

Elite Poker Challenge Employment Manual



Note The content of a manual does not constitute nor should it be construed as a promise of employment or as a contract between Elite Poker Challenge and any of its employees.

Elite Poker Challenge at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice.

TABLE OF CONTENTS

1 INTRODUCTION..... 4

1.1 Welcome 4

1.2 History 4

1.3 Changes in Policy 4

2 EMPLOYEE DEFINITION AND STATUS..... 5

2.1 Probationary Period for New Employees 5

3 EMPLOYMENT POLICIES 5

3.1 Equal Employment Opportunity 5

3.2 Americans with Disabilities Act 5

3.3 Immigration Law Compliance..... 5

3.4 Employee Background Check..... 6

3.5 Criminal Records..... 6

3.6 New Employee Training..... 6

3.7 Personnel Records and Administration 6

3.8 Change of Personal Data..... 6

3.9 Health-related Issues 6

3.10 Employment of Relatives 7

4 STANDARDS OF CONDUCT 7

4.1 General Guidelines 7

4.2 Attendance and Punctuality 7

4.3 Work Schedule..... 7

4.4 Absence and Lateness 7

4.5 Unscheduled Absence 8

4.6 Harassment Policy 8

4.7 Sexual Harassment Policy 8

4.8 Violence in the Workplace 8

4.9	Confidential Information and Nondisclosure	8
4.10	Ethical Standards	8
4.11	Dress Code	9
4.12	Use of Equipment.....	9
4.13	Use of Computer Software.....	9
4.14	Alcohol and Substance Abuse	9
4.15	Gifts	9
4.16	Complaint Procedure	10
4.17	Corrective Procedure	10
4.18	Crisis Suspension	10
4.19	Outside Employment.....	10
4.20	Employment Termination/Resignation	10
4.21	Exit Interview.....	10
4.22	Return of Company Property	11
5	COMPENSATION POLICIES	11
5.1	Performance Bonuses	11
5.2	Payroll and Paydays	11
5.3	Performance Reviews	11
5.4	Opportunities for Advancement—Progression and Promotion.....	11
6	EXPENSES	12
6.1	Company Supplies, Other Expenditures.....	12
7	EMPLOYEE COMMUNICATIONS	12
7.1	Open Communication	12
7.2	Staff Meetings	12
7.3	Suggestions	12
7.4	Closing Statement.....	13
8	ACKNOWLEDGMENT	13

1.1

INTRODUCTION

This document has been developed by Human Resources Department in order to familiarize employees with Elite Poker Challenge and provide information about working conditions, key policies, procedures, and benefits affecting employment at Elite Poker Challenge.

1.2 Welcome

Welcome to Elite Poker Challenge! We are happy to have you as a new member of our family!

1.3 History

Elite Poker Challenge is the most professional, experienced, and knowledgeable poker league anywhere. We offer free poker tournaments to players of any and all skill levels. We provide them a way to improve their ability no matter what stage they may be, without having to pay for the lessons. Beginners and experienced players alike are welcome to come, play and have fun!!

1.4 Changes in Policy

This manual supersedes all previous employee manuals and memos.

While every effort is made to keep the contents of this document current, Elite Poker Challenge reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employees.

2 EMPLOYEE DEFINITION AND STATUS

An “employee” of Elite Poker Challenge is a person who regularly works for Elite Poker Challenge on a flat rate, wage or salary basis.

2.1 Probationary Period for New Employees

Elite Poker Challenge monitors and evaluates every new employee’s performance for three months to determine whether further employment in a specific position or with Elite Poker Challenge is appropriate.

3 EMPLOYMENT POLICIES

3.1 Equal Employment Opportunity

Elite Poker Challenge is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

3.2 Americans with Disabilities Act

It is the policy of Elite Poker Challenge to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Elite Poker Challenge will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person’s physical or mental disability.

3.3 Immigration Law Compliance

All offers of employment are contingent on verification of the candidate’s right to work in the United States. On the first day of work, every new employee will be asked to provide original documents verifying his or her right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form.

3.4 Employee Background Check

Prior to making an offer of employment, Elite Poker Challenge may conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation, and credit check.

3.5 Criminal Records

When appropriate, a criminal record check may be performed to protect Elite Poker Challenge's interest and that of its employees and clients.

3.6 New Employee Training

The formal training, is conducted by a Tournament Director or Directors, and includes an overview of the company.

3.7 Personnel Records and Administration

The task of handling personnel records and related administration functions at Elite Poker Challenge has been assigned to the Human Resources Department. Personnel files will be kept confidential at all times and include some or all of the following documents:

- Application/Resume
- I9/ 1099
- Disciplinary Forms

3.8 Change of Personal Data

Any change in an employee's name, address, telephone number, needs to be reported in writing without delay to the Human Resources Department.

3.9 Health-related Issues

Employees who become aware of any health-related issue should notify their supervisor of health status as soon as possible.

3.10 Employment of Relatives

Elite Poker Challenge is pleased to consider for employment qualified applicants who are related to employees. When Elite Poker Challenge employs more than one member of a family, one family member may not supervise the other. If such a situation should arise and the employees are unable to develop a workable solution, management will decide which employee may be transferred.

4 STANDARDS OF CONDUCT

4.1 General Guidelines

All employees are urged to become familiar with Elite Poker Challenge's rules and standards of conduct and are expected to follow these rules and standards faithfully in doing their own jobs and conducting the company's business.

4.2 Attendance and Punctuality

Elite Poker Challenge expects employees to be ready to work at the beginning of assigned daily work hours, and to reasonably complete their projects by the end of assigned work hours.

4.3 Work Schedule

Unless otherwise specified, contractors and employees are expected to work scheduled shows.

4.4 Absence and Lateness

From time to time, it may be necessary for an employee to be late or absent from work. Elite Poker Challenge is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. It is the responsibility of all employees to contact all affected parties if they will be absent or late.

4.5 Unscheduled Absence

Absence from work without notifying management or the Human Resources Department will be considered a voluntary resignation.

4.6 Harassment Policy

Elite Poker Challenge does not tolerate workplace harassment. Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence.

4.7 Sexual Harassment Policy

Elite Poker Challenge does not tolerate sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position.

4.8 Violence in the Workplace

Elite Poker Challenge has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect Elite Poker Challenge or which occur on Elite Poker Challenge or client property, will not be tolerated.

4.9 Confidential Information and Nondisclosure

By continuing employment with Elite Poker Challenge, employees agree that they will not disclose or use any of Elite Poker Challenge's confidential information, either during or after their employment. Elite Poker Challenge sincerely hopes that its relationship with its employees will be long-term and mutually rewarding. However, employment with Elite Poker Challenge assumes an obligation to maintain confidentiality, even after an employee Elite Poker Challenge's employ.

4.10 Ethical Standards

Elite Poker Challenge insists on the highest ethical standards in conducting its business. When faced with ethical issues, employees are expected to make the right professional decision consistent with Elite Poker Challenge's principles and standards.

4.11 Dress Code

Employees of Elite Poker Challenge are expected to present a clean and professional appearance while conducting business, in or outside of the office. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects Elite Poker Challenge's reputation or image is not acceptable.

4.12 Use of Equipment

Elite Poker Challenge will provide employees with the equipment needed to do their job. None of this equipment should be used for personal use, unless it is approved, and will be returned upon separation.

4.13 Use of Computer Software

Elite Poker Challenge does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the user's right to make a backup copy for archival purposes (Section 117).

4.14 Alcohol and Substance Abuse

It is the policy of Elite Poker Challenge that the workplace be free of illicit drugs and alcoholic beverages, and free of their use. In addition to damage to respiratory and immune systems, malnutrition, seizures, loss of brain function, liver damage, and kidney damage, the abuse of drugs and alcohol has been proven to impair the coordination, reaction time, emotional stability, and judgment of the user. This could have tragic consequences where demanding or stressful work situations call for quick and sound decisions to be made.

4.15 Gifts

Advance approval from management is required before an employee may accept or solicit a gift of any kind from a client. Employees are not permitted to give unauthorized gifts to clients.

4.16 Complaint Procedure

1. Employees who have a job-related issue, question, or complaint should first discuss it with their immediate supervisor. If the issue cannot be resolved at this level, Elite Poker Challenge encourages employees to contact the Human Resources Department. Employees who observe, learn of, or, in good faith, suspect a violation of the Standards of Conduct of Elite Poker Challenge should immediately report the violation.

4.17 Corrective Procedure

Unacceptable behavior that does not lead to immediate dismissal may be dealt with in any of the following manners: (a) Oral Reminder, (b) Written Warning, (c) Decision-Making unpaid Leave/Counseling Session, (d) Termination,

4.18 Crisis Suspension

An employee who commits any serious violation of Elite Poker Challenge policies at minimum will be suspended without pay pending an investigation of the situation. Following the investigation, the employee may be terminated without any previous disciplinary action having been taken.

4.19 Outside Employment

Employees may not take an outside job, either for pay or as a donation of their personal time, with a customer or competitor of Elite Poker Challenge; nor may employees do work on their own if it competes or interferes in any way with the sales of products or services that Elite Poker Challenge provides to its clients.

4.20 Employment Termination/Resignation

After the application of disciplinary steps, if it is determined by management that an employee's performance does not improve, or if the employee is again in violation of Elite Poker Challenge practices, rules, or standards of conduct, following a Decision-Making Leave, employment with Elite Poker Challenge will be terminated.

4.21 Exit Interview

In a voluntary separation situation, Elite Poker Challenge management would like to conduct an exit interview to discuss the employee's reasons for leaving and any other impressions that the employee may have about Elite Poker Challenge.

4.22 Return of Company Property

Any Elite Poker Challenge property issued to employees, such as computer equipment, tables, chips, cards, etc., must be returned to Elite Poker Challenge at the time of termination. Employees will be responsible for any lost or damaged items.

5 COMPENSATION POLICIES

5.1 Performance Bonuses

Performance bonuses may be given to Elite Poker Challenge employees at the discretion of management. There are two factors that typically determine bonus availability and amounts: (a) Company Performance—Profits, (b) Personal Performance.

5.2 Payroll and Paydays

The frequency of Elite Poker Challenge payroll distribution is paid weekly on or by the Friday following the end of the pay week.

5.3 Performance Reviews

Elite Poker Challenge wants to help employees to succeed in their jobs and to grow. In an effort to support this growth and success, Elite Poker Challenge has a quarterly review process for providing formal performance feedback. Feedback includes a Performance Evaluation.

5.4 Opportunities for Advancement—Progression and Promotion

Elite Poker Challenge would like to provide employees with every opportunity for advancing to other positions or opportunities within the company. Approval of progression moves or promotions depends largely upon training, experience, work record, and business need. However, Elite Poker Challenge reserves the right to look outside the company for potential employees as well.

6 EXPENSES

6.1 Company Supplies, Other Expenditures

Only authorized persons may purchase supplies in the name of Elite Poker Challenge. No employee whose regular duties do not include purchasing may incur any expense on behalf of Elite Poker Challenge. Without a properly approved purchase order, Elite Poker Challenge is not obligated for any purchase.

7 EMPLOYEE COMMUNICATIONS

7.1 Open Communication

Elite Poker Challenge encourages employees to discuss any issues they may have with a co-worker directly with that person. If a resolution is not reached, employees should arrange a meeting with their direct supervisor. If the concern, problem, or issue is not properly addressed, employees should contact the Human Resources Department. Any information discussed in an Open Communication meeting is considered confidential, to the extent possible while still allowing management to respond to the problem. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable.

7.2 Staff Meetings

In order to keep the communication channels open, Elite Poker Challenge implements a once-a-week Director's meeting. Attendance is mandatory.

7.3 Suggestions

Elite Poker Challenge encourages all employees to bring forward their suggestions and good ideas about making Elite Poker Challenge a better place to work and enhancing service to Elite Poker Challenge customers. Any employee who sees an opportunity for improvement is encouraged to talk it over with management. Management can help bring ideas to the attention of the people in the organization who will be responsible for possibly implementing them. All suggestions are valued.

7.4 Closing Statement

Successful working conditions and relationships depend upon successful communication. It is important that employees stay aware of changes in procedures, policies, and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at Elite Poker Challenge

8 ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Elite Poker Challenge Employment Policies, and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding Elite Poker Challenge company policies I should direct them to my manager or the Human Resources Department.

I know that Elite Poker Challenge company policies and other related documents do not form a contract of employment and are not a guarantee by Elite Poker Challenge of the conditions and benefits that are described within them. Nevertheless, the provisions of such Elite Poker Challenge company policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that Elite Poker Challenge, at any time, may on reasonable notice, change, add to, or delete from the provisions of the company policies.

Employee's Printed Name

Position

Employee's Signature

Date

Independent Contractor's Printed Name

Position

Independent Contractor's Signature

Date

WELCOME ABOARD!

