

Sew Happy Sewing, Inc.

Employee Handbook

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Section 1: Introduction

1.1 Introduction

This Employee Handbook (“Handbook”) is designed to summarize Sew Happy Sewing, Inc.’s (the “Company”) personnel policies and to acquaint employees with many of the rules and procedures concerning employment with the Company.

Compliance with the Company’s rules, policies and procedures, then existing, written in this Handbook or if not covered in the Handbook oral, is a condition of employment. This Handbook supersedes all written employee handbooks/policies/procedures previously issued by the Company.

The Company reserves the right to modify, rescind, delete, or add to the provisions of this Handbook from time to time in its sole discretion consistent with applicable law. The Company will attempt to notify employees of any significant changes that affect them; however, changes will take effect regardless of whether employees receive such notice. This Handbook is not a binding contract between the Company and its employees, nor is it intended to alter the at-will employment relationship between the Company and its employees. The Company reserves the right to interpret the rules, policies and procedures in this Handbook, and those oral rules, policies and procedures not otherwise covered in the Handbook, in its sole discretion.

1.2 What Is Sew Happy Sewing, Inc.

The Company was created by Kim Mulcahy in 2012. Based in Westchester, NY, the Company offers after school programs, camps, workshops, sewing machines schools and private lessons across 3 states and in over 80 schools. Sew Happy is now offering virtual classes.

The Company’s goal is to bring back the important and fundamental life skill of sewing to America’s next generation by updating a traditional pastime into a fun, modern activity which will appeal to the kids of today.

1.3 At-Will Employment

Employment with the Company is at-will, unless otherwise specified in a written employment agreement, or otherwise provided by law. This means employment with the Company is not for any specified period and may be terminated by the employee or the Company at any time, with or without cause or advance notice. In connection with this policy, the Company reserves the right to modify or alter the employee’s position, in its sole discretion consistent with applicable law, with or without cause or advance notice, through actions other than termination, including demotion, promotion, transfer, reclassification, or reassignment. In addition, the Company reserves the right to exercise its managerial discretion in imposing any form of discipline it deems appropriate.

No person other than Kim Mulcahy, President of the Company, has the authority to enter into an agreement contrary to this statement.

Section 2: Dress Code, Personal Grooming and Hygiene

2.1 Purpose

The purpose of our dress code, personal grooming and hygiene policy is to ensure employees understand what is required of them with regards to dress code, personal grooming and hygiene while representing the Company. The standards outlined below are minimum requirements to which all employees must adhere.

2.2 Why Does It Matter

Due to the nature of our business, employees and students will be in contact with equipment that could cause harm (for example, scissors, needles and sewing machines). Our primary concern is the safety of our employees and students.

How employees present themselves reflects upon the Company and the public image of the Company and ultimately the success of the Company. We expect employees to be well-groomed and professional in appearance when representing the Company.

2.3 Personal Grooming & Hygiene Requirements

- Hair should be clean. Long hair should be tied back.
- If jewelry is worn, it should be limited to close fitting items or items that can be kept under clothing. No long necklaces or dangly earrings. Employees should not wear jewelry that could interfere with equipment and thereby cause a safety issue.
- Make-up must be professional and conservative.
- Some people are sensitive or allergic to fragrant products, including perfumes, colognes, fragrant body lotions or hair products. For that reason, fragrant products, if used, should be used in moderation. (N/A for virtual classes)
- Hands and nails should be clean and conservatively manicured.
- Food must not be consumed by employees except at the designated lunch or snack times and in the designated lunch or snack locations. No NUTS or foods contain nut ingredients are allowed under ANY circumstances.

2.4 Dress Code

For all programs and classes, Sew Happy instructors are to wear a plain shirt, t-shirt or dress, plain pants, jeans, skirt, dress or leggings. If a Sew Happy apron has been provided, this must be worn for every class.

All clothing including the Sew Happy apron should be clean and presentable.

Employees should not wear any clothing that could interfere with equipment thereby causing a potential safety issue, this includes wide and/or baggy sleeves, long tassels, ties, and loose ribbons.

The following are not acceptable and should not be worn:

- Any clothing that displays profane language statements, or promotes personal causes, including politics, religion, sexuality, race, age, gender, and ethnicity.
- Crocs or other plastic/rubber footwear, or open toed footwear, including sandals, and flip flops.
- Sweatpants or other exercise wear, or beachwear.
- Shorts that are shorter than mid-thigh.
- Low-rise or hip-hugger pants or jeans.
- Crop tops, clothing showing midriffs or spaghetti straps.

Section 3: The “Sew Happy Way”

3.1 What Is The “Sew Happy Way”

The Sew Happy Way is our way of thinking, doing and being, while together in a positive and encouraging environment.

The guidelines (which can be found in the Instructor Binder) are intended to ensure we interact with students using a consistent and common manner and create a positive experience for students across the Company. While employees are provided with specific technical instructions to follow with regard to making actual projects, etc., the Sew Happy Way envelops the entire session.

The basics of the Sew Happy Way are simply that employees should: talk to the students in a positive affirming way, set up their surroundings to allow them to follow the Sew Happy Way, know what they are expected to do in varying behavioral or social scenarios, and ensure students are also aware of the Sew Happy Way and consequences for misbehavior.

3.2 Consequences

For both safety purposes and for the success of the session, there needs to be consequences for both good and attentive behavior along with consequences for negative behavior. As the instructor, employees should be familiar with the appropriate consequences under the Sew Happy Way.

At the first class of every session you will collaborate with the students to create a list of Classroom Rules. At each consequent session you will remind students of the classroom rules.

The consequences for not following the Sew Happy Way are:

- 1. The student will first be given a warning and asked to follow the classroom rules.**
- 2. If they are still having trouble following the classroom rules he/she will be asked to sit at the teacher table until they are ready to follow the Sew Happy Way.**
- 3. If a student still isn't ready to participate in the class even after two warnings, you need to alert the coordinator of the program (if it's an after school program, the school coordinator), so they can follow their policies and/or contact the parents/guardian. If the program is independently run by the Company, contact the office for us to escalate any behavioral matters with parents/guardians.**

In the case of virtual classes:

- 1. In a private chat, say to the student “I see you are having difficulty focusing on your sewing today. Please try to focus.”**
- 2. You still seem to be having difficulty following our classroom rules. I am going to mute you. If you have a question please use the “Raise hand” button. When you show me you can follow the classroom rules I will unmute you.**
- 3. You are still not following the classroom rules. I am now going to contact the school co-Ordinator/ your parents.”**

Section 4: Session Guidelines

4.1 General Guidelines For All Employees

Employees must make every effort to, and conduct themselves at all times so as to, advance the best interests of the Company.

Employees must attend mandatory training sessions and business meetings at such times and places as may from time to time be designated by the Company.

Employees must deliver the sessions consistent with the training received and any additional information provided by the Company, and any specific project instructions or other instructions, written or oral, given by the Company, including any in this Handbook.

Cell phone use is not allowed during a session. Cell phones should be away and out of sight. They may only be used to make an emergency contact, if necessary.

4.2 Specific Guidelines For Lead Instructors

In addition to the General Guidelines for All Employees in Section 4.1, the following are additional and specific requirements of any Lead Instructor running a session (be that an after school/recess program, a camp, a workshop, private lesson, virtual class or any other session or session type). If an employee is the only instructor present at a session, they are by default deemed to be the Lead Instructor.

4.2.1 General

If requested to, complete the Red Cross Epi-pen Training (online, estimated 30 minutes). The Company will pay for the training, however, the employee will not be paid for the time to take the training.

When deemed necessary by the Company, meet with the Company, at our office or elsewhere if agreed, to go over in detail the full session plan and delivery of this plan (estimated meeting duration between 1 to 2 hours for a camp). For after school or recess programs this meeting will take place at the beginning of the school year.

Prior to any session and in good time to clarify, be familiar with all information contained within the Instructor Information Form. Request any clarifications or changes necessary to the Instructor Information Form in good time prior to the start of the session.

Collect supplies and equipment from the office at 154 East Boston Post Road, Mamaroneck, NY (or another location if agreed) at an agreed time and date prior to the session, this being at a minimum 3 business days prior to the start of the session. Check against the inventory for the session that everything required has been supplied. Discrepancies must be highlighted at least 3 business days prior to the start of the session so that any issues can be resolved in time.

Transport supplies and equipment to the session location. At the end of the session, return to the Company any excess supplies and materials, and all equipment. Ensure the returned supplies, materials, and equipment are organized and accounted for.

Set up the room (furniture, equipment, supplies, etc.) prior to the start of the session and ensure all equipment is working and in good order.

For each session, arrive prior to the program start time to ensure the program is 'ready to go' when students arrive. How long prior to the start time is necessary will differ depending on what set up is required. For example, if machines need to be collected from storage cupboards and set out. However, at a very *minimum* on the first day of a session the Lead Instructor is expected to be onsite 1 hour prior to the start time and then 30 minutes thereafter. This is not flexible. For hand sewing sessions delivered in schools the Lead Instructor must at a very minimum on the first day of session be onsite 30 minutes prior to the start time and 15 minutes thereafter. For private classes in a private home the Lead Instructor must at a very minimum be onsite 15 minutes prior to the first session and 10 minutes thereafter.

Be present in the classroom and/or place where the session takes place throughout the session. Do not leave the premises during a session. Never leave students alone.

For virtual classes be ready 15 minutes before the class starts and check in with the Sew Happy coordinator

4.2.2 Attendance

Maintain attendance records for each session and provide same to the Company upon completion of the session, or upon request by the Company.

Attendance requirements differ depending on the type and structure of the session. For sessions where the Company has registered the students and is running the program independently of any other organization the following is required:

- Ensure the students are listed on the attendance sheet for that program (and therefore expected to attend);
- Check that the same person will be collecting the student at the end of the session, if not, ensure they give you the information in advance as to who will be collecting the student;
- Collect and review student documentation where it is indicated it is required (such as registration forms);
- Ensure that contact information for all guardians is provided each day; and
- Ensure you are aware of any allergies and that epi-pens are provided by guardians where an allergy has been indicated and the student has an epi-pen prescribed.

For sessions at schools or places where the Company is not registering the students directly, employees must acquire information themselves of that organization's attendance sign in policy.

4.2.3 Dismissal

For each session, stay after the finish time until each student is dismissed to their guardians and/or the onsite coordinator (if that is the policy).

Dismissal requirements differ depending on the type and structure of the session. For sessions where the Company has registered the students and is running the session independently of any other organization, ensure each student is dismissed to the guardian who signed them in at attendance or if different, as agreed in advance by the guardian. The guardian should have provided the name of who will be collecting the students when signing them in at the start.

For sessions at schools or places where the Company is not registering the students directly, employees must acquire information themselves of that organization's dismissal policy. If the organization's dismissal policy is unclear, you are responsible for dismissing students to guardians. If it is 10 minutes past the end of the session and a student has not yet been dismissed, then you should sign over all remaining students

to the coordinating person in charge. If you cannot not find a coordinator to take the student, you must stay with them. NEVER LEAVE A STUDENT ALONE. If there are any issues with late pick up, inform the Company for us to investigate.

At the end of a session, ensure the supplies and equipment are accounted for and check that all machinery is working. If the room needs to be cleared between sessions, ensure supplies and equipment are stored safely and securely and as agreed with the venue. If equipment can be left out, ensure the room is tidied, all supplies cleared away and ready for the next session.

4.2.4 Overseeing Instructors

Where other instructors are working with you, oversee them and their responsibilities. For example, as the Lead Instructor you must:

- Have a first day meeting with the other instructors, prior to the start of the session, to discuss the session plan, how the session is going to run and their duties;
- Ensure instructors are aware of their roles and responsibilities;
- Ensure instructors are dressed appropriately and wearing, if provided, Sew Happy T-Shirts;
- Make all instructors aware of allergies or medical issues that need to be monitored more closely;
- Keep instructors on track and redirect where necessary;
- Ensure instructors are acting in a safe and professional manner; and
- Escalate any issues to the Company.

4.2.5 Overseeing Students

As Lead Instructor you must, take overall responsibility for the wellbeing, safety and instruction of the students. For example, when applicable, as the Lead Instructor you must:

- For programs run by the Company independently, ensure you are aware of any allergies and that epi-pens are provided by guardians where an allergy has been indicated and the student has an epi-pen prescribed. Keep an area which is out of bounds of students, but accessible, where epi-pens can be kept.
- Ensure that the ironing station (where the iron and ironing board will be located) is out of the way of the general area, that it is against a wall and where students will not be walking by, and that only one student at a time is present at the ironing station.
- Ensure the iron is switched off when not in use.
- Ensure when the iron is switched on, that an instructor is always present and only an instructor uses the iron.
- Ensure the students are accounted for throughout the session, take regular headcounts.
- Ensure the students are behaving in a safe and acceptable manner and redirect as necessary. Refer to the "Sew Happy Way".

If a student misbehaves follow the consequences of the "Sew Happy Way". If a student's behavior does not improve using the Sew Happy Way and the student remains unreasonable, then depending on the session type do the following:

- A session being delivered in a school such as an after school club, or a session where the students are registered and organized through another company (for example the GA camp organized by GA), inform the after school coordinator, camp coordinator or similar, either immediately (if necessary) or at the end of the session. Additionally, complete an "Incident Report Form" and send this to the Company within 24 hours of the incident.

- A session being delivered by the Company and organized fully by the Company where students are dismissed directly to guardians, make that the guardian is made aware of the behavior that was unacceptable, and ask them for their support in addressing the behavior. Let the Company know if you need further support and guidance as what to do if the inappropriate behavior continues to the next session.

4.3 Specific Guidelines For Assistant Instructors

In addition to the General Guidelines for All Employees in Section 4.1, the following are additional and specific requirements for Assistants (at any program, be it an after school/recess program, a camp, a workshop, private lesson or any other session or session type).

For camps, on the first day arrive 1 hour prior to the camp start time. For all other classes and programs always be in the classroom 15 minutes prior to the start time to ensure you are ready and prepared.

Follow the instructions of the lead instructor at all times.

4.4 Instructions For Project Completion

Each Sew Happy project has a corresponding set of detailed instructions. Review these thoroughly prior to starting the session and, if you have not previously made that project, prepare a sample.

If a project requires a sample to be completed, ensure this is complete before the first day of a class. This counts as part of your training. Make the sample by following the instructions precisely.

If you have any questions after reviewing the instructions or using them to make a sample, please clarify them with the Company prior to the session starting.

The instructions and methods the Company uses have been carefully considered, are continually updated and tested. The instructions and methods are intended to create a common approach to our sessions. They ensure all instructors are using the same methods. Depending on the type of project, there may be week by week steps. Follow the plan as per the number of weeks available for your session.

Do not allow any one student to move ahead of the instructions for that week. At the start of each class, everyone must be starting at the same point. If a student finishes what is required during a class and has time to spare, allow them to work on their practice piece or ask them to do more elaborate stitching to their project (for example adding a pattern or their initials).

Check for the quality of sewing, if a student is rushing and their work is not as good as it could be (being aware of their skills and ability) ask them to work on it some more. Guide all students to use the stitching guidelines on the project, each week point these out and explain how to use them.

The instructions are very precise and each week is broken down into a manageable project, therefore most classes should go to plan. However, it may be from time to time that a class falls behind, evaluate this around week 3 and from then onwards. At this time, review the instructions to see where you can make up time later in the program and/or what aspects may be optional, and therefore omitted in subsequent weeks. Make suitable changes and plan ahead. Be conscious of the core aspects of the project you are delivering and what is essential to make that project work and how long those aspects take to complete. For example, for a pillow, if sewing around and stuffing the pillow takes the entire last 2 weeks you MUST allow time to do this and cannot get to the last week without this being on schedule. If a bag requires handles, then handles must be included.

When preparing your supplies and separating the projects, keep the scrap pieces of felt and if an entire class is ahead, then on the last week you can have a free sew week where students use the scraps to work on items of their own choice.

The instructor pay includes an expectation of 15 to 20 minutes of catch up project work and/or preparation time. You must arrive at a class ready and prepared. If a student has missed a week and will not now be able to move ahead with everyone else, catch them up between classes. For example, if they missed a week where only decorative work was completed or a non-essential aspect of the project, it may be unnecessary for you to catch them up. If, however, they missed a step that now means they cannot continue (like sewing on handles to a bag or starting to stitch up a pillow) then it is required they are caught up prior to the next class. Each week everyone must start at the same point.

Always have supplies ready and organized.

4.5 Materials & Equipment

All supplies, material and equipment required to complete a session will be provided by the Company. Use only what has been supplied by the Company, unless you have prior consent of the Company to use alternatives for a particular session.

Do not use glue unless told to do so.

Do not use any needles, except those provided by the Company.

If you need additional supplies, please contact the Company as far in advance as possible.

Once a session is complete, return binders and your supply bin to the Company. Return to the Company any excess supplies and materials, and all equipment. Ensure the returned supplies, materials, and equipment are organized and accounted for. Make a note of any issues regarding machinery.

4.6 General Guidelines For Working With Students

As much as is possible, avoid having your back to students and stay where you can keep an eye on your entire group. Avoid discussions about personal life issues (neither your own, that of the students or anyone else), politics, religion and other personal matters in front of the students. If a student should bring up such topics, do not engage in such discussion yourself. Where possible, bring the conversation back to the tasks being completed.

Ensure you do not use inappropriate language.

Do not initiate hugs or physical contact with students beyond what is necessary to deliver instruction.

Do not show favoritism, constantly teasing or discipline a student other than as set forth above under Section 3.2.

Do not go into a restroom with a student. Send students in twos to use the restroom (unless the school have specified a different policy in which case follow their policy).

Do not transport students to a session or home from a session.

Do not allow students to use their cell phones and cell phones should be out of sight in their bags.

Let the Lead Instructor know of any behavior that appears suspicious or odd. If you are the Lead Instructor, refer to the guidelines for the Lead Instructor above.

If a student misbehaves follow the consequences of the Sew Happy Way, does not improve or they remain unreasonable, inform the Lead Instructor. If you are the Lead Instructor, refer to the guidelines for the Lead Instructor above.

Students have a right to privacy. Do not gossip about any student or group of students. If an incident happens, proceed with care with regards to the student's right to privacy. The best way to do this is by only sharing the information with other professionals in charge on a "need to know" basis. Once an instructor has made both Sew Happy and the on-site coordinator aware of an issue involving a particular student, that instructor should take care to not discuss the situation with anyone else as the sharing of the student's name, the name of the school or any details of the situation may be viewed as a violation of a student's right to privacy.

Section 5: When I Work

Below is an example template for the Instructor Information Form. You may receive this information in an email it will not necessarily be a form attached

Sew Happy Instructor Information
Session Type: (i.e. after school, private lesson)
____ School, ____ Session

Section 6: Incident Report Form

Below is an example template for the Incident Report Form

Sew Happy After School Clubs Incident Report Form

Date of Incident: _____ School: _____

Student's Name: _____

Sew Happy Instructor's Name: _____

Check which option applies:

<ul style="list-style-type: none">• Refusing To Work On Project		<ul style="list-style-type: none">• Destroying Property	
<ul style="list-style-type: none">• Throwing Items		<ul style="list-style-type: none">• Talking Without Permission	
<ul style="list-style-type: none">• Disrupting With Noises		<ul style="list-style-type: none">• Using Inappropriate Language	
<ul style="list-style-type: none">• Teasing Classmates		<ul style="list-style-type: none">• Refusing To Follow Directions	
<ul style="list-style-type: none">• Moving Out Of Assigned Area		<ul style="list-style-type: none">• Using Physical Aggression	
<ul style="list-style-type: none">• Employing Excessive & Inappropriate Attention-Seeking Behaviors		<ul style="list-style-type: none">• Sleeping	

Please report and send a copy of this form to Sew Happy

Sew Happy Instructor Signature: _____

Date: _____

Section 7: Accident Report Form

Below is an example template Accident Report Form

Sew Happy After School Clubs
Accident Report Form

Date of Accident: _____ School: _____

Student's Name: _____

Sew Happy Instructor's Name: _____

Describe how the accident occurred

(at the very minimum include where the accident happened, what the student was doing at the time and how the accident happened):

Describe the injury and to what part(s) of the body the student is injured
(i.e. a cut to the little finger of right hand, bump to forehead)

What action was taken to assist the student
(i.e. bandage placed over the cut, cold water applied, 911 dialed)

Who was informed of the accident
(i.e. parent or caregiver, after school coordinator at school)

Was a photograph of the injury taken and sent to Sew Happy

Sew Happy Instructor Signature: _____

Date: _____

Section 8: Compensation Policy

8.1 Pay

Employee hours will vary. Employees may teach a variety of sessions on behalf of the Company. Each session will be at such times and dates, and such locations, as may be agreed by the employee and the Company from time to time. In consideration of employees' services, they will be paid based on the role and length of session they have taught as per the pay schedule provided in their offer letter or subsequent updated pay schedule as provided.

Employees should track the roles and sessions they have completed. Hours worked on the 1st and up to and including the 15th of each month will be paid on the 21st of that month. Hours worked on the 16th and up to and including the last day of that calendar month, will be paid on the 7th of the following month. The company pay employees bimonthly, the pay dates being the 7th and 21st of each month. In the event either the 7th or the 21st of a month fall on a weekend, public holiday or a day upon which the Company's office is closed, then payment will be made on the next following business day.

Paychex is used by the company to run payroll. Employees must register on www.paychexflex.com to see their paystubs that shows gross pay, deductions and net pay amounts. Payments will be made via direct deposit and it is the employee's obligation to ensure the Company has all the correct and necessary information to set up such direct deposit.

8.2 Expenses; Mileage; Background Checks

Employees are responsible for all expenses they incur while performing services for the Company. Expenses include automobile and other travel expenses, meals and background checks. However, in the event an employee travels more than fifteen (15) miles one way between their residential address (as set forth in the records of the Company) and a session location necessary to complete the services for a session, then the employee shall be entitled for each mile travelled over fifteen (15) miles one way to the then Standard Mileage Rates published annually by the Internal Revenue Services. As of 2017, the Standard Mileage Rate is \$0.535 per mile.