistent with Texas law, you may store a lawfully possessed firearm or ammunition in your **locked, privately owned vehicle** in a parking area we or the client provide. Everywhere else the weapons rule in Code of Conduct 6.11 applies in full, and client sites may impose their own lawful restrictions, including on where vehicles park.

Workers' compensation. GEN carries Texas workers' compensation insurance covering work-related injuries and illnesses. Report any injury to your supervisor **immediately** so treatment starts and the claim is filed on time.

Appendix 1 — Complaint Report Form (Discrimination or Harassment)

If you believe you have been subjected to discrimination or harassment, you are encouraged to complete this form and submit it to **staffing@greeneventninjas.com**. You will not be retaliated against for filing a complaint. If you're more comfortable reporting verbally or another way, do that — GEN will complete this form for you, give you a copy, and investigate as set out in Section 8.

Reporter information

Name: _____

Role / crew: _____

Phone: _____

Email: _____

Preferred contact: ☐ Email ☐ Phone ☐ In person

Your supervisor / crew lead

Name: _____

Role: _____

Complaint information

Type of complaint: ☐ Discrimination ☐ Harassment ☐ Both

Is the behaviour continuing? ☐ Yes ☐ No

Name of person(s) involved: _____

Their role: _____

Relationship to you: ☐ Supervisor ☐ Coworker ☐ Client/vendor/other

Date(s) the incident(s) occurred: _____

1. Describe what happened. (Use additional pages if needed; attach any relevant documents, photos, or messages.)

2. Describe how it is affecting you and your work.

3. List the names and contact information of any witnesses or people who may have relevant information.

4. *(Optional, but it may help the investigation.)* Have you previously complained or provided information (verbal or written) about related incidents? If yes, when, and to whom?

5. If you have retained legal counsel and would like us to work with them, provide their contact information.

Signature: _____ Date: _____

Appendix 2 — New York Airborne Infectious Disease Exposure Prevention Plan (NY HERO Act)

This Airborne Infectious Disease Exposure Prevention Plan (the "Plan") is required under the New York Health and Essential Rights Act (NY HERO Act) and is intended to protect GEN employees against exposure and disease during an airborne infectious disease outbreak. The Plan applies to all GEN employees who work in New York and **goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health** as a highly contagious communicable disease that presents a serious risk of harm to public health. The Plan may be subject to additional requirements arising from a declared state of emergency or applicable federal standards.

For questions about the Plan or how it is being implemented, contact staffing@greeneventninjas.com.

Responsibilities. The Plan applies to employees at the following worksites: **New York State Fair**. The Plan will be enforced by **Shelly Saenpaseut**, who can be contacted at staffing@greeneventninjas.com.

Exposure controls during a designated outbreak

Minimum controls

General awareness. Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should maintain physical distancing; exercise coughing and sneezing etiquette; wear face coverings, gloves, and PPE as appropriate; limit what they touch; stop social behaviours like hugging and hand-shaking; and wash hands properly and often.

Stay-at-home policy. If you develop symptoms of the designated infectious disease, do not enter or remain at the worksite. Inform the designated contact and follow New York State Department of Health (NYSDOH) and CDC guidance on obtaining medical care and isolating.

Health screening. Employees will be screened for symptoms at the beginning of their shift, following NYSDOH and CDC guidance. Self-monitor through your shift and report any new or emerging symptoms to the designated contact. An employee showing symptoms will be removed from the worksite and should contact a healthcare professional for instructions.

Face coverings. Employees must wear appropriate face coverings in accordance with applicable NYSDOH or CDC guidance. If all individuals on the premises are fully vaccinated against the designated disease (per the applicable federally authorized vaccination series), face coverings are recommended but not required, consistent with applicable guidance.

Physical distancing. Physical distancing will be used to the extent feasible, per NYSDOH and CDC guidance. Where prolonged close contact is likely, controls such as physical barriers, signage, and reconfigured workspaces will be used.

Hand hygiene. Wash hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol, before and after: touching your eyes, nose, mouth, or mask; entering and leaving a public place; and touching frequently handled surfaces (door handles, tables, carts, screens). Wash rather than sanitize when hands are soiled — which, on our sites, they often are.

Respiratory etiquette. Cover your nose and mouth when sneezing, coughing, or yawning.

Accommodations for individuals with added risk factors. Some employees — due to age, underlying health conditions, or other factors — may be at increased risk of severe illness if infected. Tell your supervisor or staffing@greeneventninjas.com if you fall within this group and need an accommodation.

Advanced controls

Where minimum controls alone won't sufficiently protect employees, GEN will determine whether the following are necessary:

- **Elimination** — temporarily suspending or eliminating unsafe activities where adequate controls can't provide sufficient protection.
- **Engineering controls** — measures to contain or remove the infectious agent, prevent its spread, or isolate employees from it; for example, natural ventilation via open doors and windows, and layout changes to avoid congregation points.
- **Administrative controls** — policies and work rules to prevent exposure; for example, disinfecting procedures for specific operations, handwashing, masking, signage on respiratory etiquette, and employee training.
- **Personal protective equipment** — devices such as eye protection, face shields, respirators, and gloves. PPE will be provided at no cost to employees, maintained in sanitary and reliable condition, and selected based on a hazard assessment for the worksite. Employees must wear required PPE in enclosed public spaces.

Readiness, maintenance, and storage. GEN will obtain, properly store, and maintain PPE so it is ready for immediate use in an outbreak, with attention to applicable expiration dates.

Housekeeping during a designated outbreak

Frequently touched objects — door handles, light switches, control levers, dials, faucet handles, phones, handrails — will be cleaned frequently with an appropriate disinfectant; less-handled surfaces may require less frequent disinfection. Disinfectants will be selected based on NYSDOH and CDC guidance from the lists compiled by the NYS Department of Environmental Conservation (dec.ny.gov) and the EPA (epa.gov/pesticide-registration/selected-epa-registered-disinfectants), following manufacturer instructions for dilution, use, and contact time.

Normal housekeeping duties and schedules will be followed to the extent practicable and consistent with then-current guidance, with adjustments and additional cleaning as required. Because some activities (dry sweeping, vacuuming, dusting) can resuspend contaminated particles, alternative methods or increased protection may be needed; cleaning surfaces with soap and water before disinfecting is preferred, off-hours housekeeping can reduce exposure to others, and respiratory protection is best practice for cleaning staff. If an employee develops symptoms at work, the area will be isolated per NYSDOH/CDC guidance before cleaning and disinfecting, allowing droplets to settle and the space to ventilate. As feasible, liners will be used in trash containers; containers will be emptied often enough to prevent overfilling, and trash bags must never be compressed by hand or body before tying — which is our rule at all times anyway (Section 7.4).

Infection response during a designated outbreak

If an actual or suspected case occurs at work, GEN will instruct the sick individual to wear a face covering, leave the worksite, and follow NYSDOH/CDC guidance, and will follow local and state authority guidance on informing impacted individuals.

Training and information during a designated outbreak

GEN will verbally inform all employees of the existence and location of the Plan, the circumstances under which it activates, the applicable infectious disease standard, GEN's policies, and employee rights under the HERO Act. When the Plan is activated, all employees will receive training covering: the infectious agent and the disease(s) it can cause; signs and symptoms; how the disease spreads; an explanation of the Plan; the activities and locations at the worksite that may involve exposure; the use and limitations of exposure controls; and a review of the standard, including employee rights under Labor Law §218-b. Training will be provided at no cost during working hours (or compensated if outside working hours), appropriate in content and vocabulary to employees' educational level, literacy, and preferred language, and delivered verbally in person or through telephonic, electronic, or other means.

Plan evaluation

GEN will review and revise the Plan periodically, upon activation, and as often as needed to stay current with requirements.

Reporting violations, and retaliation protections

Employees may report violations of the Plan, verbally or in writing (including electronically), to **Shelly Saenpaseut** at staffing@greeneventninjas.com. Written notifications will be retained for the period the law requires. GEN — and anyone acting on its behalf — will not discriminate, threaten, retaliate, or take adverse action against any employee for exercising rights under the Plan, including reporting conduct they reasonably and in good faith believe violates the Plan, raising airborne infectious disease concerns to GEN or government officials, or refusing to work where they reasonably and in good faith believe the work exposes them, other workers, or the public to an unreasonable risk of exposure — provided GEN was notified (verbally, in writing, or electronically) of the inconsistent working conditions and failed to cure them, or knew or should have known of them.

Definition of "employee." The NY HERO Act defines an employee as any person providing labor or services for remuneration for a private entity within the state, without regard to immigration status, including part-time workers, independent contractors, day laborers, and other temporary and seasonal workers, as well as individuals working through staffing agencies, contractors, or subcontractors at a worksite, and individuals delivering goods or transporting people at, to, or from the worksite on behalf of the employer. It does not include government employees.

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