



Company Handbook

1. Introduction and overview

The purpose of this handbook is to provide all new and existing employees at Drone Home Media with a resource that expands on our company's policies and helps familiarize new employees with the culture, expectations and processes we implement in our day-to-day operations.

We have been in business since 2013 and what started as a one person company, has evolved into an ever growing team. We operate on a philosophy that encourages all team members to pursue what inspires them. Being open to creativity, new ideas and unique perspectives is something that we pride ourselves on. Our main goal is to always take our clients' vision and transform it into reality, delivering exceptional results while cultivating strong relationships. We are known as the one-stop-shop for all of our clients' needs and our mission is to consistently deliver on that expectation.

Changes in policy

Since our business is constantly changing, Drone Home Media expressly reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment as described below. No oral statements or representations can in any way alter the provisions of this Handbook. Nothing in this employee handbook or in any other document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee. Any changes to your at-will employment status, described below, must be in writing and must be signed by Drone Home Media.

If you are uncertain about any policy or procedure, please check with your supervisor.

2. Workplace policies

Equal opportunity policy

It is the policy of Drone Home Media to provide equal employment opportunities to all employees and employment applicants without regard to unlawful considerations of race, religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity, age, ancestry, physical or mental disability, genetic information, marital status or any other classification protected by applicable local, state or federal laws. This policy prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. This policy applies to all aspects of employment, including but not limited to, hiring, job assignment, working conditions, compensation, promotion, benefits, scheduling, training, discipline and termination.

Drone Home Media expects all employees to support our equal employment opportunity policy, and to take all steps necessary to maintain a workplace free from unlawful discrimination and harassment and to accommodate others in line with this policy to the fullest extent required by law. For example, Drone Home Media will make reasonable

accommodations for employees' observance of religious holidays and practices unless the accommodation would cause an undue hardship on Drone Home Media's operations. If you desire a religious accommodation, you are required to make the request in writing to your supervisor as far in advance as possible. You are expected to strive to find co-workers who can assist in the accommodation (e.g. trade shifts) and cooperate with Drone Home Media in seeking and evaluating alternatives.

Moreover, in compliance with the Americans with Disabilities Act (ADA), Drone Home Media provides reasonable accommodations to qualified individuals with disabilities to the fullest extent required by law. Drone Home Media may require medical certification of both the disability and the need for accommodation. Keep in mind that Drone Home Media can only seek to accommodate the known physical or mental limitations of an otherwise qualified individual. Therefore, it is your responsibility to come forward if you are in need of accommodation. Drone Home Media will engage in an interactive process with the employee to identify possible accommodations, if any will help the applicant or employee perform the job.

Diversity & Inclusion Policy

Drone Home Media is dedicated to creating and maintaining an atmosphere of diversity and inclusion for Company values are important, and are only made better by gathering the experiences, knowledge, and perspectives of people from all walks of life. We celebrate differences in age, race, ethnicity, national origin, religion, physical and mental ability, sexual orientation, gender identity or expression, family and marital status, and all the various backgrounds that help shape us. Drone Home Media's commitment to diversity applies to hiring practices, promotions, pay and benefits, terminations, training, team-building, and more. Prospective employees and current employees alike are expected to treat each other, and be treated, with respect and dignity. We seek to foster an

environment that promotes:

- A healthy, collaborative, and courteous atmosphere.
- Engagement from all employees that allows for more varied insights.
- Adjustability, where appropriate, to allow for an individual's personal needs.
- Initiatives from Drone Home Media and the employees that encourage growth in the community,

Drone Home Media is committed to providing a work environment free of sexual or any form of unlawful harassment or discrimination. Harassment or unlawful discrimination against individuals on the basis of race, religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity or expression, age, ancestry, physical or mental disability, genetic information, marital status or any other classification protected by local, state or federal laws is illegal and prohibited by Company policy. Such conduct by or towards any employee, contract worker, customer, vendor or anyone else who does business with Drone Home Media will not be tolerated. Any employee or contract worker who violates this policy will be subject to disciplinary action, up to and including termination of his or her employment or engagement. To the extent a customer, vendor or other person with whom Drone Home Media does business engages in unlawful harassment or discrimination, Drone Home Media will take appropriate corrective action.

3. Employment relationship

Employment types

The following terms are used to describe employees and their employment status:

Full-Time Employees - Employees who are not temporary employees, independent contractors, or independent consultants and who are regularly scheduled to work a schedule of 40 hours per work week.

Part-Time Employees - Employees who are not temporary employees, independent contractors, or independent consultants and who are regularly scheduled to work less than 40 hours per work week but at least 20 hours per week.

Temporary Employees - Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project. Employment assignments in this category are of limited duration and the temporary employees can be let go before the end of the defined period. Short term assignments generally are periods of three (3) months or less, however, such assignments may be extended. All Temporary employees are at-will regardless of the anticipated duration of the assignment (see Employment-at-Will Policy). Temporary employees retain that status unless and until notified in writing of a change.

Independent Contractor or Consultant - These individuals are not employees of the Company and are self-employed. An independent contractor or consultant is engaged to perform a task according to his/her own methods and is subject to control and direction only as to the results to be accomplished. Independent contractors or consultants are not entitled to benefits.

Each employee will be advised of his or her status at the time of hire and any change in status. Regardless of the employee's status, the employee is employed at-will and the employment relationship can be terminated by Drone Home Media or the employee at any time, with or without cause and with or without notice.

Exempt and nonexempt employees

Exempt Employees - Employees whose positions meet specific tests established by the Federal Labor Standards Act ("FLSA") and state law. In general, exempt employees are those engaged in executive, managerial, high-level administrative and professional jobs who are paid a fixed salary and perform certain duties. In addition, certain commissioned sales employees and highly paid computer professionals are exempt. Exempt employees are not subject to the minimum wage and overtime laws.

Nonexempt Employees - Employees whose positions do not meet specific tests established by the FLSA and state law. All employees who are covered by the federal or state minimum wage and overtime laws are considered nonexempt. Employees working in nonexempt jobs are entitled to be paid at least the minimum wage per hour and 1.5 times their regular wage for overtime.

At-will employment

Employment with Drone Home Media is on an at-will basis, unless otherwise specified in a written employment agreement. You are free to resign at any time, for any reason, with or without notice. Similarly, Drone Home Media is free to conclude the employment relationship at any time for any lawful reason, with or without cause, and with or without notice. Nothing in this Handbook will limit the right of either party to terminate an at-will employment. No section of this Handbook is meant to be construed, nor should be construed, as establishing anything other than an employment-at-will relationship. This Handbook does not limit management's discretion to make personnel decisions such as reassignment, change of wages and benefits, demotion, etc. No person other than the CEO, President, or CFO has the authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms. Only the CEO, President, or CFO of Drone Home Media has the authority to make any such agreement, which is only binding if it is in writing and signed by the President of Drone Home Media.

Non-compete and nondisclosure agreements

- Any employee currently working for Drone Home Media may not take on outside work with our clients that is related to real estate photography or any other services that are provided by Drone Home Media.
- Any clients of ours asking for outside work (meaning real estate) should be passed through Tom and or management before accepting.
- All former employees may not directly or indirectly persuade clients to switch or leave the services of Drone Home Media.
- All employees are expected to not share our client list with any competitor.

4. General employment information

Introductory Period

The first 15 days of employment are considered an introductory period for all newly hired employees. During this time, you will learn your new responsibilities, get acquainted with fellow employees, and determine whether you are happy with the position. Also, during this time, the supervisor will monitor your performance. Upon completion of the introductory period, the supervisor will review your performance. If Drone Home Media finds your performance satisfactory and decides to continue your employment, you will be advised of any improvements expected. This is also an opportunity for you to make suggestions to improve Drone Home Media's efficiency and operations. Completion of the introductory period does not entitle you to remain employed by Drone Home Media for any definite period of time, but instead allows both you and Drone Home Media to evaluate whether or not you are right for the position. Your status as an at-will employee does not change- the employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or Drone Home Media.

Payroll schedule

Employees are paid on a weekly basis. All employees will be paid on Friday of each week. All employees are paid by check or direct deposit on the above-mentioned payday. If the regular payday falls on a weekend or Company holiday, employees will be paid on the last business day before the holiday and/or weekend.

Hours of Work

The normal work week for Drone Home Media shall consist of five (5), eight (8) hour days. Ordinarily, work hours are from 9:00 a.m. - 5:00 p.m. Monday through Friday, including a half hour paid for lunch. Employees may request the opportunity to vary their work schedules (within employer defined limits) to better accommodate personal responsibilities. Subject to Drone Home Media's work assignments and Executive Director approval, the employee's supervisor shall determine the hours of employment that best suits the needs of the work to be done by the individual employee.

Additional Jobs Outside of Regular Hours

At Drone Home Media there are often opportunities for jobs outside of the regular workday. Any job beginning after 5 o'clock or scheduled for a weekend or holiday will be paid as a gig. For jobs including only one of the following exteriors, floor plan or matterport the photographer will be compensated \$60. For any jobs including at least two services and/or interior photos and/or twilight photos (taken outside of normal work hours) will be paid at a rate of \$120.

Rest and Meal Periods

All employees are given a paid 30 minute meal break for each 6 hours worked in a calendar day. During meal breaks, employees are free of all duties and free to leave the workplace. The decision to waive a meal break must be voluntary by the employee. All employees are allowed break periods throughout the workday as needed as long as all duties are completed in a timely manner.

Time Cards

All employees are required to keep an accurate and complete record of their attendance and hours worked. Time cards are official business records and may not be altered without the employee's supervisor's approval and may not be falsified in any way.

Direct Deposit

All employees are encouraged, but not required, to use direct deposit and have their paychecks deposited into a bank account of an accredited participating bank or credit union.

Payroll Deductions

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following: Federal and State Income Tax Withholding, Social Security, Medicare, Mass Income Tax, Mass Paid Family and Medical Leave, and other items designated by you or required by law (including a valid court order). You can adjust your federal and state income tax withholding by completing the proper federal or state form and submitting it to Accounting or Human Resources. At the start of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) form for the prior year. This statement summarizes your income and deductions for the year.

Compensation

Work hours begin 30 minutes after you leave your home if going directly to your first job or once you arrive at the office. Each employee is expected to keep records of their own hours. Each employee is given a Google Sheets form to input daily hours including what time you started and ended work.

Performance Reviews/Evaluations & Open Door Policy

After your 90 day starting period you will meet with your supervisor to have a performance review. All other reviews will be conducted yearly. If at any time you would like to discuss concerns or ideas we do have an open door policy.

Workers' Compensation Leave

Any employee who is unable to work due to a work related injury or illness and who is eligible for Workers' Compensation benefits will be provided an unpaid leave for the period required. The first 12 weeks will be treated concurrently as a family and medical leave under the federal Family Medical Leave Act ("FMLA") for employees eligible for FMLA leave.

Expenses and Reimbursements:

Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities. Employees authorized to use their personal cars for Drone Home Media business are reimbursed \$0.20 per mile. Miles begin tracking 30 minutes after you leave your house or once you leave the office. Mileage or transportation and parking fees are all reimbursed at the end of the month. Any tracking of these things is the responsibility of the employee. Reimbursement requests should be submitted each week along with hours. A check will be mailed to the employee at the beginning of the following month.

Remote work

Working remotely can be done as needed whether for personal reasons, if you aren't feeling well enough to make it to the office, if there is inclement weather (and being on the road is not needed), etc. When working remotely, it is expected that you start and end your day following your usual hours of work (unless otherwise discussed with your supervisor). Any form of communication is acceptable; you should be able to be reached via phone, email, slack, etc. during those hours. Standard work day procedures will be done from home. When offloading photography from home please make sure to upload all raw images to a folder in Dropbox, this way all images will be accessible at any point.

Overtime

Nonexempt employees will be paid in accordance with federal and state law. All overtime work by non-exempt employees must be authorized in advance by their supervisor. Only hours physically worked will be used to calculate overtime pay.

Business Travel Policy

Expenses like, Hotels, Fairies, and other accommodations will be paid for beforehand by Drone Home Media. If Drone Home Media is unable to book in advance then the employee will be reimbursed for any expense he/she had while traveling for work. Employees are a reflection of Drone Home Media when traveling. All employees are expected to behave professionally at all times during travel. Any questions should be directed towards your supervisor.

Use of Company Equipment & Electronics

Proper Use of Equipment, Is expected from each and every employee. Any misuse of equipment may result in disciplinary action.

Drones must be, at all times, used following the state and federal laws. All laws must be followed when using drones in accordance with the FAA. Examples, never fly above 400 Feet AGL, never fly in unauthorized zones unless permitted, etc.

Professional use, in the event of damaging company equipment, etc. If on the job possibly 20% of the total cost is the employees portion, the remaining 80% will be covered by Drone Home Media. In the case that the employee damages a second piece of equipment the employee will be responsible for up to 50% of the total cost. Accidents happen and depending on the situation this fee may be waived.

Personal use, All equipment provided by Drone Home Media is allowed to be used for personal use with permission. In the event that equipment is damaged by an employee outside of regular job duties the employee is possibly responsible for 100% of the cost.

A payment plan will be set up to deduct funds from paycheck. Not necessarily something to be paid up front, can be taken out over the course of the 52 week pay period.

Requests for new equipment

If any employee is in need of or interested in new equipment, notify Tom Jones.

Purchase program

To those employees that have been with the company longer than 6 months Drone Home Media offers a purchase program. That is If an employee would like to purchase equipment for personal use, that is also related to the industry a.e lenses, cameras, drone, computers, ect, Drone Home Media will purchase that equipment for said employee and the cost will be deducted from your weekly pay period.

For more questions or requests speak to Tom Jones.

Drone Licensing

All employees who are hired with the expectation to fly drones are required to hold a Part 107 certificate before operating a drone. If required by your position this needs to be completed within 90 days of employment, this is a contingency of taking a job as a photographer/videographer. Drone Home Media will reimburse the cost of the test upon the employee receiving the Part 107 certificate. Anyone hired with a Part 107 certificate may be eligible for a higher pay rate. Those hired without a Part 107 certificate may be eligible for a pay raise upon receiving the Part 107 certificate.

5. Benefits

General

While regular attendance is crucial to maintain business operations, Drone Home Media recognizes that, for a variety of reasons, employees may need time off from work. Drone Home Media has available a number of types of leaves of absence. Some are governed by law and others are discretionary. For all planned leaves, however, employees must submit a request at least 5 days in advance; in case of emergencies, employees should submit the request as soon as they become aware of the need for leave. All leaves must have the approval of Company management. If, during a leave, an employee accepts another job, engages in other employment or consulting outside of Drone Home Media, or applies for unemployment insurance benefits, the employee may be considered to have voluntarily resigned from employment with Drone Home Media. All requests for a leave of absence will be considered in light of their effect on Drone Home Media and its work requirements, as determined by Company management, which reserves the right to approve or deny such requests in its sole discretion, unless otherwise required by law. For disability-related leave requests, Drone Home Media will engage in an interactive process with the employee to determine if a leave is the most appropriate accommodation. The employee must provide a certification from his or her health care provider to Drone Home Media to support a leave for medical reasons. Failure to provide the required certification to Drone Home Media in a timely manner will result in delay or denial of leave. If an employee requires an extension of leave, the employee must request such extension and have it approved before the expiration of the currently approved leave. While Drone Home Media will make a reasonable effort to return the employee to his or her former position or a comparable position following an approved leave of absence, there is no guarantee that the employee will be reinstated to his or her position, or any position, except as required by

Holidays:

Drone Home Media will grant paid holiday time off to all eligible employees. Holiday pay for regular full-time employees will be calculated based on the employee's base pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Regular part-time employees will be paid on a pro-rata basis

If an eligible non-exempt employee works on a recognized holiday with Company approval, he or she will receive holiday pay plus wages at his or her straight-time rate for the hours worked on the holiday.

Observes the following paid holidays:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Years Day

Paid Time Off:

Eligible full time employees will receive 10 days (80 Hours) of paid time off. Paid time off may be used as sick time, vacation or personal time off. When employees eligible for paid time off do not take the full amount of paid time off they could have taken in a year, that amount will be forfeited at the end of the year. Employees may not use paid time off within 90 days of employment. Paid time off that is not used upon employees resignation will be paid out to the employee (up to 40 Hours).

Last Week Of The Year:

Drone Home Media will be closed from December 25th (Christmas Day) through January 1st (New Year's Day). During this period, eligible full-time employees will receive their standard pay. The paid hours will be calculated based on the average hours worked in the two preceding pay periods, with a maximum of 40 hours.

Part time employees are not eligible for paid time off during this closure. Part time employees with vacation days available may use their vacation time to cover the period.

Employee Vacation Blackouts:

Vacation blackouts are a block of dates during which employees cannot schedule time off due to an expected increase in scheduled workload. Drone Home Media requests that employees do not take 2 or more consecutive days off during these periods. (situational, if something urgent has come up, etc. this can be worked around). Blackout months are from the last week in March through June as well as September through October. These months can be altered depending on workload.

Sick Time:

Part time employees are entitled to five paid sick days per year. When employees eligible for paid sick days do not take the full amount of sick time they could have taken in a year, that amount will be forfeited at the end of the year. 5 days (40 Hours) Given to each employee at the start of employment. Total number of hours resets every year on the anniversary of the employee's employment. Employees may not use sick time within 90 days of employment.

401K

This section outlines the eligibility criteria for the company's 401(k) retirement plan. The 401(k) plan is a valuable benefit offered to our employees to help them save for their retirement. To ensure that participation is both fair and equitable, certain eligibility requirements must be met.

Eligibility Requirements:

To participate in the company's 401(k) plan, employees must meet the following criteria:

Full Time Employment: Employees must be full-time.

Age Requirement: Employees must be at least 18 years of age.

Length of Service: Employees must have completed one year of service with the company, measured from their date of hire.

Hours of Service: In addition to the one-year service requirement, employees must have completed at least 1,000 hours of service during the preceding 12-month period. This means that employees are eligible to participate in the 401(k) plan once they have worked 1,000 hours during their first year of employment or subsequent 12-month periods.

Important Notes:

Employer Match: We also offer an employer contribution matching program for your 401(k) plan. The company will match your 401(k) contributions, based on the contribution you make, up to 3.5% of your eligible compensation. The details of the match and contribution limits can be found in the 401(k) plan documents.

Vesting: While eligible employees can participate in the 401(k) plan, it's important to note that vesting, or the ownership of employer contributions, may take additional time. Vesting details are outlined in the plan documents.

Enrollment: Eligible employees will be provided with information on how to enroll in the 401(k) plan during the open enrollment period or upon meeting the eligibility criteria. This information will include details on contribution options, investment choices, and plan features.

Plan Document: All employees are encouraged to review the official plan document for comprehensive information regarding the 401(k) plan, including contribution limits, investment options, and any additional plan features.

Consultation: Employees are also encouraged to consult with the plan administrator or a financial advisor to make informed decisions about their retirement savings.

Health Plan:

At DHM, we understand the importance of your well-being and that of your loved ones. We are committed to providing access to quality health insurance options to help you safeguard your health and financial security. Our health insurance plan is offered in partnership with Harvard Pilgrim and is the "High Bronze HSA" plan.

Eligibility and Enrollment:

To be eligible for our health insurance plan, employees must be full-time and must complete three months of continuous employment with our company. After this initial waiting period, you can enroll in the High Bronze HSA plan during our open enrollment period or upon becoming eligible.

MA Paid Family and Medical Leave (PFML)

Employees are eligible for up to 26 weeks of combined family and medical leave per benefit year. These 26 weeks may include:

- Up to 20 weeks of paid medical leave to manage your own serious health condition
- Up to 12 weeks of paid family leave to care for a family member
- Up to 12 weeks of paid family leave to bond with a child
- Up to 26 weeks of paid family leave to care for a family member who is a member of the armed forces
- Up to 12 of paid family leave to manage family affairs when a family member is on duty in the armed forces, including the National Guard or Reserves

A benefit year is 52 weeks starting on the Sunday prior to the first day of paid leave through any leave program. You can take more than one kind of leave in a benefit year, but the maximum amount of paid leave you can take in a benefit year is 26 weeks.

6. Professionalism (Code of Conduct)

Attendance

Punctuality and regular attendance are essential to the successful operation of Drone Home Media's business. If an employee is unable to report to work (or to report to work on time) for any reason, the employee must notify his or her supervisor before his or her starting time. If an employee desires to leave work for any reason during the workday, the employee must obtain the approval of his or her supervisor prior to leaving. Excessive absenteeism or tardiness may subject the employee to disciplinary action, up to and including termination.

When scheduled on a shoot, if you are going to be more than 5 minutes late, please contact the realtor directly or Elena with your ETA.

Dress code

What we wear to work is a reflection of the pride we have in our Company, in what we do, and in ourselves. Although dress code requirements will vary according to job responsibilities, we ask that your appearance at all times show discretion, good taste, and appropriateness for the safe performance of your job.

Substance use

Drone Home Media is committed to providing its employees with a safe and productive work environment. In keeping with this commitment, it maintains a strict policy against the use of alcohol and the unlawful use of drugs during work hours. Consequently, no employee may consume or possess alcohol, or use, possess, sell, purchase or transfer illegal drugs at any time during the work day or while using Drone Home Media vehicles, equipment, or at any location during work time. No employee may report to work with alcohol or illegal drugs (or their metabolites) in his or her bodily system.

The only exception to this rule is that employees may engage in moderate consumption of alcohol that may be served and/or consumed as part of an authorized Company social or business event or at the end of one's regularly scheduled workday. "Illegal drug" means any drug that is not legally obtainable or that is legally obtainable but has not been legally obtained. It includes prescription drugs not being used for prescribed purposes or by the person to whom it is prescribed or in prescribed amounts. It also includes any substance a person holds out to another as an illegal drug. Any violation of this policy will result in disciplinary action, up to and including termination.

Prohibited Conduct:

Prohibited harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or engagement;
- B. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's employment or engagement; or
- C. it creates a hostile or offensive work environment.

Prohibited harassment includes (but is not limited to) unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact. Other forms of unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories. Prohibited harassment might also be transmitted using Drone Home Media's electronic communications system, or through other on-line conduct.

Complaint Procedure:

Employees or contract workers who feel that they have been harassed or discriminated against, or who witness any harassment or discrimination by an employee, contract worker, customer, vendor or anyone else who does business with Drone Home Media, should immediately report such conduct to their supervisor or any other member of management. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, customer, vendor or other person who does business with this organization is exempt from the prohibitions in this policy. In response to every complaint, Drone Home Media will conduct an investigation which may involve interviewing witnesses if warranted and, if improper conduct is found, take appropriate corrective action. To the extent that an employee or contract worker is not satisfied with Drone Home Media's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

Discipline and Standards of Conduct

As an at-will employer, Drone Home Media may impose discipline whenever it determines it is necessary or appropriate. Discipline may take various forms, including verbal counseling, written warnings, suspension, demotion, transfer, reassignment or termination. The discipline imposed will depend on the circumstances of each case; therefore, discipline will not necessarily be imposed in any particular sequence. Moreover, at any time Drone Home Media determines it is appropriate, an employee may be terminated immediately.

Every organization must have certain standards of conduct to guide the behavior of employees. Although there is no possible way to identify every rule of conduct, the following is an illustrative list (not intended to be comprehensive or to limit Drone Home Media's right to impose discipline for any other conduct it deems inappropriate). Keep in mind that these standards of conduct apply to all employees whenever they are on Company property and/or conducting Company business (on or off Company property). Engaging in any conduct Drone Home Media deems inappropriate may result in disciplinary action, up to and including termination.

- A. Dishonesty:
- B. Falsification of Company records;
- C. Unauthorized use or possession of property that belongs to Drone Home Media, a coworker, or of the public:
- D. Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials;
- E. Fighting, engaging in threats of violence or violence, use of vulgar or abusive language, horseplay, practical jokes or other disorderly conduct that may endanger others or damage property;
- F. Insubordination, failure to perform assigned duties or failure to comply with Drone Home Media's health, safety or other rules;
- G. Unauthorized or careless use of Drone Home Media's materials, equipment or property;
- H. Unauthorized and/or excessive absenteeism or tardiness:
- I. Lack of teamwork, poor communication, unsatisfactory performance, unprofessional conduct, or conduct improper for the workplace;
- J. Sexual or other illegal harassment or discrimination;
- K. Unauthorized use or disclosure of Drone Home Media's confidential information;
- L. Violation of any Company policy.

7. Exit policy

This policy gives a detailed outlook on the termination/separation process followed by Drone Home Media. This policy is applicable to all the employees throughout the company unless otherwise specified. An employee will be deemed to have been terminated from the company if any of the following terms are fulfilled:

- A. An employee resigns from the company
- B. His/Her services are no longer required by the company.
- C. He/she is removed or dismissed by the company.
- D. On the expiry of the contract period.

Employment termination

The company may choose to terminate the employee's services if:

- A. inferior skills or work performance
- B. improper behavior or attitude
- C. He/she has not attended work for more than 3 days without communication.
- D. material discrepancies in the information provided during the time of appointment.
- E. any other reason hampering the company's goals

In the case of dismissals, the company has the right to enforce separation with immediate effect without any prior notice.

Resignation

Resignation is a voluntary decision of the employee to terminate providing services to the company. An employee resigning voluntarily shall serve a letter of resignation to his/her immediate supervisor. Every employee resigning voluntarily by way of resignation is required to serve a notice period of 10 days working days from the date of serving a written communication about the same. During this period the employee is expected to conduct professionally as he/she would in the normal course. If the employee is unable to fulfil this clause, he/she may be subjected to a penalty of immediate termination.

Returning company property

All employees are expected to submit all of the company's assets including but not limited to any camera gear, drones, equipment, company credit cards, vehicle, etc. before the last day of the notice period. Any conduct contrary to this rule may halt/abort your termination process.

References

Upon request a reference letter may be written for those employees who leave on good terms. Drone Home Media will confirm any former employees' employment upon request.

Exit interviews

In order to enhance employee satisfaction, your supervisor may conduct an exit interview. You are requested to co-operate and be honest about the same.

8. Employee acknowledgment

At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook

Employee:

I acknowledge that I have been provided with a copy of the (the "Company") Employee Handbook, which contains important information on Drone Home Media's policies, procedures and benefits, including the policies on Anti-Harassment Discrimination, Substance Use and Abuse and Confidentiality. I understand that I am responsible for familiarizing myself with the policies in this handbook and agree to comply with all rules applicable to me.

I understand and agree that the policies described in the handbook are intended as a guide only and do not constitute a contract of employment. I specifically understand and agree that the employment relationship between Drone Home Media and me is at-will and can be terminated by Drone Home Media or me at any time, with or without cause or notice. Furthermore, Drone Home Media has the right to modify or alter my position, or impose any form of discipline it deems appropriate at any time. Nothing in this handbook is intended to modify Drone Home Media's policy of at-will employment. The at-will employment relationship may not be modified except by a specific written agreement signed by me and an authorized representative of Drone Home Media. This is the entire agreement between Drone Home Media and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded.

I understand that Drone Home Media reserves the right to make changes to its policies, procedures or benefits at any time at its discretion. However, the at-will employment agreement can be modified only in the manner specified above. I further understand that Drone Home Media reserves the right to interpret its policies or to vary its procedures as it deems necessary or appropriate.

I have received the Drone Home Media's Employee Handbook. I have read (or will read) and agree to abide by the policies and procedures contained in the Handbook.

Printed Name:

Signed:

Date: