TRUE ORGANIC LLC

DIRECT DEPOSIT AUTHORIZATION FORM

Address 23 Paulownia, Rancho Santa Margarita, CA 92688 **Word location** Las Vegas, Nevada

This form authorizes True Organic LLC to deposit your wages directly into your bank account(s). Please complete all fields clearly. A voided check or bank letter must be attached to verify routing and account information.

1. Employee Information

Employee Name: _____

Address: _____

Phone Number: _____ Email: _____

Last 4 digits of SSN: _____

2. Bank Account Information

Bank Name: _____

Routing Number: _____ Account Number: _____

Bank Address: _____

Account Type: ☐ Checking ☐ Savings

Attach Voided Check or Bank Letter: ☐ Yes

3. Deposit Instructions

☐ Deposit 100% of my net pay into the account listed above

☐ Split deposit: % to this account and % to another account

If you wish to deposit into more than one account, please complete an additional form for each account.

4. Authorization and Agreement

I hereby authorize True Organic LLC to initiate automatic deposits of my pay into the account(s) designated above. I also authorize True Organic LLC to make debit entries or adjustments to correct any errors. This authorization will remain in effect until I submit a new authorization form or provide written cancellation notice at least 10 business days prior to the next scheduled payroll. I understand that final pay may be issued by paper check if required by law.

Employee Signature: _____ Date _____

HR Representative: _____ Date _____

TRUE ORGANIC LLC

EMPLOYEE EMERGENCY CONTACT INFORMATION FORM

Address 23 Paulownia, Rancho Santa Margarita, CA 92688 **Word location** Las Vegas, Nevada

This form is used to collect emergency contact details for all employees. Please complete this form accurately and notify Human Resources immediately if your contact information changes.

1. Employee Information

Employee Name: _____

Job Title: _____

Department: _____

Date of Hire: _____

2. Primary Emergency Contact

Full Name: _____

Relationship to Employee: _____

Address: _____

City/State/ZIP: _____

Phone (Home): _____ Phone (Mobile): _____

Email (if applicable): _____

3. Secondary Emergency Contact (Optional)

Full Name: _____

Relationship to Employee: _____

Address: _____

City/State/ZIP: _____

Phone (Home): _____ Phone (Mobile): _____

Email (if applicable): _____

4. Employee Authorization and Signature

I certify that the above information is accurate to the best of my knowledge. I authorize True Organic LLC to contact the individuals listed above in the event of an emergency involving me. I understand that it is my responsibility to update this information as needed.

Employee Signature: _____ Date _____

HR Representative: _____ Date _____

TRUE ORGANIC LLC

EMPLOYEE HANDBOOK (Short-Form Edition)

Work Location: Las Vegas, Nevada **Effective Date:** [Insert Effective Date]

Welcome Message

Welcome to True Organic LLC! We are pleased to have you as part of our team. This handbook provides an overview of key employment policies and practices applicable to all employees.

1. Employment Relationship

Employment with True Organic LLC is 'at-will', meaning either the employee or the Company may terminate employment at any time, with or without cause or advance notice. No supervisor or representative of the Company has authority to enter into an agreement contrary to this policy.

2. Equal Employment Opportunity (EEO) and Anti-Harassment

True Organic LLC is committed to equal opportunity in employment. We do not discriminate based on race, color, religion, sex, gender identity, sexual orientation, age, disability, national origin, veteran status, or any other protected characteristic. Harassment or discrimination of any kind will not be tolerated.

3. Employment Classification

Employees are classified as either Exempt or Non-Exempt under federal and state wage and hour laws. Non-Exempt employees are paid hourly and eligible for overtime; Exempt employees are salaried and not eligible for overtime.

4. Work Hours and Attendance

Regular full-time employees generally work 40 hours per week. Employees are expected to arrive on time and notify their supervisor in advance if they will be late or absent. Consistent attendance is an essential job function.

5. Wages, Overtime, and Payroll

Pay periods are biweekly. Employees are paid every two weeks for all hours worked during the pay period. Non-exempt employees receive overtime pay at one and one-half times their regular rate for hours worked over 40 in a week, in accordance with the Fair Labor Standards Act (FLSA) and Nevada law.

6. Meal and Rest Breaks (NAC 608.145)

Employees who work at least eight (8) consecutive hours are provided a 30-minute unpaid meal break. Employees are also entitled to a 10-minute paid rest break for every four (4) hours worked. Supervisors will schedule breaks to ensure proper coverage.

7. Paid Sick and Personal Leave (Front-Loaded, NRS 608.0197)

Full-time employees receive 40 hours of paid leave per calendar year, front-loaded at the start of employment. Leave may be used for any reason — including illness, family care, or personal needs — without the need to specify the reason. Employees become eligible to use paid leave after 90 days of employment. Unused leave does not carry over or get paid out at separation.

8. Workplace Conduct and Safety

Employees are expected to conduct themselves professionally, treat others with respect, and comply with all safety procedures. True Organic LLC maintains a zero-tolerance policy for workplace violence, threats, or harassment. Any employee who feels unsafe or witnesses unsafe behavior must report it immediately to a supervisor.

9. Confidentiality and Company Property

Employees must protect confidential and proprietary information, including customer data and company processes. All company property, equipment, and materials must be returned upon separation from employment.

10. Separation of Employment

Employees who choose to resign are encouraged to provide at least 30 days' written notice. Final paychecks will be issued in accordance with Nevada Revised Statute 608.020. All company property must be returned on or before the final day of work.

Employee Acknowledgment

I acknowledge that I have received, read, and understand the True Organic LLC Employee Handbook (Short-Form Edition). I understand this handbook is not a contract of employment and that my employment is at-will.

Manager Name: _____

Signature: _____ Date: _____

HR Representative: _____ Date: _____

TRUE ORGANIC LLC

EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM

Work Location: Las Vegas, Nevada **Effective Date:** [Insert Effective Date]

I acknowledge that I have received a copy of the True Organic LLC Employee Handbook (Short-Form Edition). I understand that the handbook provides important information about the Company's policies, procedures, and expectations. I agree to familiarize myself with its contents and abide by the policies and rules set forth.

I understand that the Employee Handbook is not a contract of employment and does not create any contractual rights. My employment with True Organic LLC is at-will, which means that either I or the Company may terminate the employment relationship at any time, with or without cause or notice, subject to applicable laws.

I further understand that the Company reserves the right to modify, revoke, suspend, terminate, or change any of the policies described in the handbook, in whole or in part, at any time with or without notice.

By signing below, I acknowledge that I have read and understand the statements above and agree to the terms contained in the Employee Handbook.

Manager Name: .....

Signature: ..... Date: .....

HR Representative: ..... Date: .....

TRUE ORGANIC LLC

NEW HIRE ONBOARDING CHECKLIST

Work Location: Las Vegas, Nevada **Effective Date:** [Insert Effective Date]

This checklist is designed to assist managers and HR staff with ensuring all steps of the onboarding process are completed for new hires at True Organic LLC. It covers documentation, orientation, training, and system setup.

1. Pre-Hire Preparation

- ☐ Offer letter signed and returned
- ☐ Employee Handbook issued
- ☐ Acknowledgment form signed
- ☐ Position classification verified (Hourly / Salary)
- ☐ Pay rate and commission structure confirmed
- ☐ Start date and schedule finalized
- ☐ Workspace, equipment, and login credentials prepared

2. First Day Essentials

- ☐ I-9 Form completed (within 3 days of hire)
- ☐ W-4 and state withholding forms completed
- ☐ Direct deposit information collected
- ☐ Company policies reviewed (attendance, conduct, safety)
- ☐ Emergency contact information received
- ☐ Orientation meeting completed

3. Training and Orientation

- ☐ Job duties and performance expectations reviewed
- ☐ Tour of work area and introductions
- ☐ Timekeeping and payroll process explained
- ☐ Safety and emergency procedures covered (SB 553 compliance)
- ☐ Paid Sick and Personal Leave policy explained (NRS 608.0197)

4. Post-Hire Follow-Up

- ☐ 30-day performance check-in completed
- ☐ Benefits eligibility reviewed (if applicable)
- ☐ Any required certifications or licenses obtained
- ☐ Employee file updated and securely stored

Manager / HR Sign-Off

Manager Name: _____

Signature: _____ Date: _____

HR Representative: _____ Date: _____

TRUE ORGANIC LLC

EMPLOYMENT OFFER LETTER & AGREEMENT

Position: Retail Sales Associate

Date: [Insert Date]
To: [Employee Name]
From: True Organic LLC
Business Address: 23 Paulownia, Rancho Santa Margarita, CA 92688
Work Location: On-site at True Organic Retail Location (Santa Margarita, CA)

1. Position and Start Date

We are pleased to offer you employment as a Retail Sales Associate with True Organic LLC ("Company"). Your start date will be November 1, 2025, or as mutually agreed. You will report to Mr. Ashen Madushanka, Sales Manager.

2. Nature of Employment

Your position is classified as Full-Time, Non-Exempt under the Fair Labor Standards Act (FLSA) and applicable Nevada labor laws (NRS 608). You are therefore eligible for overtime pay for all hours worked beyond forty (40) hours in a workweek, paid at one and one-half (1.5x) times your regular hourly rate.

Employment with True Organic LLC is at-will. Either you or the Company may terminate employment at any time, with or without cause or advance notice.

3. Compensation

- **Hourly Rate:** $15.00 per hour.
- **Work Schedule:** Approximately 40 hours per week.
  - Monday to Thursday: 10:00 a.m. – 10:00 p.m.
  - Friday to Sunday: 9:00 a.m. – 12:00 a.m.
  - Additional hours may be scheduled during peak seasons or special events.

Overtime Pay: Overtime is paid in accordance with federal and state laws for hours worked over 40 in a workweek.

Meal and Rest Breaks: You will receive all meal and rest periods as required under Nevada Administrative Code (NAC 608.145), including a 30-minute unpaid meal break for shifts over 8 hours and 10-minute paid rest breaks for each 4-hour period worked.

4. Commission and Incentive Compensation

In addition to your hourly pay, you will be eligible for commissions based on personal sales:

- 5% commission on total individual sales up to $50,000 per month; and
- 7.5% commission on total individual sales exceeding $50,000 per month, regardless of total shop sales.

Commission Details:

- Commissions are earned based solely on your personal sales performance.
- Commissions are paid monthly, following the month in which they are earned, once the sales transaction has been fully processed and payment received.
- Returns, discounts, and chargebacks are deducted from commissionable sales.
- Commissions are subject to applicable taxes and withholdings.

Target Expectations:

- First 2 Months: $40,000 in personal sales per month.
- Beginning January 2025: $60,000 per month sales target (Kiosk operations).

5. Term and Notice

This offer is for a 12-month renewable employment term, subject to continued satisfactory performance. The Company requests at least 30 days' written notice for voluntary resignation to allow for transition planning.

6. Job Responsibilities

You are expected to perform all duties typical of a Retail Sales Associate, including but not limited to:

- Providing excellent customer service and product knowledge.
- Promoting and selling merchandise in line with company goals.
- Operating the point-of-sale system and managing cash transactions accurately.
- Maintaining store presentation, restocking merchandise, and ensuring cleanliness.
- Supporting inventory management and loss prevention efforts.
- Collaborating with the sales team and management to achieve store objectives.

7. Company Policies and Standards

You agree to follow all True Organic LLC Systems, Orders, and Procedures (SOPs), as well as any future updates or employee handbooks implemented by the Company. Failure to comply with Company policy may result in disciplinary action, up to and including termination.

8. Benefits and Time Off

As a full-time employee, you are eligible for:

- Paid Sick Leave: Accrued at a rate of at least 0.01923 hours per hour worked (in compliance with NRS 608.0197).
- Rest and Meal Breaks as provided by law.
- Paid Holidays and Store Discounts (as applicable).
- Additional benefits may be introduced by the Company from time to time.

9. Equipment and Property

Any company-issued items (e.g., POS terminals, uniforms, promotional materials, or devices) remain the property of True Organic LLC and must be returned immediately upon separation from employment.

10. Confidentiality and Non-Disclosure

You agree not to disclose or use, during or after employment, any confidential, proprietary, or trade secret information of True Organic LLC, including customer lists, pricing data, or marketing strategies. This clause survives the termination of your employment.

11. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Nevada, without regard to its conflict of laws principles. Any disputes arising out of or related to your employment will be resolved in the state or federal courts located in Clark County, Nevada.

12. Entire Agreement

This document and its annexes constitute the complete agreement between you and True Organic LLC regarding the terms of employment. No verbal or prior written statements shall modify these terms unless both parties agree in writing.

13. Acceptance

Please sign and return this letter by [Insert Date] to confirm your acceptance of this offer.

Employee Acknowledgment

I acknowledge that I have read, understood, and agree to the terms and conditions of employment set forth in this letter.

Employee Signature: .....

Print Name: .....

Date: .....

Company Representative: .....

Title: .....

Date: .....