



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 a variety of instructional sewing programs, including but not limited to: weekly classes, workshops, camps, private lessons and in school classes. Program formats may be in-person or virtual. Both sewing machine and/or hand sewing methods taught.

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 the Sew Happy t-shirt and apron as provided, along with long pants, jeans or leggings. If the t-shirt has not been provided, a plain t-shirt may be worn.

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

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.

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.

As every student is signed in at the Sew Happy studio she/he will be asked to leave any food, drink and/or phone at a designated area in the studio.

At the beginning of each class, the students should come up with the following rules:

1. Safety

- Be careful around sewing machines & electrical cables, irons, pins, needles and scissors
- No food and water should be kept away from work area
- Keep shoes on
- Tie long hair back when machine sewing
- Walk only, no running or gymnastics

2. Behavior

- Be polite and kind
- Positive comments only

3. Patience

- Keep trying
- Take a short break if necessary

3.2 How To Positively Reinforce The Sew Happy Way

You will get the best behavioral results when you regularly remind your students about the rules, aka The Sew Happy Way, and monitor their adherence to those rules. When reinforcing your rules, try to prompt your students instead of nagging at them. To prompt them means to suggest a desirable behavior as opposed to chastising them for behaving undesirably. Also, maintain a neutral or positive tone of voice, and be specific about how you would like your students to behave. For example, if a student has just spoken out of turn, assure the student that you will eagerly hear his or her idea momentarily, and ask the student to please raise his or her hand in the future.

3.3 Consequences For Undesirable Or Dangerous Behavior

A progressive discipline plan allows you to deal with undesirable behavior in a way that is rigidly structured into steps by which you can progress if a problem worsens. Sew Happy has a 4-step plan that you can implement in your class. Consequences must be consistent. When you have a student acting out for any reason, ASSESS if it is because they are attention seeking or if they are struggling with the project. DO NOT ASSUME that they are misbehaving. If they are attention seeking, for example, being disruptive, being the class clown, singing or other unacceptable behavior:-

Step 1: Redirect Student Behavior

Deal with the first occurrences of misbehavior by redirecting the student's attention to what he or she should be doing, rather than singling out the undesirable behavior or assigning punishment. Standing near a student who is off-task or asking a student a clarifying question can serve as effective types of redirection. Switching a student's seat may also help if neighboring students are encouraging disruptive behavior.

Step 2: Face-to-Face with the Student

Get up from your teacher table, walk over to the student, and making eye contact with the student, say to the student. "I see you are having trouble keeping your hands to yourself/following the classroom rules/other. This is your first warning. After 3 warnings I will call the After School Coordinator and you will be asked to leave the class"

Step 3: Second Warning

"This is your second warning, I can see that you are still finding it hard to focus on your project today (or state the inappropriate behavior), please come and sit by me to see if you can keep your hands to yourself/follow the classroom rules etc. If I give you a third warning I will call the After School Coordinator and you will be asked to leave the class." .

Step 4: Call The After School Coordinator

If the student continues to misbehave, you MUST follow through and call the After School Coordinator.

Make sure you record the incident and report the incident to Sew Happy at the first opportunity.

Remember you are in charge not the students and it's important that you set the tone in your classroom

If a student doesn't seem ready to participate in the class even after following the Sew Happy Disciplinary Plan, please alert Sew Happy management, so they can follow their policies and/or contact the parents/guardian.

Sensory Breaks

Some students need to be refocused or need a sensory break. If a child feels overwhelmed or requires some quiet time they are always welcome to sit in the quiet area. Ask them to breathe slowly and count to 3 and ask them to show you/tell you when they are ready to return to their sewing.

IN ANY EMERGENCY, IF IN ANY DOUBT - DO NOT HESITATE TO CALL 911

The guidelines should be well understood, in addition, staff training will be provided. All employees should familiar and confident in delivering programs using the Sew Happy Way.

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.

This handbook contains detailed rules and guidelines around delivering programs, this includes the times at which you should arrive, setting up the class, during the class, dismissing students, clean up and locking up the studio if necessary. Ensure you are fully aware of these guidelines and the expectations.

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 a studio class, 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 or new program). This time will be paid at the rate agreed by the Company.

Prior to any session and in good time to clarify, be familiar with all information contained within the notes in "When I Work" and request any clarifications or changes necessary in good time prior to the start of the session.

For any "off-site" event or class 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 1 business day 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 1 business day 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 weekly classes during the school year, on the first day of a session the Lead Instructor is expected to be onsite and ready to teach at least 30 minutes prior to the start time and then 15 minutes thereafter.

For camps, on the first day of a session the Lead Instructor is expected to be onsite at least 45 minutes prior to the start time and then 30 minutes thereafter.

For private lessons in the studio the Lead Instructor must be onsite 15 minutes prior to the lesson.

For girl scout or other events, workshops and birthday parties the Lead Instructor is expected to be onsite 30 minutes prior to the event or workshop start time.

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.

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.

- Ensure the students are listed on the attendance sheet for that program (and therefore expected to attend)
- If a student appears to be ill in any way please alert the Company immediately so we can contact a parent or guardian.
- Ensure that each student sanitizes their hands with the hand sanitizer provided in the studio.
- 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.

4.2.3 Dismissal

- 10 minutes prior to the end of a session students should clean up their supplies and help to clean up the studio. They should place their threads and tools tidily in their designated areas.
- At the designated end of class, and not before, escort the students to the sidewalk outside the building, keeping them away from the road. **UNDER NO CIRCUMSTANCES SHOULD A STUDENT BE ALLOWED TO CROSS THE ROAD ALONE.** The parent or guardian **MUST** pick up their child from you. **NEVER LEAVE A STUDENT ALONE.** If a student has not been picked up by 5 minutes after the end of the class take them back to the studio with you where they can wait for their parent or guardian to pick them up. If there are any issues with late pick up, inform the Company for us to investigate.
- After dismissal instructors must not leave with the students but should expect to spend 10 minutes after the session ends to return to the studio, ensure the supplies and equipment are accounted for and check that all machinery is working. Clean and sanitize all surfaces of the studio. Place sewing machine covers on machines. Ensure the room is tidied, floor is vacuumed and 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 and aprons;
- 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 students take care 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.
- 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 please complete an "Incident Report Form" and alert the Company.

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 a studio class school/recess program, a camp, a workshop, private lesson or any other session or session type).

For camps, on the first day arrive 30 minutes prior to the camp start time and 15 minutes thereafter.

For birthday parties arrive 30 minutes prior the the event 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 that can be found in your staff binder or on the Sew Happy website instructor page. Ensure you have instructions for the project you are to work on. Review these thoroughly prior to starting the session for that project and, if you have not previously made that project, prepare a sample.

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.

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.

4.6 General Guidelines For Working With Students

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 and 3.3.

Do not take photos of students unless Kim Mulcahy has asked you to. Never publish a photo of a student on social media.

Do not go into a restroom with a student. Make sure the studio door is left open if a student is using the restroom and if they do not return to the studio within 5 minutes of leaving have another student or assistant instructor knock on the restroom door to see if they are ok. If you have reason to believe a student is sick call the student's parents or if in any doubt call 911.

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

Student's cell phones should be checked in as they enter the studio and students are not permitted to use their cell phone unless they request to call a parent or have another legitimate reason.

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, or any details of the situation may be viewed as a violation of a student's right to privacy.

If you have any concerns regarding a student's behavior, raise it with Sew Happy management.

Section 5: Compensation Policy

5.1 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.

5.2 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 January 1st 2023, the Standard Mileage Rate is \$0.655 per mile.

5.3 When I Work

All work is schedule in When I Work. Ensure you confirm schedules and complete classes on When I Work in a timely manner (but after the class).