



5.13 – Complimentary Employee Account Policy

Policy Purpose and Scope

The purpose of this policy is to outline and describe how requests for complimentary employee accounts are submitted, approved and how they should be used.

Roles and Responsibilities

The Human Resources Department receives all complimentary employee account requests. Executive Staff reviews and approves all requests. The Billing Department is responsible for creating the account according to the specified criteria. Strict adherence to this policy is enforced by the Human Resources Director and Executive Staff in regards to compliance, conflict of interest and non-compete expectations.

Operational Procedures

This policy will detail the process of submitting a request and the conditions and requirements that need to be met for consideration.

Functions

An employee may submit a request for a complimentary PhotoBiz account for personal or other interests. New employees within the 90-Day probationary period are not eligible. Employees are not entitled to a complimentary account. Approval is completely at the discretion of the Executive Staff.

Complimentary account requests are submitted to the Human Resources Department with a Complimentary Request Form. The following criteria must be met to be considered for a complimentary account:

- Comply with **Item 4. Conflicting Employment** of the Employment Agreement
Not to engage in any other employment, or consulting activities without the prior written consent.
- Comply with **Item 9. Covenant Not to Compete** of the Employment Agreement
During the course of employment not to serve as a partner, employee, consultant, officer, director, manager, agent, associate, investor, or otherwise for directly or indirectly, own purchase, organize or take preparatory steps for the organization of or build, design, finance, acquire, lease, operate, manage, invest, in, work or consult for otherwise affiliate myself with, any business which is in competition with PhotoBiz's business or which offers services or products that are competitive with those offered by PhotoBiz.
- Each complimentary account must remain on the Copper Membership Level. Possible exceptions made with Executive Staff approval only.
- Cannot have the E-Commerce product on the account or sell any products or services. Possible exceptions made with Executive Staff approval only.



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Once Executive Staff approval is granted to an employee to receive a complimentary account, the Billing Department will create a new PhotoBiz account using Virtual Rewards and/or Virtual Credit according to the specifications detailed on the signed Complimentary Request Form.

Complimentary employee accounts are reviewed regularly for compliance. If at any time, compliance to this policy is breached or a complimentary employee account is being used improperly, the account will be closed immediately and can result in a write-up or termination.

Upon termination of employment, the former employee may decide to keep the PhotoBiz account and become responsible for the monthly membership fee and purchase of any additional products

If the former employee decides not to keep the account, the account will be closed according to current membership cancellation procedures.

All complimentary employment account documentation should be placed in each employee's file maintained by the Human Resources Department.