

Basic Employment Policies

General Terms of Employment

The general terms and conditions of Atelier Ten employment are described below. Terms specific to you are described in your offer letter. The Directors of Atelier Ten reserve the right to review, revise, amend or replace the content of this handbook and introduce new policies from time to time to reflect the changing needs of the business.

Position and Duties. Your position within Atelier Ten is specified in your individual offer letter. Each staff member is also issued a job profile outlining the range of duties to be undertaken.

Reporting. All employees report to a supervisor who oversees their administrative and professional development needs. Technical Staff and Designers report to a Group Leader in their local office. Administrative staff report to either the Director of their local office or the Administrative Leader of their respective discipline. Associate Directors, Group Leaders and Associates report to the Director of their local office.

Introductory Period. Your first six months with Atelier Ten is considered an introductory period during which time the company will monitor and assess your performance.

Hours. Regular full-time employees work a minimum of 40 hours per week. Regular part-time staff work a maximum of 30 hours per week. Additional detail on your work week, attendance and employee classification is located in the Hours Worked section of this handbook.

Equal Employment Opportunity

Atelier Ten is an equal opportunity employer. We accept our responsibility to make employment decisions without regard to race, religious creed, color, age, sex, sexual orientation, gender identity, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, and local laws and ordinances. We are dedicated to ensuring the fulfillment of this policy with respect to hiring, placement, promotion, transfer, demotion, layoff, termination, recruitment advertising, pay, and other forms of compensation, training, and general treatment during employment.

Any violation of this policy will not be tolerated and will result in appropriate disciplinary action, up to and including termination. If an employee believes someone has violated this policy, the employee should bring the matter to the attention of his/her supervisor or Office Manager. The Company will promptly investigate the facts and circumstances of any claim that violates this policy has been violated and take appropriate corrective measures. No employee will be subject to, and the Company prohibits, any form of discipline or retaliation for reporting perceived violations of this policy, pursuing any such claim, or cooperating in any way in the investigation of such claims.

No Harassment or Retaliation Policy

Atelier Ten does not tolerate harassment of our job applicants, contractors or employees by another employee, supervisor, vendor, client, or any third party. Any form of harassment on the basis of race, religious creed, color, age, sex, sexual orientation, gender identity, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws and ordinances is prohibited and will be treated as a disciplinary matter. The Company is committed to a workplace free of harassment.

Harassment Defined. Harassment as defined in this policy is unwelcome verbal, visual or physical conduct creating an intimidating, offensive, or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (including physically threatening another, blocking