

Name		DOB	
Address		SS#	
City-Zip		Salon Location	

This handbook is designed to be a summary of personnel policies and practices as they apply to all BOGO TANNING personnel. Although this document is not a contract of legal document, it does provide a working guide for use in understanding and applying all policies and practices. It is meant to be helpful to all employees and working supervisors. Please understand that circumstances may arise requiring changes in the policies, practices and benefits described in this manual. Accordingly, BOGO TANNING reserves the right to amend the contents as it deems appropriate. Should any provision in the Employee Handbook be found to be unenforceable or invalid, such finding does not invalidate the entire Employee Handbook, but only that particular provision. This Employee Handbook replaces and supersedes any and all other BOGO TANNING Employee Handbooks, or other BOGO TANNING, policies whether verbal or written. This manual does not constitute a contract of employment. All employees of BOGO TANNING are employees at-will, unless the terms and conditions of employment are otherwise specifically agreed to in a valid and enforcement written agreement.

BOG TANNING, continuing policy is to afford Equal Employment Opportunity to qualified individuals regardless of their race, color sex, religion, age, creed, marital status, national origin, ancestry, physical or mental disability, sexual orientation, affection preference, veteran status or citizenship status, or any other classification protected by law. This policy of equal opportunity encompasses all aspects of the employment, promotion and transfer, selection for training opportunities, wages/ salary administration, recruiting, hiring, compensation, benefits, layoff and rehires, termination of employment, recreation programs and the application of services, seniority, employee benefit plan policies and other terms and conditions of employment as provided by law. BOGO TANNING, as part of its commitment to Equal Employment Opportunity, adheres to all City, State, and Federal laws with respect to Equal Employment Opportunity.

However, if anyone feels they have been treated unfairly in any aspect of their employment, we want to assure you that you have an opportunity to present your concerns. BOG TANNING will make special efforts to ensure that all supervisory personnel understand and effectively implement this policy. Further, all complaints of discriminatory treatment in violation of this policy must be emailed to islandstanning@yahoo.com, so that an internal investigation may be undertaken promptly. At the conclusion of the investigation and/or within a reasonable time thereafter, an officer of Islands will contact the employee(s) and communicate their findings if appropriate. Any employee, including managers, involved in, or condoning, discriminatory practices with be disciplined up to and including termination.

We must all realize that it is the responsibility of each and every employee of BOGO TANNING to give our policy of Equal Employment Opportunity real meaning through our full support. All members of management are primarily responsible for seeing that BOGO TANNING Equal Employment policies are implemented, but all staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

AT WILL EMPLOYMENT:

I acknowledge that consideration for employment is contingent on the results of a reference check, credit check, criminal record check, background check, negative drug screen result, my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986 and upon verification of the information provided by me in my application, my resume, or other parts of the application process understand that in making this application for employment, BOGO TANNING or any agent acting on its behalf may request an investigative consumer report or other such information obtained through personal interviews with third parties such as neighbors, friends, business associates, financial sources and acquaintances. I authorize BOGO TANNING, its affiliates, and representatives to verify all information provided by me in the application process and to inquire into my character, general reputation, personal characteristics, and mode of living. I expressly authorize all employers, personnel, schools, companies, corporations, and law enforcement agencies to supply any and all information concerning my qualifications for employment and to verify the information given by me herein or elsewhere in the application process. In consideration for being a candidate for employment, I release BOGO TANNING, related entities, as well as any individual or entity providing information from any and all liability in connection with inquiries and investigations, information given, decisions made, or action taken concerning my employment based on such information. I further understand that I have a right to make a written request within a reasonable period of time to receive additional detailed information concerning the nature and scope of the investigation.

I understand that employee screening or other tests, including drug screen, may be a condition of employment and refusal to take such tests when asked will subject me to termination. I also understand that no person is authorized to enter into written employment contracts on behalf of the BOGO TANNING. I hereby BOGO TANNING and upon my acceptance of employment, I expressly acknowledge that no such verbal promises, inducements, or verbal contracts have been made. If hired, I understand that my employment is for no definite period of time and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice and with or without cause. In consideration of my employment, I agree to conform to the policies of BOGO TANNING. I hereby certify that the information provided on the form is true and complete. I understand that any omission or false or misleading information on this form, my resume or in any other aspects of the employment process may result in termination of my employment and/or personal liability for any damages caused by the submission of false information. A copy of this authorization shall have the same authority of the original.

NON-HARASSMENT POLICY:

BOGO TANNING strives to provide a work environment that is pleasant professional, and free from intimidation, hostility or other offenses, which might interfere with work performance. Harassment of any sort- verbal, physical, and/ or visual will not be tolerated.

1. What is Harassment?

Workplace harassment can take many forms. It may be but is not limited to words, signs, cartoons, pictures, posters, statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of an offensive or harassing nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

2. Responsibility

All employees regardless of their position(s) have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must email: islandstanning@yahoo.com. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and immediate action, whether or not the victim wants BOGO TANNING to do so.

Any incidents of harassment must be immediately reported by emailing islandstanning@yahoo.com upon receiving a report of harassment, an appropriate investigation and disciplinary action will be taken, if appropriate. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate would be subject to severe disciplinary action up to and including termination. ISLANDS TANNING will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

SEXUAL HARASSMENT POLICY:

1. Statement of Purpose and Scope

BOGO TANNING is committed to maintaining a work environment free of unlawful discrimination and harassment, and therefore, has zero tolerance for workplace sexual harassment. Sexual harassment consists of any unwelcome conduct whether verbal, visual, or physical, that is based upon a person's gender. Such conduct is unlawful and Prohibited whether it affects tangible job benefits, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive working environment. Sexual harassment undermines the integrity of the employment relationship. All employees have the right to work in an environment free from unsolicited and unwelcome sexual overtures. BOGO TANNING will not tolerate any form of gender-based or sex-based discrimination, including any kind of sexual harassment against any employee or applicant for employment. Such discrimination violates federal and state law, and BOGO TANNING Sexual Harassment Policy.

2. Definition

Sexual harassment consists of unwelcome advances, requests for sexual favors, and other verbal, visual, and physical conduct of a sexual nature whenever:

- A. Submission to the conduct is made either in explicit or implicit condition of employment;
- B. Submission or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- C. Harassing conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

3. Application of Policy

The prohibition against sexual harassment applies to everyone—managers, supervisors, salaried and hourly workers, temporary employees, contractors, vendors and visitors. BOGO TANNING will not tolerate harassment of any kind by anyone.

4. Reporting Sexual Harassment

Any employee who believes that they have been sexually harassed should report the incident by emailing service@bogotanning.com.

If you consider a discussion with your supervisor inappropriate, you may bypass your supervisor and report the incident by emailing service@bogotanning.com

Complaints of sexual harassment will be investigated thoroughly and quickly. Whenever appropriate, disciplinary action will be taken against the harassing party, up to and including termination. BOGO TANNING will also take appropriate action to deter further sexual harassment. Victims of sexual harassment will handle such reports in the same fashion as complaints.

5. Confidentiality

Any allegation of sexual harassment emailed to service@bogotanning.com will be promptly investigated. Confidentiality will be maintained through the investigatory process to the extent practicable under the circumstances.

6. Protection against Retaliation

BOGO TANNING will not in any way retaliate against any employee who makes a complaint of sexual harassment or against any participant in the investigation, nor will it permit any supervisor or employee to do so. Retaliation is a serious violation of the sexual harassment policy and should be reported immediately. Any employee found to have retaliated against another employee for reporting sexual harassment would be subject to the same disciplinary action described above.

COMPENSATION:

Commission: Islands Employees get paid a bonus on their first paycheck of the month, which is issued on the 5th day of each month; this bonus will be based off of the employee's sales for the previous month. In order to receive your bonus you must be currently employed with Islands Tanning. Islands Tanning will no longer be paying commission bonuses to employees that are not currently scheduled for work during that pay period. If the employee quits or is terminated all of their commission bonuses will be forfeited. It is agreed to get paid more than minimum wage, each salesperson much produce 2X over the counter (Good/Retail) revenue then agreed upon wage.

Time Clock: Islands Tanning employees will not be paid for unscheduled time on the clock, and if the employee has "forgotten" to clock out they will forfeit all unscheduled hours for that shift (any time hours worked more than what's scheduled will not be paid.) Islands Tanning reserves the right to fine each employee for not following the time clock procedures. I am allowed to clock in 15 min prior to shift start time and no earlier. I am allowed to clock out 25 min after shift end time to close the salon properly. I will be fined if I do not clock in and out at the time I have been scheduled for (\$5.00 per.) If I do not clock in or out at the times I have been scheduled to work, I agree that I will forfeit all unscheduled hours for that shift.

BOGO TANNING FACEBOOK/ MEDIA POLICY:

As an employee of ISLANDS TANNING I will not post any negative comments, reviews, or remarks of any kind on Facebook or any other review sites. I will not post any swear words, inappropriate photos/videos, or sexual content of any kind on my personal Facebook and will immediately delete any of this content put on by myself or others off my Facebook page. I agree to adhere to these standards. I understand that if I violate these terms I may be subject to disciplinary action and or leading to a Civil Lawsuit.

Dress Code:

It is agreed that I will purchase two BOGO TANNING company shirts at \$20.00 per shirt. It is also agreed that BOGO TANNING will deduct the cost of the two shirts out of my first paycheck following this request in the amount of \$20 per shirt. I am authorizing BOGO TANNING to make the above deductions from my next pay check.

Bed Cleaner Acknowledgement:

All employees of BOGO TANNING acknowledge the position of "Bed Cleaner" as being a strenuous position (up to and including continuous bending, lifting, kneeling, etc.) With accepting this position and in signing, it is understood that BOGO TANNING is not, and will not at any time in the future be held responsible for any medical problems and/ or liabilities related to the mentioned position.

Acknowledgement and Receipt of Employee Handbook:

I have received and read a copy of BOGO TANNING Employee New Hire Docs. I understand that all policies and benefits described in it are subject to change at the sole discretion of BOGO TANNING at any time.

At Will Employment:

I further understand that, my employment is at will, and neither BOGO TANNING nor myself has entered into a contract regarding the duration of my employment. I am free to terminate my employment with BOGO TANNING at any time, with or without reason. Likewise, BOGO TANNING has the right to terminate my employment or otherwise discipline, transfer, or demote me at any time, with or without reason, at the discretion of BOGO TANNING. No employee of BOGO TANNING can enter into an employment contract for a specific period of time, or make any agreement contract to this policy without the written approval from the owners.

I HAVE READ AND ACCEPT THIS BOGO TANNING NEW HIRE HANDBOOK:

BOGO TANNING NEW HIRE W4

W4 FORM 2014

Form W-4 (2014)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2014 expires February 17, 2015. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,000 and includes more than \$350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than \$1,000,000.

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2014. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.

Personal Allowances Worksheet (Keep for your records.)

A Enter "1" for **yourself** if no one else can claim you as a dependent **A** _____

• You are single and have only one job; or

B Enter "1" if: { • You are married, have only one job, and your spouse does not work; or **B** _____

• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.

C Enter "1" for your **spouse**. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) **C** _____

D Enter number of **dependents** (other than your spouse or yourself) you will claim on your tax return **D** _____

E Enter "1" if you will file as **head of household** on your tax return (see conditions under **Head of household** above) **E** _____

F Enter "1" if you have at least \$2,000 of **child or dependent care expenses** for which you plan to claim a credit **F** _____

(Note. Do **not** include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)

G **Child Tax Credit** (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. **G** _____

• If your total income will be less than \$65,000 (\$95,000 if married), enter "2" for each eligible child; then **less "1"** if you have three to six eligible children or **less "2"** if you have seven or more eligible children.

• If your total income will be between \$65,000 and \$84,000 (\$95,000 and \$119,000 if married), enter "1" for each eligible child

H Add lines A through G and enter total here. **(Note.** This may be different from the number of exemptions you claim on your tax return) ▶▶ **H** _____

• If you plan to **itemize or claim adjustments to income** and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.

• If you are **single and have more than one job** or are **married and you and your spouse both work** and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.

• If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 below.

For accuracy, complete all worksheets that apply. {

Separate here and give Form W-4 to your employer. Keep the top part for your records.

<p>Form W-4 Department of the Treasury Internal Revenue Service</p>	<p>Employee's Withholding Allowance Certificate</p> <p>▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	<p>OMB No. 1545-0074</p> <p style="font-size: 24pt; font-weight: bold;">2014</p>
<p>1 Your first name and middle initial _____ Last name _____</p>		<p>2 Your social security number _____</p>
<p>Home address (number and street or rural route) _____</p>		<p>3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</p>
<p>City or town, state, and ZIP code _____</p>		<p>4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶</p>
<p>5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) _____</p>		<p>5 _____</p>
<p>6 Additional amount, if any, you want withheld from each paycheck _____</p>		<p>6 \$ _____</p>
<p>7 I claim exemption from withholding for 2014, and I certify that I meet both of the following conditions for exemption.</p> <p style="padding-left: 20px;">• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and</p> <p style="padding-left: 20px;">• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.</p> <p>If you meet both conditions, write "Exempt" here _____ ▶ 7 _____</p>		

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature
(This form is not valid unless you sign it.) ▶

Date ▶