

Walton Funding, LLC

Employee Handbook

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Section 1. Introduction

1:1 Purpose of this Handbook

The purpose of this handbook is to familiarize you, the employee, with the policies, rules and other key aspects of Walton Funding, LLC. The Information in this handbook supersedes all rules and policies that may previously been expressed or implied, in both written and oral format. Compliance with this handbook is compulsory for all employees. Walton Funding reserves the right to interpret this handbook’s content as it sees fit and to deviate from policy when it deems necessary.

1:2 Changes of policy

Walton Funding reserves the right to change this handbook’s content, at any time and at our sole discretion. Its provisions may not be altered by any other means, oral and written. You will receive a written notice of any changes we make to the employee handbook, and are responsible for understanding and complying with all up-to date- policies. If you are confused about any information defined herein, please contact Kavanaugh Tucker.

1:3 Employment Forms

All new employees are required to complete and submit the following forms. Starred (*) forms can be found at the end of this manual. All others have been provided separately.

Employment Eligibility Form I-9

On the day of hire, the employee is legally obligated to complete the Employment Eligibility Verification Form I-9 and submit documents establishing identity and eligibility. The same policy applies to re-hired employees whose I-9’s are over three years old or otherwise invalid.

Non-disclosure Agreement

This agreement prohibits the unauthorized disclosure of confidential company information, via any means of communication, including but not limited to, face-to-face, over the phone and via the internet.

Section 2: Payroll

2:1 Payment schedule

Non Except employees are paid twice a month generally on the 1st and the 15th of the month. In cases where the regular payday falls on a holiday, Employees will receive payment on the last business day before said holiday.

2:2 Wages

Wages and salary may vary from employee to employee and are based on a level of skill and experience. Walton Funding conducts regular evaluations of all employees and issues promotion’s as it sees fit.

Section 3: Rights and Policies

3:1 Equal Opportunity Employer

Walton Funding provides equal employment opportunities to all applicants, without regard to unlawful considerations of or discrimination against race, religion, creed, color, nationality, sec, sexual orientation, gender identity, age, ancestry, physical or mental disability, medical condition or characteristics, marital status, or any other classification prohibited by applicable local, state or federal laws. This policy is applicable to hiring, termination, and promotion; compensation; schedules and job assignments; discipline; training; working conditions, and all other aspects of employment. As an employee, you are expected to honor this policy and to take an active role in keeping harassment and discrimination out of the workplace.

3:2 Private information

Employee information is considered to be private and only access on a need-to-know basis. Personnel files and payroll records are confidential and may only be accessed for legitimate reason. If you wish to view your files, you must set up an appointment in advance with Kavanaugh Tucker. Certain information, such as dates of employment and rehiring eligibility are available by request only. We will not release information regarding your compensation without your written permission.

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Section 4: Rules of Conduct

4:1 Rules & Policies

Confidentiality

No previous or current employee may disclose or give access to confidential company information, in any way or at any time, unless otherwise authorized by Management.

Discrimination or Harassment

In keeping with our Equal Opportunity Employment Clause, Walton Funding will not tolerate on-site discrimination or harassment on any legally protected basis, including that of physical characteristics, mental characteristics, race, religious or political views, nationality, disability, medical condition, sex, sexual preference, or gender identification. Harassment and discriminatory behavior amount employees or contractors will result in disciplinary action, with the possibility of termination. Discrimination and harassment by customers or other business associates should be immediately reported to your supervisor, at which point Walton Funding will investigate and take corrective action.