

CODE OF CONDUCT

The undersigned hereby warrants and represents that it is currently in compliance with, and shall, at all times, remain in compliance with, all laws, rules and regulations, including, but not limited to, those governing employment and labor compliance. The undersigned further agrees that, without limiting the generality of the foregoing warranties and representations, it shall, at all times, comply with and/or respect and require that their employees, agents and/or subcontractors comply with and/or respect, the following:

- a. **Wages** - All applicable wage and hour provisions under local, state, and federal laws, including but not limited to minimum wage and overtime requirements.
- b. **Timely Pay** - All applicable rules regarding payment of promised wages in a timely manner as required by law.
- c. **Records and Pay Stubs** – All applicable rules and regulation requiring that employees be provided with written descriptions of hours worked, deductions, job duties and regular and overtime hours.
- d. **Deductions** – All deductions from wages shall be limited to those permitted by law.
- e. **Payroll Records** – Payroll and time records shall be kept and retained as required by law. Each employee shall be provided with records of hours worked and wages earned in accordance with state and federal law.
- f. **Meal and Rest Breaks** - All applicable meal and rest break rules.
- g. **Retaliation** - All rules, regulations and laws regarding retaliation against any employee seeking to inquire about or enforcing rights under any law, including by making or filing complaints, giving evidence, or otherwise cooperating with monitoring, enforcement, or remediation of violations of applicable labor laws.
- h. **Health and Safety** - All applicable health, safety, building, environmental and fire codes and/or laws and provide appropriate health and safety guidelines to employees, including information related to equipment, training, management, and work practices.
- i. **Nondiscrimination and Anti-Harassment** - All applicable federal, state, or local anti-discrimination laws, including but not limited to age, race, creed, color, national origin, gender, gender identity, disability, marital status, partnership status, sexual orientation, or alienage or citizenship status, arrest record, or criminal record of any person in any term or conduct of employment.
- j. **Freedom of Association and Collective Bargaining** - The rights of employees to freely associate and collectively bargain and refrain from subjecting any employee to discharge, harassment, intimidation, discrimination, or retaliation to the extent required by the New York State Employment Relations Act and the National Labor Relations Act.
- k. **Temporary Workers** - All applicable federal, state, and local labor, anti-discrimination, and anti-harassment laws in any term or condition of employment of temporary workers.
- l. **Classification of Workers** – All laws defining and governing independent contractors.