



# Stitch It Policy Manual

## 1 Probationary Period

All of our associates start with a 90-day probationary period. This period provides a reasonable timeframe for Managers to assess if there is a good fit with the position. It also allows the new hire to evaluate the job and workplace. This policy also applies to associates who are assuming a new role within the company, whether through promotion or transfer.

## 2 Hours of Work

### EMPLOYMENT CLASSIFICATION

**Full Time:** An associate who regularly works 37.5 hours or more each week.

**Part Time:** An associate who regularly works less than 37.5 hours each week.

The store hours follow the mall/landlord hours of each location. You are expected to work your assigned schedule unless on vacation, planned absence, or unavoidable circumstances. Chronic absenteeism and tardiness impact your team, disrupt operations, and increase costs.

## 3 Meal / Rest Periods

Associates scheduled to work a minimum 5 hour shift will observe a 30 minute eating period.

- For mental and physical well-being we encourage Associates to take their lunch/rest period.
- In light of operational requirements the exact time of the 30 minute eating period may be established by the Manager.
- Eating or Shift Rest Periods not taken: will not be recorded for additional remuneration, will not be accumulated for extra time off, and will not be used for the purpose of leaving work early

## 4 Time Away

### Vacation

# of Years	Time	Pay
After 1 Year	2 Weeks	4%
After 3 Years	3 Weeks	6%
After 10 Years	4 Weeks	8%
After 15 Years	5 Weeks	10%
After 20 Years	6 Weeks	12%

All part-time employees receive their vacation pay with each paycheck, meaning any vacation time taken is unpaid. While unpaid time off may appear unlimited in Humi, employees are entitled to vacation days based on their service and company policy. Full-time hourly and salaried employees are entitled to up to 5 paid sick days, 1 personal day, and 1 birthday day each year. Any unused days remaining at the final quarter of the year may be scheduled by the Manager. Managers are responsible to ensure that the balance of days remaining at the end of the year do not exceed 37.5 hours.

## 5 Payroll and Pay Day

Associates are paid bi-weekly via direct deposit. Payday is every other Friday. Each paycheck covers the two prior weeks (Sunday-Saturday). A week for the purposes of pay starts at Sunday at 12:00AM and finishes on Saturday at 11:59PM. If payday falls on a holiday, payment is made the previous workday.

## 6 Benefits

- ✓ Tips and Gratuities
- ✓ Associate Discounts
- ✓ Referral Bonus Program
- ✓ Milestone Recognition
- ✓ Education Assistance Program
- ✓ Health plan for all full-time hourly associates

Full-time employees averaging less than 35 hours per week will be reclassified as part-time and lose benefits.

## 7 Dress Policy

Associates are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

- Black dress pants or black skirt with a collared dress shirt, short or long sleeve.
- No jeans, leggings, shorts, polo shirts, T-shirts or sleeveless shirts will be permitted.
- Black closed toed and closed heeled shoes. No sports shoes are permitted.
- The Stitch It uniform (vest) must be worn at all times while working.
- The name tag must be placed on the vest in a visible place.
- All piercings, except earrings, must not be visible. Pierced tongues, eyebrows, lips, noses, etc. are unacceptable.
- You may be asked to cover a tattoo if the subject matter is considered to be extreme or offensive.

## 8 Performance Reviews

At the end of the 3 month probationary period and every year during the anniversary month, the Store Manager will conduct a Performance Review to provide feedback, measuring job performance, and ensure appropriate compensation.

## 9 Mobile Devices

Employees are expected to limit personal mobile device use during work hours to emergencies or designated break times. Mobile phones should remain off, silent, or on vibration to maintain a distraction-free environment.

## 10 Requests & Inquiries

All HR requests must be submitted through the available forms on SIA and Teams. For any concerns, complaints, or additional requests, please contact [hr@stitchit.com](mailto:hr@stitchit.com).

For a detailed understanding, we invite you to explore the full Policy Manual in Humi / Company Documents / Human Resources