

Beauty Through The Lens

— MEMORIES THROUGH PHOTOGRAPHY —



— BEAUTY THROUGH THE LENS L.L.C. —

PROFESSIONAL PHOTOGRAPHY & VISUAL STORYTELLING



PORTRAITS



FAMILY & PETS



EVENTS



COMMERCIAL



ARCHITECTURE



AUTOMOTIVE



NATURE & FINE ART

Capturing Moments. Creating Memories. Telling Your Story. ♡

NEW JERSEY & BEYOND

— EST. 2022 —

July 2026

Beauty Through the Lens L.L.C.

Revision 2.0
July 2026

Comprehensive Employee Handbook

Policies • Procedures • Standards • Compliance

Professional Photography & Visual Storytelling

State of New Jersey

Version 2.0

Effective Date: _____

Approved By: _____

Prepared By: Beauty Through the Lens L.L.C.

Confidential Company Property

This handbook contains confidential and proprietary information belonging to **Beauty Through the Lens L.L.C.** It is intended solely for employees, managers, contractors (where applicable), and authorized representatives of the Company.

No portion of this handbook may be copied, reproduced, distributed, transmitted, or disclosed without prior written authorization from the Company, except as required by law.

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Document Revision History

The Employee Handbook is reviewed periodically to ensure compliance with applicable federal, New Jersey, and local laws, industry best practices, and the Company's operational needs.

Version	Effective Date	Description of Revision	Approved By
1.0	_____	Initial Employee Handbook Release	Owner
1.1	_____	Policy Updates	_____
1.2	_____	Legal Compliance Updates	_____
1.3	_____	Operational Updates	_____
2.0	_____	Major Handbook Revision	_____

Policy Review Schedule

This handbook should be reviewed:

- Annually
- Following significant legal changes
- Following major operational changes
- Following organizational restructuring
- As recommended by legal counsel

Employee Notification

Employees will receive notice whenever significant policy revisions are adopted.

Employees are responsible for:

- Reading updated policies
- Understanding revisions
- Complying with revised procedures
- Signing updated acknowledgments when requested

Document Control

Document Title

Beauty Through the Lens L.L.C. Employee Handbook

Version

2.0

Classification

Internal Confidential

Document Owner

Beauty Through the Lens L.L.C.

Primary Administrator

Owner / Human Resources

Distribution

Employees

Managers

Authorized Representatives

WELCOME LETTER

Welcome to Beauty Through the Lens L.L.C.

Dear Team Member,

Welcome to **Beauty Through the Lens L.L.C.**

We are delighted that you have chosen to become part of our growing organization. Whether you are joining us as a photographer, editor, administrative professional, client services representative, or member of our leadership team, you are now an important part of a company built on creativity, professionalism, integrity, and service.

Beauty Through the Lens L.L.C. was founded on a simple but meaningful belief:

Every person has a story worth preserving.

Photography allows us to capture life's most meaningful moments—from weddings and graduations to family milestones, professional branding, community events, and artistic expression. Every image we create represents not only technical excellence, but also trust, compassion, and lasting memories.

Our reputation is built on more than beautiful photographs. It is built on the way we treat our clients, support one another, and conduct ourselves every day. Each employee serves as an ambassador for our company and contributes directly to the experience our clients receive.

As our organization grows throughout New Jersey and beyond, we remain committed to:

- Delivering exceptional photography and visual storytelling.
- Providing extraordinary customer service.
- Maintaining the highest ethical and professional standards.
- Investing in innovation and technology.
- Supporting meaningful community initiatives.
- Creating a respectful, inclusive, and collaborative workplace.

This handbook has been developed to help you understand our expectations, policies, and shared commitment to excellence. It serves as an important resource and should be used whenever you have questions regarding your employment.

Thank you for choosing to build your career with Beauty Through the Lens L.L.C. We are excited to have you on our team and look forward to the creativity, talent, and professionalism you will bring to our organization.

Together, we will continue capturing life's most meaningful moments while making a positive difference in the lives of our clients and our community.

Welcome to the team.

Sincerely,

A handwritten signature in black ink, reading "Kathryn L. Wilkins", is displayed on a light beige rectangular background.

Owner & Managing Member

Beauty Through the Lens L.L.C.

ABOUT BEAUTY THROUGH THE LENS L.L.C.

About Beauty Through the Lens L.L.C.

Who We Are

Beauty Through the Lens L.L.C. is a New Jersey-based professional photography company dedicated to preserving life's most meaningful moments through exceptional visual storytelling. We combine artistic creativity with technical expertise, outstanding customer service, and ethical business practices to create photographs that clients will treasure for generations.

We believe that photography is more than capturing images—it is preserving memories, celebrating milestones, documenting achievements, and telling authentic stories that connect people across generations.

Our Services

The Company provides a comprehensive range of professional photography services, including:

- Portrait Photography
- Family Photography
- Engagement Sessions
- Graduation & Senior Portraits
- Corporate Headshots
- Executive Branding
- Commercial Photography
- Product Photography
- Event Photography
- Real Estate Photography
- Architectural Photography
- Automotive Photography
- Nature & Landscape Photography
- Fine Art Photography

- Community & Nonprofit Photography
- Promotional Photography
- Seasonal Mini Sessions

Our Mission

To preserve life's treasured memories through exceptional photography while building meaningful relationships with our clients, strengthening our communities, and conducting business with creativity, professionalism, integrity, and compassion.

Our Vision

To become one of New Jersey's premier photography companies by consistently delivering exceptional visual storytelling, building lifelong client relationships, embracing innovation, and positively impacting every community we serve.

Our Core Values

Everything we do is guided by our commitment to:

- Integrity
- Creativity
- Professionalism
- Respect
- Accountability
- Excellence
- Innovation
- Teamwork
- Customer Service
- Community Engagement
- Continuous Improvement
- Inclusion

Our Commitment

Beauty Through the Lens L.L.C. is committed to providing:

- Exceptional customer experiences
- A safe and respectful workplace
- Equal employment opportunities
- Continuous professional development
- Ethical business practices
- Community involvement
- Operational excellence
- Industry-leading photography services

Every employee contributes to the Company's success by upholding these values and helping us fulfill our mission of preserving memories through exceptional photography.

TABLE OF CONTENTS

Table of Contents

Front Matter

- Cover Page
- Revision History
- Table of Contents
- Welcome Letter
- About Beauty Through the Lens L.L.C.

Part 1 — Foundation

- Cover page
- Revision history
- Table of contents
- Owner's welcome letter
- Company history
- Mission, vision, and values
- Business philosophy
- Community involvement
- Handbook purpose
- At-will employment disclaimer
- Employee acknowledgment

Part 2 — Employment Policies

- Equal Employment Opportunity
- Recruitment and hiring
- Employment classifications
- Introductory period
- Personnel files
- Background checks

- Immigration (Form I-9)
- Employment of minors (if applicable)

Part 3 — Workplace Conduct

- Professional conduct
- Code of ethics
- Anti-harassment
- Sexual harassment
- Anti-retaliation
- Workplace violence prevention
- Conflicts of interest
- Dress and appearance
- Client service expectations

Part 4 — Compensation & Scheduling

- Payroll
- Timekeeping
- Overtime
- Travel reimbursement
- Expense reimbursement
- Attendance
- Scheduling
- Remote editing
- Inclement weather

Part 5 — Benefits & Leave

- Earned Sick Leave (New Jersey)
- PTO (if offered)
- Holidays
- Jury duty

- Military leave
- FMLA
- NJFLA
- NJ SAFE Act
- Workers' compensation
- ADA accommodations
- Pregnancy accommodations

Part 6 — Workplace Safety Manual

- OSHA awareness
- Emergency response
- Incident reporting
- Equipment safety
- Outdoor photography safety
- Weather procedures
- Driving safety
- First aid
- Ergonomics

Part 7 — Photography Operations

- Client workflow
- Booking procedures
- Session preparation
- Editing standards
- Quality assurance
- Copyright
- Model releases
- Image retention
- Gallery delivery
- Print fulfillment

Part 8 — Technology, Information Security & Artificial Intelligence

- Computer use
- Adobe software
- AI usage
- Passwords
- Cybersecurity
- Cloud storage
- Acceptable use
- Email
- Social media

Part 9 — Performance Management

- Training
- Coaching
- Evaluations
- Promotions
- Corrective action
- Progressive discipline
- Employee development

Part 10 — Separation of Employment

- Resignation
- Termination
- Final pay
- Return of equipment
- Exit interviews
- Continuing confidentiality obligations

Part 11 — Federal Employment Law Compliance

- FLSA
- Title VII
- ADA
- PWFA
- USERRA
- OSHA
- GINA
- COBRA (if applicable)
- HIPAA considerations (if applicable)

Part 12 — New Jersey Employment Law Compliance

- NJLAD
- Earned Sick Leave
- CEPA
- Wage Payment Law
- Wage Theft Act
- Family Leave Insurance
- Temporary Disability Insurance
- Domestic Violence Leave
- Required workplace notices

Part 13 — Photography Industry Policies

- Copyright ownership
- Licensing
- Drone operations (future)
- Commercial photography
- Privacy
- Client confidentiality
- Professional editing ethics

Part 14 — Forms

- Employee acknowledgment
- Confidentiality agreement
- Equipment checkout
- Vehicle authorization
- Incident report
- Emergency contact
- Remote work agreement
- Photography equipment inspection
- Social media acknowledgment

Part 15 — Management & Supervisor Guide

- Supervisor responsibilities
- Documentation standards
- Investigations
- Corrective action procedures
- Hiring procedures
- Performance review templates

Part 16 — Appendices & Reference Materials

- Glossary
- Revision log
- Federal poster checklist
- New Jersey poster checklist
- Emergency contacts
- Forms index
- Policy index

Appendices Include

- Emergency Contacts
- Workflow Charts
- Equipment References
- Photography Standards
- Technology Guides
- Legal References
- Safety Checklists
- Forms Index
- Final Employee Acknowledgment

Beauty Through the Lens L.L.C.

Comprehensive Employee Handbook

Part 1 – Foundation

Contents

1. Title Page
2. Copyright Notice
3. Revision History
4. Table of Contents
5. Owner's Welcome Letter
6. About Beauty Through the Lens L.L.C.
7. Company History
8. Mission Statement
9. Vision Statement
10. Core Values
11. Diversity, Equity, Inclusion & Belonging
12. Community Engagement
13. Business Philosophy
14. Employee Promise
15. Employer Expectations
16. Customer Service Standards
17. Professional Standards
18. Photography Industry Standards
19. Ethics & Integrity Statement
20. Equal Employment Opportunity Statement
21. At-Will Employment Statement
22. Handbook Purpose
23. Handbook Administration
24. Reservation of Rights
25. Employee Responsibility
26. Questions About the Handbook
27. Acknowledgment of Receipt

Chapter 1 – Title Page

Beauty Through the Lens L.L.C.

Employee Handbook

Professional Photography & Visual Storytelling

State of New Jersey

Version 2.0

Effective Date: _____

Prepared for the employees of Beauty Through the Lens L.L.C.

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Copyright Notice

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Revision History

Version	Effective Date	Description	Approved By
1.0	07/01/2026	Initial Release	Owner
2.0	07/25/2026	Revision Release	Owner

Future revisions will be communicated to employees. Employees are responsible for reviewing updated policies.

Table of Contents

The final handbook will contain an automatically generated table of contents with hyperlinks in the electronic version and page references in the printed version.

Owner's Welcome Letter

Welcome to Beauty Through the Lens L.L.C.

We are delighted to welcome you to our team.

Beauty Through the Lens L.L.C. was founded on a simple belief: every person, family, milestone, business, and community has a story worth preserving. Photography allows us to capture moments that become treasured memories for generations.

Our success depends not only on technical skill but also on professionalism, compassion, creativity, and integrity. Every employee represents our company whenever interacting with clients, vendors, business partners, and members of the community.

We strive to create a respectful workplace where employees are encouraged to grow professionally while helping clients celebrate life's most meaningful moments.

As we expand throughout New Jersey and beyond, our commitment remains unchanged:

- Deliver exceptional photography.
- Provide outstanding customer service.
- Maintain the highest ethical standards.
- Support our communities through charitable involvement.
- Treat every client with dignity and respect.

This handbook has been prepared to help you understand your responsibilities as an employee while explaining the policies that guide our workplace.

Thank you for choosing to become part of Beauty Through the Lens L.L.C.

Together, we will continue creating lasting memories through beautiful photography.

Sincerely,

Owner

Beauty Through the Lens L.L.C.

About Beauty Through the Lens L.L.C.

Beauty Through the Lens L.L.C. is a New Jersey limited liability company specializing in professional photography services for individuals, families, businesses, nonprofit organizations, and commercial clients. The company offers portrait, family, event, commercial, branding, architecture, automotive, nature, and fine art photography, reflecting the scope described in the business plan.

The Company combines artistic creativity with professional customer service to provide high-quality photography while fostering lasting relationships with clients and supporting meaningful community initiatives.

Company History

Beauty Through the Lens L.L.C. was established to combine artistic excellence with meaningful storytelling. The Company was founded to preserve life's milestones through professional photography while building a trusted brand recognized for integrity, creativity, and community involvement.

As the Company grows, it intends to expand its services, personnel, and facilities while maintaining a personalized client experience.

Mission Statement

To preserve life's treasured memories through exceptional photography while building meaningful relationships with clients and supporting communities through creativity, professionalism, and compassion.

Vision Statement

To become one of New Jersey's most respected photography companies by delivering exceptional visual storytelling, creating lasting client relationships, and inspiring communities to recognize the beauty in every moment.

Core Values

The Company's culture is built on these principles:

- Creativity
- Professionalism
- Integrity
- Compassion
- Excellence
- Customer Satisfaction
- Inclusion
- Community Service
- Accountability
- Respect
- Innovation
- Teamwork

Diversity, Equity, Inclusion & Belonging

Beauty Through the Lens L.L.C. is committed to maintaining a workplace where every employee is treated with dignity and respect. Employment decisions are made based on qualifications, performance, and business needs, without unlawful discrimination.

Employees are expected to contribute to an inclusive environment in which differences are valued and collaboration is encouraged.

Community Engagement

Community involvement is a core component of the Company's mission. The Company supports charitable initiatives, volunteerism, and awareness efforts, including epilepsy awareness, breast cancer awareness, and suicide prevention, as described in the business plan.

Business Philosophy

Our philosophy is built upon five principles:

1. Every client deserves exceptional service.
2. Every photograph tells a meaningful story.
3. Professionalism creates trust.
4. Continuous learning drives excellence.
5. Community involvement strengthens our purpose.

Employee Promise

Beauty Through the Lens L.L.C. is committed to:

- Providing a respectful workplace.
- Maintaining safe working conditions.
- Encouraging professional development.
- Administering policies fairly and consistently.
- Protecting employee rights under applicable law.
- Supporting open communication.

Employer Expectations

Employees are expected to:

- Demonstrate honesty and integrity.
- Protect confidential client information.
- Treat clients and coworkers respectfully.
- Follow Company policies and lawful instructions.

- Use Company equipment responsibly.
- Deliver high-quality work.
- Report safety concerns promptly.
- Maintain professionalism during all assignments.

Customer Service Standards

Employees are expected to:

- Respond promptly and courteously to inquiries.
- Arrive prepared and on time for appointments.
- Communicate clearly with clients.
- Respect client privacy.
- Represent the Company's brand professionally.

Professional Standards

Employees are expected to maintain high standards of appearance, conduct, and workmanship, reflecting the Company's commitment to excellence.

Photography Industry Standards

Employees must:

- Respect intellectual property rights.
- Protect client confidentiality.
- Follow copyright and licensing requirements.
- Handle photographic equipment safely.
- Deliver consistent image quality.
- Adhere to agreed editing standards.

Ethics & Integrity Statement

Employees shall conduct business honestly, avoid conflicts of interest, comply with applicable laws, and promptly report suspected misconduct.

Equal Employment Opportunity Statement

Beauty Through the Lens L.L.C. is committed to providing equal employment opportunity in accordance with applicable federal, state, and local law. Employment decisions are based on legitimate business factors, qualifications, and performance.

At-Will Employment Statement

Unless otherwise provided in a written agreement signed by the Company's authorized representative, employment with Beauty Through the Lens L.L.C. is at will. Either the employee or the Company may terminate the employment relationship at any time, with or without notice, subject to applicable law.

Handbook Purpose

This handbook establishes workplace expectations, summarizes Company policies, and promotes consistent practices. It is intended to guide employees and managers and does not create contractual rights or alter the at-will nature of employment.

Handbook Administration

The Company may interpret, modify, suspend, or revoke policies in this handbook as business needs or legal requirements change. Employees will be informed of material revisions.

Beauty Through the Lens Luxury Brand Philosophy

Beauty Through the Lens L.L.C.

Luxury Brand Philosophy

B.E.A.U.T.Y.

B — Brilliance

We pursue exceptional excellence in every photograph, every client interaction, and every detail, ensuring that our work consistently exceeds expectations.

E — Elegance

Luxury is expressed through timeless aesthetics, refined experiences, impeccable presentation, and uncompromising professionalism.

A — Artistry

Photography is more than documentation; it is the intentional creation of enduring works of art that celebrate life's most meaningful moments.

U — Uniqueness

Every client, every story, and every portrait is crafted as a distinctive experience, reflecting the individuality of those we serve.

T — Trust

Relationships are built through integrity, transparency, discretion, reliability, and an unwavering commitment to our clients.

Y — Your Legacy

Every image becomes a treasured heirloom, preserving memories and building a legacy that will inspire generations to come.

T.H.R.O.U.G.H.

T — Timelessness

Create imagery that remains elegant, relevant, and emotionally powerful beyond changing trends.

H — Hospitality

Deliver a luxury client experience where every individual feels welcomed, valued, respected, and genuinely celebrated.

R — Refinement

Perfect every element through meticulous craftsmanship, thoughtful design, and exceptional attention to detail.

O — Originality

Produce authentic artwork that reflects each client's unique personality while maintaining the signature Beauty Through the Lens aesthetic.

U — Understanding

Listen with intention, communicate with clarity, and transform each client's vision into extraordinary reality.

G — Grace

Conduct every interaction with dignity, kindness, professionalism, patience, and respect.

H — Heritage

Preserve life's defining moments as timeless heirlooms that strengthen family history and honor future generations.

T.H.E.

T— The Standard

Establish and uphold the benchmark for luxury portrait photography through uncompromising excellence.

H—Heart

Lead every relationship with authenticity, compassion, sincerity, and genuine human connection.

E—Excellence

Never compromise quality, craftsmanship, service, innovation, or attention to detail.

L.E.N.S.

L—Legacy

Every photograph contributes to a story that extends far beyond today, preserving memories for generations.

E — Experience

Deliver a seamless, personalized, and elevated client journey from the first consultation through the final presentation of artwork.

N — Nobility Serve every client with honor, discretion, respect, humility, and unwavering professionalism.

S — Signature Every image embodies the unmistakable Beauty Through the Lens standard—defined by artistry, elegance, precision, and excellence.

Executive Brand Philosophy

Beauty Through the Lens L.L.C. exists to elevate photography into an extraordinary luxury experience. We believe true luxury is measured not by price, but by purpose, craftsmanship, integrity, and the unforgettable experiences we create. Every portrait is intentionally designed as a timeless work of art, preserving the stories, relationships, and milestones that define a family's legacy.

Our commitment to brilliance, elegance, artistry, and trust guides every decision we make. We pursue excellence without compromise, refine every detail with precision, and cultivate meaningful relationships built on professionalism, discretion, and genuine care.

The Beauty Through the Lens name represents more than exceptional photography—it represents a promise. A promise that every client will receive an unparalleled experience, every image will reflect uncompromising craftsmanship, and every finished artwork will stand as a lasting legacy for generations to cherish.

Beauty Through the Lens L.L.C. Where Luxury Becomes Legacy.

Reservation of Rights

Beauty Through the Lens L.L.C. reserves the right to modify policies, procedures, benefits, and operational practices at its discretion, consistent with applicable law.

Employee Responsibility

Employees are responsible for reading, understanding, and complying with this handbook, asking questions when clarification is needed, and acknowledging receipt of updates.

Questions About the Handbook

Questions regarding handbook policies should be directed to the Owner or the designated Human Resources representative.

Acknowledgment of Receipt

Employees will be required to sign an acknowledgment confirming that they have received, read, and understand this handbook. The acknowledgment confirms receipt only and does not create a contract of employment.

Part 2 – Employment Policies

Legal Notice: This section is a professionally drafted policy template intended for review and customization before adoption. It should be reviewed by a New Jersey employment attorney to ensure compliance with the company's size, operations, and current law.

Chapter 2

Employment Policies

Contents

1. Purpose
2. Equal Employment Opportunity
3. Equal Employment Opportunity Complaint Procedure
4. Employment At-Will
5. Employment Classifications
6. Recruitment and Hiring
7. Job Descriptions
8. Employment Eligibility Verification (Form I-9)
9. E-Verify (If Implemented)
10. Background Checks
11. Employment of Relatives
12. Nepotism
13. Introductory Employment Period
14. Personnel Files
15. Employee Privacy
16. Identification Badges & Business Identification
17. Photography Credentials
18. Employment Records
19. Changes in Personal Information
20. Immigration Compliance
21. Employment of Minors
22. Secondary Employment (Moonlighting)
23. Internal Promotions
24. Transfers
25. Professional Licensing & Certifications
26. Driver Eligibility
27. Probationary Extensions
28. Separation During Introductory Period

2.1 Purpose

Beauty Through the Lens L.L.C. ("the Company") is committed to hiring, developing, and retaining qualified employees based on merit, qualifications, performance, and business needs. These employment policies are designed to promote consistency, fairness, compliance with applicable laws, and operational excellence.

2.2 Equal Employment Opportunity (EEO)

Beauty Through the Lens L.L.C. provides equal employment opportunities in accordance with applicable federal, New Jersey, and local law.

Employment decisions—including recruitment, hiring, assignment, compensation, promotion, discipline, training, benefits, and termination—will be based on legitimate business reasons, qualifications, experience, and performance.

The Company prohibits unlawful discrimination based on any protected characteristic under applicable law.

2.3 Anti-Discrimination Commitment

The Company strives to maintain a workplace where all employees are treated with dignity, professionalism, and respect.

Discrimination in any employment practice is prohibited.

Employees who believe they have experienced discrimination should immediately report the concern through the Company's Complaint Procedure.

Retaliation against any employee who raises a good-faith concern is prohibited.

2.4 Equal Employment Opportunity Complaint Procedure

Employees may report concerns to:

- Owner
- Designated Human Resources Representative
- Immediate Supervisor (unless involved)

Complaints should include:

- Date(s)
- Location(s)
- Individuals involved
- Witnesses
- Description of conduct

The Company will:

- Conduct a prompt investigation.
- Maintain confidentiality to the extent practical.
- Take appropriate corrective action if warranted.
- Prohibit retaliation against any employee making a good-faith report.

2.5 Employment At-Will

Employment with Beauty Through the Lens L.L.C. is at will unless otherwise provided in a written agreement signed by an authorized Company representative.

This means either the employee or the Company may terminate the employment relationship at any time, with or without notice, for any lawful reason.

Nothing in this handbook creates a contract of employment or guarantees continued employment.

2.6 Employment Classifications

Employees may be classified as:

Full-Time Employees

Regularly scheduled to work the Company's designated full-time schedule.

Part-Time Employees

Regularly scheduled for fewer than full-time hours.

Temporary Employees

Hired for specific projects or seasonal business demands.

Seasonal Employees

Employed during periods of increased photography demand, including holiday mini sessions, graduations, weddings, or promotional events.

Interns

Internships may be paid or unpaid as permitted by law and structured to provide educational opportunities.

Independent Contractors

Independent contractors are not employees and are responsible for their own taxes, insurance, and benefits. Classification decisions will follow applicable legal standards.

2.7 Exempt and Non-Exempt Status

Employees will be designated as exempt or non-exempt under the Fair Labor Standards Act (FLSA) and applicable New Jersey wage laws.

Non-exempt employees must accurately record all hours worked and will receive overtime compensation when legally required.

2.8 Recruitment and Hiring

The Company recruits individuals who demonstrate:

- Professionalism
- Creativity
- Technical competence
- Customer service skills
- Reliability
- Integrity
- Commitment to teamwork

Employment offers may be contingent upon successful completion of background checks, employment verification, reference checks, driving record reviews (where applicable), and proof of work authorization.

2.9 Job Descriptions

Each position will have a written job description outlining:

- Essential functions
- Qualifications
- Physical requirements
- Reporting relationships
- Equipment responsibilities
- Performance expectations

Job descriptions may be revised as business needs change.

2.10 Employment Eligibility Verification (Form I-9)

All newly hired employees must complete the federal Employment Eligibility Verification process (Form I-9) within the timeframes required by federal law.

Employees must provide acceptable documentation establishing identity and authorization to work in the United States.

2.11 E-Verify

If the Company elects to participate in E-Verify or is required to do so by law or contract, employees must cooperate with all verification procedures.

2.12 Background Checks

Where permitted by law and appropriate for the position, the Company may conduct:

- Criminal background checks
- Employment verification
- Education verification
- Professional license verification
- Driving record checks
- Reference checks

Background checks will be conducted consistently and in compliance with applicable federal and New Jersey law.

2.13 Employment of Relatives

The Company may employ qualified relatives when doing so does not create conflicts of interest, supervisory conflicts, or operational concerns.

Employees may not directly supervise or evaluate an immediate family member without prior written approval from the Owner.

2.14 Conflicts of Interest

Employees must avoid situations where personal interests interfere, or appear to interfere, with Company interests.

Potential conflicts must be disclosed promptly.

Examples include:

- Accepting inappropriate gifts
- Financial interests in competitors
- Unauthorized use of Company resources
- Personal business during working hours

2.15 Introductory Employment Period

New employees generally complete a **90-day introductory period**.

During this period:

- Performance will be evaluated.
- Additional training may be provided.
- Employment remains at will.
- Successful completion does not guarantee continued employment.

2.16 Personnel Files

The Company maintains personnel files for each employee.

Personnel records may include:

- Employment application
- Offer letter
- Tax forms

- I-9 documentation
- Performance evaluations
- Training records
- Disciplinary records
- Emergency contacts
- Benefit information

Employees may request access to their personnel records in accordance with applicable law.

2.17 Employee Privacy

While the Company respects employee privacy, employees should not expect privacy when using Company-owned equipment, systems, email, or networks, to the extent permitted by law.

2.18 Identification & Business Credentials

Employees may be issued:

- Company identification
- Business cards
- Company email
- Branded apparel
- Photography credentials

Company property must be returned upon separation.

2.19 Photography Credentials

Employees assigned to events may receive Company identification identifying them as authorized photographers.

These credentials remain Company property.

Unauthorized use is prohibited.

2.20 Employment Records

Employees must promptly notify the Company of changes to:

- Address
- Telephone number
- Email address
- Emergency contacts
- Tax withholding information
- Banking information
- Legal name
- Driver's license status

2.21 Immigration Compliance

The Company complies with all applicable federal immigration laws and employment verification requirements.

2.22 Employment of Minors

If minors are employed, the Company will comply with all applicable federal and New Jersey child labor laws regarding:

- Hours of work
- Permitted duties
- Required work permits
- Safety restrictions

2.23 Secondary Employment (Moonlighting)

Employees may engage in outside employment provided it:

- Does not interfere with Company duties.
- Does not create conflicts of interest.
- Does not compete with the Company.
- Does not misuse Company resources or confidential information.

Employees may be required to disclose outside employment when it presents a potential conflict.

2.24 Internal Promotions

The Company encourages career development and may fill vacancies through internal promotions when qualified candidates are available.

Selection decisions are based on qualifications, performance, business needs, and demonstrated potential.

2.25 Transfers

Employees may be transferred to meet operational needs or support professional development.

Transfers may involve changes in:

- Job duties
- Schedule
- Work location
- Compensation (where appropriate)

2.26 Professional Certifications

Employees are responsible for maintaining any licenses, certifications, or credentials required for their positions.

Failure to maintain required qualifications may affect continued employment.

2.27 Driver Eligibility

Employees who drive on Company business must:

- Maintain a valid driver's license.
- Carry legally required automobile insurance when using a personal vehicle for Company business.
- Immediately report license suspensions, revocations, or restrictions.
- Operate vehicles safely and in compliance with applicable traffic laws.

2.28 Extension of Introductory Period

The Company may extend an employee's introductory period when additional time is needed to evaluate performance, attendance, or overall suitability.

2.29 Separation During Introductory Period

Employment may be ended during the introductory period by either the employee or the Company at any time, consistent with the at-will employment relationship and applicable law.

Management Responsibilities

Managers and supervisors are expected to:

- Apply employment policies consistently.
- Make hiring decisions based on objective, job-related criteria.
- Maintain accurate employment records.
- Respect employee confidentiality.
- Report concerns involving discrimination, harassment, or retaliation promptly.
- Ensure compliance with applicable federal and New Jersey employment laws.
- Foster a workplace that reflects the Company's values of professionalism, integrity, creativity, and respect.

End of Part 2 – Employment Policies

This chapter establishes the framework for recruiting, hiring, classifying, and maintaining employment relationships at Beauty Through the Lens L.L.C. Subsequent chapters will build on these policies with detailed guidance on workplace conduct, compensation, benefits, safety, and photography operations.

Chapter 3

Workplace Conduct

Table of Contents

1. Purpose
2. Standards of Professional Conduct
3. Code of Business Ethics
4. Respectful Workplace
5. Anti-Harassment Policy
6. Sexual Harassment Prevention
7. Anti-Bullying Policy
8. Anti-Retaliation Policy
9. Workplace Violence Prevention
10. Threats, Weapons, and Dangerous Conduct
11. Professional Appearance & Dress Code
12. Customer Service Standards
13. Communication Standards
14. Teamwork & Collaboration
15. Attendance During Assignments
16. Photography Session Conduct
17. Confidentiality
18. Client Privacy
19. Social Media Conduct
20. Conflicts of Interest
21. Gifts & Gratuities
22. Substance-Free Workplace
23. Smoking & Tobacco
24. Gambling
25. Solicitation & Distribution
26. Personal Use of Company Property
27. Company Reputation
28. Reporting Concerns
29. Management Responsibilities

3.1 Purpose

Beauty Through the Lens L.L.C. believes that professionalism, integrity, and respect are essential to delivering exceptional photography services. Every employee represents the Company whenever interacting with clients, vendors, business partners, or the public. This chapter establishes expectations for workplace behavior, ethical conduct, and client interactions.

3.2 Standards of Professional Conduct

Employees are expected to:

- Demonstrate honesty and integrity.
- Treat all individuals with courtesy and respect.
- Maintain professional language and behavior.
- Protect Company property.
- Follow all lawful Company policies and procedures.
- Cooperate with supervisors and coworkers.
- Report safety or ethical concerns promptly.
- Represent the Company in a positive and professional manner.

Conduct that damages client trust or the Company's reputation may result in corrective action, up to and including termination of employment.

3.3 Code of Business Ethics

Employees are expected to conduct business with honesty, fairness, and accountability. Employees shall:

- Comply with all applicable laws and regulations.
- Avoid deceptive or misleading business practices.
- Protect confidential information.
- Use Company resources responsibly.
- Report suspected fraud, theft, or unethical conduct.
- Avoid conflicts between personal interests and Company interests.

3.4 Respectful Workplace

Beauty Through the Lens L.L.C. is committed to maintaining a workplace where all employees are treated with dignity and respect.

Employees are expected to:

- Be courteous to coworkers and clients.
- Respect differing viewpoints.
- Communicate professionally.
- Resolve disagreements constructively.
- Support an inclusive and collaborative work environment.

3.5 Anti-Harassment Policy

The Company prohibits harassment based on any characteristic protected by applicable federal, state, or local law.

Harassment may include verbal, visual, written, electronic, or physical conduct that creates an intimidating, hostile, or offensive work environment or interferes with an individual's work performance.

Examples include:

- Offensive jokes or comments.
- Derogatory remarks.
- Slurs or epithets.
- Unwelcome physical contact.
- Displaying offensive materials.
- Repeated unwelcome conduct directed at an individual because of a protected characteristic.

All complaints will be investigated promptly and impartially.

3.6 Sexual Harassment Prevention

Sexual harassment is prohibited.

Examples include:

- Unwelcome sexual advances.
- Requests for sexual favors.
- Sexually suggestive comments.
- Inappropriate touching.
- Repeated unwelcome romantic attention.
- Sharing sexually explicit images or messages in the workplace.
- Conditioning employment benefits on sexual conduct.

Employees who experience or witness sexual harassment should report it immediately through the Company's complaint procedure.

Retaliation against individuals who make good-faith reports or participate in investigations is prohibited.

3.7 Anti-Bullying Policy

Bullying, intimidation, humiliation, or abusive conduct is inconsistent with Company values.

Examples include:

- Repeated verbal abuse.
- Public humiliation.
- Deliberate exclusion from work-related activities.
- Intimidation.
- Threatening behavior.
- Deliberate sabotage of another employee's work.

3.8 Anti-Retaliation Policy

The Company prohibits retaliation against any employee who:

- Reports misconduct in good faith.
- Participates in an investigation.
- Requests a reasonable accommodation.
- Exercises legal rights.
- Cooperates with government agencies or law enforcement as permitted by law.

Retaliation may result in disciplinary action up to and including termination.

3.9 Workplace Violence Prevention

The Company maintains zero tolerance for workplace violence.

Violence includes:

- Physical assault.
- Threats.
- Intimidation.
- Stalking.
- Property damage.
- Fighting.
- Acts intended to create fear of physical harm.

Employees must immediately report threats or violent behavior.

3.10 Threats, Weapons, and Dangerous Conduct

Employees may not possess, display, or use weapons on Company premises, at Company-sponsored events, or while conducting Company business, except as permitted by applicable law and Company policy.

Employees must never engage in threatening or reckless conduct that could endanger others.

3.11 Professional Appearance & Dress Code

Employees are expected to present a clean, professional appearance appropriate for a photography business.

General expectations include:

- Clothing should be neat, clean, and suitable for client-facing work.
- Footwear should be appropriate for standing, walking, and outdoor locations.
- Clothing should not contain offensive language or graphics.
- Employees should maintain good personal hygiene.
- Accessories should not interfere with safe operation of photography equipment.

The Company may establish dress requirements for specific events, such as weddings or corporate functions.

3.12 Customer Service Standards

Employees represent the Company's brand and are expected to:

- Greet clients professionally.
- Respond promptly to inquiries.
- Communicate respectfully.
- Protect client confidentiality.
- Arrive prepared and on time.
- Address concerns courteously.
- Demonstrate patience and professionalism during photography sessions.

3.13 Communication Standards

Employees are expected to communicate:

- Clearly.
- Respectfully.
- Professionally.
- Honestly.
- Promptly.

Harassing, abusive, or offensive communications—including by email, text message, instant messaging, or social media—are prohibited.

3.14 Teamwork & Collaboration

Employees are expected to:

- Assist coworkers when appropriate.
- Share knowledge.
- Support Company goals.
- Cooperate during events and photography sessions.
- Foster a positive work environment.

3.15 Attendance During Assignments

Employees assigned to photography sessions or events must:

- Arrive on time.
- Be prepared with required equipment.
- Notify management immediately of emergencies or delays.
- Remain professional throughout the assignment.

3.16 Photography Session Conduct

Employees working directly with clients shall:

- Respect client preferences and boundaries.
- Obtain required permissions before photographing in restricted areas.
- Exercise professionalism when directing poses.
- Handle children and pets with care and patience.
- Protect confidential information learned during assignments.
- Follow Company quality standards for photography and editing.

3.17 Confidentiality

Employees may have access to confidential information, including:

- Client information.

- Photographs prior to public release.
- Pricing strategies.
- Marketing plans.
- Financial information.
- Vendor agreements.
- Personnel records.

Confidential information must not be disclosed except as authorized or required by law.

This obligation continues after employment ends.

3.18 Client Privacy

Respecting client privacy is essential.

Employees shall not:

- Share client photographs without authorization.
- Discuss private client matters.
- Access client information without a business need.
- Use client images for personal purposes.

Model releases and marketing permissions must be honored.

3.19 Social Media Conduct

Employees should exercise good judgment when using social media.

Employees may not:

- Represent themselves as speaking on behalf of the Company without authorization.
- Disclose confidential information.
- Post client images without required permission.
- Publish content that unlawfully harasses, discriminates against, or threatens others.

Nothing in this policy is intended to interfere with rights protected by applicable labor laws.

3.20 Conflicts of Interest

Employees must avoid situations where personal interests conflict with Company interests.

Examples include:

- Working for a direct competitor.
- Accepting improper gifts.
- Using Company resources for personal business.
- Diverting Company clients.
- Personal financial interests that influence business decisions.

Potential conflicts must be disclosed promptly.

3.21 Gifts & Gratuities

Employees may not solicit gifts from clients or vendors.

Modest, customary tokens of appreciation may be accepted if they do not influence—or appear to influence—business decisions.

Any gift that creates a potential conflict should be reported to management.

3.22 Substance-Free Workplace

Employees must report to work fit for duty.

The unlawful use, possession, distribution, or sale of controlled substances in the workplace is prohibited.

Employees may not work while impaired by alcohol, illegal drugs, or any substance that prevents the safe and effective performance of job duties.

The Company may take appropriate action when there is a reasonable belief that an employee is impaired, consistent with applicable law.

3.23 Smoking & Tobacco

Smoking, vaping, and the use of tobacco products are permitted only in designated areas and in compliance with applicable law and property rules.

Employees should never smoke or vape in a manner that affects clients or photography sessions.

3.24 Gambling

Unauthorized gambling, betting pools, or games of chance conducted during work time or using Company resources are prohibited.

3.25 Solicitation & Distribution

To maintain productivity and safety:

- Solicitation during working time is prohibited.
- Distribution of non-business materials in work areas may be restricted.
- These rules will be applied in a manner consistent with applicable law.

3.26 Personal Use of Company Property

Company equipment—including cameras, lenses, lighting, computers, vehicles (if applicable), and software—is intended for business use.

Limited personal use may be permitted with prior approval, provided it:

- Does not interfere with work.
- Does not create additional cost or liability.
- Does not compromise client confidentiality.
- Does not violate copyright or licensing requirements.

3.27 Protecting the Company's Reputation

Employees should act in a manner that supports the Company's reputation for creativity, professionalism, integrity, and outstanding client service.

Employees should avoid conduct that could reasonably harm client confidence or public trust.

3.28 Reporting Concerns

Employees are encouraged to report:

- Safety concerns.
- Harassment.
- Discrimination.
- Fraud.
- Theft.
- Workplace violence.
- Policy violations.
- Ethical concerns.

Reports may be made to:

- The Owner
- A designated Human Resources representative
- The employee's supervisor (unless the supervisor is involved)

The Company will investigate reports promptly and take appropriate corrective action where warranted.

3.29 Management Responsibilities

Managers and supervisors are expected to:

- Model professional behavior.
- Enforce workplace policies consistently.

- Address inappropriate conduct promptly.
- Maintain confidentiality during investigations.
- Foster a respectful and inclusive work environment.
- Respond appropriately to employee concerns.
- Ensure that employees understand and comply with Company policies.

Conclusion

A respectful, ethical, and professional workplace is essential to the success of Beauty Through the Lens L.L.C. Every employee contributes to the Company's reputation through daily interactions with clients, coworkers, and the community. By following the standards outlined in this chapter, employees help create an environment that reflects the Company's commitment to creativity, professionalism, integrity, and exceptional customer service.

Legal Notice: This chapter is a comprehensive policy template designed for review and customization before implementation. It should be reviewed by a qualified New Jersey employment attorney to ensure compliance with applicable federal and New Jersey laws, including wage and hour requirements.

Chapter 4

Compensation & Scheduling

Table of Contents

1. Purpose
2. Compensation Philosophy

3. Employment Classifications and Pay
4. Payroll Administration
5. Payroll Schedule
6. Payroll Deductions
7. Timekeeping
8. Hours Worked
9. Overtime
10. Meal and Rest Periods
11. Work Schedules
12. Photography Session Scheduling
13. Weekend, Evening, and Holiday Assignments
14. On-Call Assignments (If Applicable)
15. Attendance and Punctuality
16. Absences
17. Call-Off Procedures
18. Tardiness
19. Job Abandonment
20. Travel Time
21. Mileage Reimbursement
22. Business Expenses
23. Remote Editing & Administrative Work
24. Training Time
25. Meetings
26. Inclement Weather
27. Emergency Closures
28. Payroll Errors
29. Wage Discussions
30. Management Responsibilities

4.1 Purpose

Beauty Through the Lens L.L.C. is committed to compensating employees fairly, accurately, and in compliance with applicable federal and New Jersey wage and hour laws. This chapter outlines the Company's compensation philosophy, payroll practices, scheduling expectations, attendance standards, and reimbursement procedures.

4.2 Compensation Philosophy

The Company seeks to provide competitive compensation that reflects:

- Job responsibilities
- Skills and experience
- Performance
- Internal equity
- Market conditions
- Business needs

Compensation decisions are based on legitimate business factors and applicable law.

4.3 Employment Classifications and Pay

Employees will be classified as exempt or non-exempt under applicable wage and hour laws.

- **Non-exempt employees** are paid for all hours worked and are eligible for overtime pay when required by law.
- **Exempt employees** are paid on a salary basis (when applicable) and are not eligible for overtime if they meet the legal exemption criteria.

Employees will receive written notice of their pay rate at hire and whenever it changes.

4.4 Payroll Administration

Payroll is administered accurately and confidentially.

Employees are responsible for ensuring that:

- Time records are accurate.
- Personal information is current.
- Direct deposit information (if applicable) is correct.
- Questions about pay are reported promptly.

4.5 Payroll Schedule

Employees are paid on a regular payroll schedule established by the Company.

Pay statements will reflect, as applicable:

- Regular hours worked
- Overtime hours
- Gross wages
- Taxes withheld
- Authorized deductions
- Net pay
- Paid leave balances, where applicable

The Company will communicate the payroll schedule to employees upon hire.

4.6 Payroll Deductions

Required deductions may include:

- Federal income tax
- Social Security
- Medicare
- New Jersey income tax
- Court-ordered garnishments
- Other deductions authorized by law or by the employee

No deductions will be made that are prohibited by law.

4.7 Timekeeping

Non-exempt employees must accurately record all hours worked using the Company's designated timekeeping system.

Employees must record:

- Start time
- End time
- Meal periods (if required)
- Approved breaks
- Overtime worked
- Training time
- Travel time that qualifies as compensable

Falsifying time records is prohibited and may result in disciplinary action.

4.8 Hours Worked

Employees must accurately report all time spent performing authorized work.

Work includes, as applicable:

- Photography sessions
- Equipment setup and breakdown
- Editing photographs
- Client consultations
- Administrative tasks
- Required meetings
- Mandatory training
- Authorized travel time

Employees may not perform off-the-clock work.

4.9 Overtime

Non-exempt employees may be eligible for overtime compensation in accordance with applicable law.

Overtime should be approved in advance whenever practicable. Unauthorized overtime may result in corrective action; however, all hours actually worked must be reported and will be compensated as required by law.

4.10 Meal and Rest Periods

Meal and rest periods will be provided consistent with operational needs and applicable law.

Employees are expected to:

- Take unpaid meal periods when scheduled.

- Return to work on time.
- Avoid performing work during unpaid meal periods unless authorized and recorded.

4.11 Work Schedules

The Company's normal business hours are generally **Monday through Saturday, 9:00 a.m. to 7:00 p.m.**, with evening and weekend appointments available to meet client needs. Scheduling may vary depending on bookings and operational demands.

Employees may be assigned:

- Morning shifts
- Afternoon shifts
- Evening assignments
- Weekend assignments
- Holiday assignments (if applicable)

Schedules may change based on business needs.

4.12 Photography Session Scheduling

Photography assignments are scheduled based on:

- Client availability
- Photographer availability
- Travel time
- Equipment requirements
- Seasonal demand
- Business priorities

Employees are expected to:

- Confirm assignments promptly.
- Review session details before arrival.
- Notify management immediately of scheduling conflicts.

4.13 Weekend, Evening, and Holiday Assignments

Because the photography industry frequently serves clients outside traditional business hours, employees may be assigned evening, weekend, or holiday work.

Assignments will be based on operational needs, employee availability, and applicable wage and hour requirements.

4.14 On-Call Assignments (If Applicable)

If the Company establishes on-call scheduling:

- Employees will receive advance notice whenever practicable.
- Expectations for response times will be communicated.
- Compensation for on-call time will comply with applicable law.

4.15 Attendance and Punctuality

Reliable attendance is essential.

Employees are expected to:

- Report to work on time.
- Be prepared to begin work at the scheduled start time.
- Notify management promptly if delayed.
- Attend required meetings and assignments.

Excessive absenteeism or tardiness may result in corrective action.

4.16 Absences

Employees who cannot report to work must notify their supervisor as soon as possible and follow the Company's call-off procedures.

Where required, employees may be asked to provide documentation supporting certain absences.

4.17 Call-Off Procedures

Employees who are unable to work should:

1. Notify their supervisor or designated manager as soon as possible.
2. Provide the reason for the absence, when appropriate.
3. Indicate the expected return-to-work date, if known.
4. Keep management informed of any changes.

Text messages or emails may not be sufficient unless specifically authorized by the Company.

4.18 Tardiness

Employees are expected to arrive on time for all scheduled work, meetings, and client appointments.

Repeated tardiness may result in corrective action.

4.19 Job Abandonment

An employee who fails to report to work or communicate with the Company for a period established by Company policy may be considered to have voluntarily resigned, subject to applicable law and any extenuating circumstances.

4.20 Travel Time

Employees may be required to travel to:

- Client locations
- Event venues
- Commercial properties
- Outdoor photography sites
- Training locations

Compensable travel time will be paid in accordance with applicable wage and hour laws.

4.21 Mileage Reimbursement

Employees authorized to use their personal vehicle for Company business may be reimbursed for approved business mileage at the Company's established reimbursement rate.

Employees must maintain accurate mileage records and provide documentation as requested.

4.22 Business Expenses

Authorized business expenses may include:

- Parking fees
- Toll charges
- Required supplies
- Approved equipment rentals
- Lodging (when authorized)
- Meals during approved business travel (where applicable)

Expenses must be reasonable, documented, and submitted according to Company procedures.

4.23 Remote Editing & Administrative Work

Employees authorized to work remotely for editing, administrative tasks, or client communication must:

- Maintain confidentiality.
- Use secure Company-approved systems.
- Accurately record time worked.
- Meet productivity expectations.
- Follow Company technology and cybersecurity policies.

4.24 Training Time

Required training, meetings, and professional development activities will be compensated in accordance with applicable law.

Employees are expected to attend mandatory training unless excused.

4.25 Meetings

Employees are expected to attend scheduled:

- Staff meetings
- Client consultations
- Training sessions
- Safety meetings
- Performance reviews

Attendance at mandatory meetings is considered work time for non-exempt employees.

4.26 Inclement Weather

Because photography assignments often occur outdoors, weather conditions may affect operations.

The Company may:

- Delay start times.
- Reschedule assignments.
- Cancel outdoor sessions.
- Close operations temporarily when necessary for safety.

Employees should not assume operations are canceled unless notified by management.

4.27 Emergency Closures

The Company may temporarily suspend operations due to emergencies, including severe weather, power outages, public health emergencies, or other circumstances beyond its control.

Compensation during closures will be administered in accordance with applicable law and Company policy.

4.28 Payroll Errors

Employees should promptly report suspected payroll errors.

The Company will investigate and correct verified errors as quickly as practicable.

4.29 Wage Discussions

Nothing in this handbook prohibits employees from discussing wages, hours, or other terms and conditions of employment where such discussions are protected by applicable law.

Employees are expected to engage in these discussions respectfully and without disclosing confidential business information unrelated to protected rights.

4.30 Management Responsibilities

Managers and supervisors are responsible for:

- Scheduling employees fairly and consistently.
- Approving and monitoring work hours.
- Ensuring accurate timekeeping.
- Complying with wage and hour laws.
- Reviewing overtime needs.
- Responding promptly to attendance issues.
- Communicating schedule changes in a timely manner.
- Administering payroll-related policies consistently.

Conclusion

The Company's compensation and scheduling practices are intended to support operational efficiency while ensuring employees are paid accurately for all compensable work. Employees and managers share responsibility for maintaining accurate time records, communicating scheduling needs, and following these policies to support a reliable, professional workplace.

Legal Notice: This chapter is a comprehensive policy template for Beauty Through the Lens L.L.C. It is intended to be customized based on the Company's benefit offerings, workforce size, and applicable federal and New Jersey laws. This handbook is not a contract of employment or a guarantee of benefits. Benefits may be amended or discontinued by the Company to the extent permitted by law.

Chapter 5

Benefits & Leave

Table of Contents

1. Purpose
2. Benefits Philosophy
3. Eligibility for Benefits
4. Medical, Dental, and Vision Benefits (If Offered)
5. Life Insurance (If Offered)
6. Short-Term Disability
7. Long-Term Disability (If Offered)
8. Retirement Plans (If Offered)
9. Employee Assistance Program (If Offered)
10. Workers' Compensation
11. New Jersey Temporary Disability Benefits
12. New Jersey Family Leave Insurance

13. Earned Sick Leave (New Jersey)
14. Paid Time Off (PTO) (If Offered)
15. Vacation Leave (If Offered)
16. Paid Holidays
17. Bereavement Leave
18. Jury Duty Leave
19. Witness Leave
20. Military Leave
21. Family and Medical Leave (FMLA)
22. New Jersey Family Leave Act (NJFLA)
23. NJ SAFE Act Leave
24. Pregnancy, Childbirth & Related Medical Conditions
25. Lactation Accommodations
26. Reasonable Accommodations (ADA & Religious)
27. Personal Leave of Absence
28. Inclement Weather Leave
29. Volunteer Leave (If Offered)
30. Continuing Education Leave (If Approved)
31. Leave Request Procedures
32. Return-to-Work Procedures
33. Benefits During Leave
34. Fitness for Duty
35. Management Responsibilities

5.1 Purpose

Beauty Through the Lens L.L.C. recognizes that employee well-being contributes to exceptional customer service and long-term business success. The Company strives to administer employee benefits and leave programs fairly, consistently, and in accordance with applicable federal and New Jersey law.

5.2 Benefits Philosophy

The Company is committed to supporting employees through competitive benefits, legally required leave, and workplace flexibility where operationally feasible.

Benefits may vary depending on:

- Employment classification

- Length of service
- Hours worked
- Business needs
- Plan eligibility requirements

Participation in any benefit program is subject to the terms of the applicable plan documents.

5.3 Eligibility for Benefits

Eligibility for Company-sponsored benefits depends on:

- Employment status (full-time, part-time, temporary, seasonal)
- Length of employment
- Minimum hours worked
- Specific benefit plan requirements

Employees will receive information about available benefits upon becoming eligible.

5.4 Medical, Dental, and Vision Benefits (If Offered)

If the Company offers group health insurance, eligible employees may enroll in accordance with the terms of the applicable plan.

Coverage, eligibility, premiums, and enrollment procedures are governed by the official plan documents.

5.5 Life Insurance (If Offered)

The Company may provide employer-paid or voluntary life insurance for eligible employees. Coverage amounts and eligibility will be communicated through the applicable benefit plan.

5.6 Short-Term Disability

Eligible employees may qualify for disability benefits through applicable state programs or any Company-sponsored disability plan.

Employees should notify management promptly if a medical condition prevents them from performing their job.

5.7 Long-Term Disability (If Offered)

If long-term disability insurance is offered, eligibility and coverage will be governed by the applicable insurance policy.

5.8 Retirement Plans (If Offered)

If the Company sponsors a retirement savings plan, eligible employees may participate according to the plan's terms and applicable law.

5.9 Employee Assistance Program (If Offered)

If available, the Employee Assistance Program (EAP) provides confidential resources for employees seeking assistance with personal, financial, or emotional concerns.

5.10 Workers' Compensation

The Company maintains workers' compensation insurance as required by law.

Employees must:

- Report work-related injuries immediately.
- Cooperate with claims investigations.
- Follow medical treatment recommendations.
- Provide requested documentation.

Employees should promptly report unsafe conditions to management.

5.11 New Jersey Temporary Disability Benefits

Eligible employees may qualify for New Jersey Temporary Disability Insurance (TDI) when unable to work due to a non-work-related illness, injury, pregnancy, or other qualifying condition, subject to state eligibility requirements.

5.12 New Jersey Family Leave Insurance

Eligible employees may qualify for New Jersey Family Leave Insurance (FLI) benefits when taking qualifying leave to care for a family member or bond with a new child, subject to state eligibility rules.

5.13 Earned Sick Leave (New Jersey)

The Company provides earned sick leave in accordance with the New Jersey Earned Sick Leave Law.

Eligible employees may use accrued earned sick leave for qualifying reasons, including:

- The employee's illness, injury, or preventive care.
- Care of a qualifying family member.
- Public health emergencies as provided by law.
- Circumstances related to domestic or sexual violence where permitted by law.
- School-related meetings concerning a child when covered by the statute.

Requests should be made as soon as practicable.

The Company will not retaliate against employees for lawfully using earned sick leave.

5.14 Paid Time Off (PTO) (If Offered)

If the Company adopts a Paid Time Off program, PTO may be used for vacation, personal business, or illness, subject to scheduling needs and Company policy.

PTO accrual, carryover, and payout (if any) will be governed by the Company's PTO policy and applicable law.

5.15 Vacation Leave (If Offered)

If vacation leave is offered separately from PTO:

- Vacation requests should be submitted in advance.
- Approval is subject to staffing and operational needs.
- Peak business periods may limit vacation availability.

5.16 Paid Holidays

The Company may designate paid holidays for eligible employees. Holiday schedules will be communicated annually.

Business needs may require employees to work on holidays, particularly during peak photography seasons or special events.

5.17 Bereavement Leave

The Company may provide bereavement leave to eligible employees following the death of an immediate family member.

Employees should notify management as soon as practicable and may be asked to provide documentation where appropriate.

5.18 Jury Duty Leave

Employees summoned for jury duty should notify management promptly and provide documentation of the summons.

The Company will administer jury duty leave in accordance with applicable law.

5.19 Witness Leave

Employees required to appear as witnesses pursuant to a lawful subpoena should notify management as soon as possible.

Leave will be administered in accordance with applicable law.

5.20 Military Leave

The Company complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws governing military leave and reemployment rights.

5.21 Family and Medical Leave (FMLA)

If the Company is covered by the Family and Medical Leave Act and an employee is eligible, qualifying employees may take unpaid, job-protected leave for reasons permitted under the Act.

Eligibility, notice requirements, certification, and reinstatement rights are governed by the FMLA and applicable regulations.

5.22 New Jersey Family Leave Act (NJFLA)

Eligible employees may qualify for leave under the New Jersey Family Leave Act for qualifying family care and bonding reasons.

The Company will administer NJFLA leave in accordance with applicable law.

5.23 NJ SAFE Act Leave

Eligible employees may be entitled to leave under the New Jersey Security and Financial Empowerment (SAFE) Act for qualifying circumstances related to domestic violence or sexual violence.

5.24 Pregnancy, Childbirth & Related Medical Conditions

The Company will comply with applicable laws regarding pregnancy, childbirth, and related medical conditions.

Reasonable accommodations will be provided where required by law, absent undue hardship.

5.25 Lactation Accommodations

The Company will provide reasonable break time and an appropriate private space for expressing breast milk, consistent with applicable law.

5.26 Reasonable Accommodations

The Company is committed to providing reasonable accommodations for qualified individuals with disabilities and for sincerely held religious beliefs, unless doing so would impose an undue hardship.

Employees requesting accommodations should notify management or the designated Human Resources representative.

5.27 Personal Leave of Absence

The Company may, at its discretion, grant unpaid personal leave for compelling personal circumstances when operationally feasible.

Approval is not guaranteed and is based on business needs.

5.28 Inclement Weather Leave

Because photography often occurs outdoors, weather may affect operations.

The Company may:

- Delay opening.
- Close operations temporarily.
- Reschedule photography assignments.
- Adjust staffing based on safety considerations.

Employees should follow Company communications regarding weather-related scheduling changes.

5.29 Volunteer Leave (If Offered)

Consistent with the Company's commitment to community engagement, volunteer leave may be approved for participation in Company-sponsored charitable or community service activities, subject to business needs.

5.30 Continuing Education Leave

Employees may request time away from work to attend approved professional development activities, conferences, workshops, or training related to their job responsibilities.

Approval is subject to staffing and operational needs.

5.31 Leave Request Procedures

Employees requesting planned leave should:

1. Submit the request as far in advance as practicable.
2. Provide required documentation when applicable.
3. Keep management informed regarding anticipated return dates.
4. Comply with certification requirements where required by law.

5.32 Return-to-Work Procedures

Employees returning from certain medical or protected leaves may be required to provide documentation demonstrating their ability to safely perform the essential functions of their position, where permitted by law.

5.33 Benefits During Leave

Continuation of benefits during leave will be administered in accordance with applicable law, plan documents, and Company policy.

Employees remain responsible for any required employee contributions toward benefit premiums.

5.34 Fitness for Duty

Where permitted by law and job-related, the Company may require a fitness-for-duty certification before an employee returns from certain medical leaves.

5.35 Management Responsibilities

Managers and supervisors are responsible for:

- Administering leave requests consistently.
- Protecting the confidentiality of medical information.
- Referring employees to Human Resources or the Owner for leave and accommodation questions.
- Avoiding retaliation against employees who request or use protected leave.
- Coordinating staffing to minimize operational disruption while respecting employee rights.

Conclusion

Beauty Through the Lens L.L.C. values the health, well-being, and work-life balance of its employees. By administering benefits and leave programs fairly and in accordance with applicable law, the Company aims to support employees while continuing to provide exceptional service to clients. Employees are encouraged to ask questions whenever they need clarification regarding available benefits or leave options.

Legal Notice: This Safety Manual is intended to establish workplace safety expectations for Beauty Through the Lens L.L.C. It is designed to complement applicable federal and New Jersey workplace safety requirements. This manual is not intended to replace applicable OSHA regulations or legal requirements. Policies should be reviewed periodically and updated as laws, operations, or workplace conditions change.

Chapter 6

Workplace Safety Manual

Table of Contents

1. Purpose
2. Safety Philosophy
3. Employee Safety Responsibilities
4. Management Safety Responsibilities
5. Safety Reporting
6. Emergency Contacts
7. Incident Reporting
8. Accident Investigation
9. Medical Emergencies
10. First Aid Procedures
11. Bloodborne Pathogens Awareness
12. Fire Prevention
13. Fire Emergency Procedures
14. Severe Weather Procedures
15. Outdoor Photography Safety
16. Heat Illness Prevention
17. Cold Weather Safety
18. Lightning Safety
19. Slip, Trip & Fall Prevention
20. Ergonomics
21. Manual Lifting Procedures
22. Electrical Safety
23. Equipment Inspection
24. Camera Equipment Safety
25. Lighting Equipment Safety
26. Drone Safety (Future Operations)
27. Vehicle Safety

28. Driving on Company Business
29. Travel Safety
30. Parking Lot Safety
31. Working Alone
32. Client Home Safety
33. Children & Family Session Safety
34. Pet Photography Safety
35. Event Photography Safety
36. Construction & Architecture Photography
37. Wildlife & Nature Photography Safety
38. Personal Protective Equipment (PPE)
39. Housekeeping Standards
40. Workplace Violence Prevention
41. Active Threat Procedures
42. Communicable Illness Prevention
43. Alcohol & Drug-Free Workplace
44. Security & Theft Prevention
45. Emergency Closings
46. Safety Training
47. OSHA Compliance
48. Recordkeeping
49. Employee Safety Acknowledgment

6.1 Purpose

The purpose of this Safety Manual is to protect employees, clients, contractors, visitors, and the public by promoting safe work practices in every aspect of Beauty Through the Lens L.L.C.'s operations. Safety is a shared responsibility, and every employee is expected to contribute to a safe, healthy, and professional work environment.

6.2 Safety Philosophy

The Company believes:

- Every accident is preventable.
- Safety takes priority over schedules and deadlines.
- Employees have the authority to stop work they reasonably believe presents an imminent safety risk.
- Professional planning reduces workplace hazards.

- Continuous safety improvement benefits everyone.

6.3 Employee Safety Responsibilities

Every employee must:

- Follow Company safety policies.
- Use equipment safely.
- Wear required PPE.
- Report hazards immediately.
- Report injuries promptly.
- Maintain clean work areas.
- Participate in required safety training.
- Follow emergency procedures.
- Cooperate during safety investigations.

6.4 Management Safety Responsibilities

Managers are responsible for:

- Providing a safe workplace.
- Identifying workplace hazards.
- Conducting safety inspections.
- Ensuring equipment is maintained.
- Investigating incidents.
- Providing safety training.
- Enforcing safety rules consistently.
- Correcting unsafe conditions promptly.

6.5 Safety Reporting

Employees should immediately report:

- Unsafe conditions.
- Near misses.
- Equipment malfunctions.

- Vehicle accidents.
- Client safety concerns.
- Threats or violence.
- Fire hazards.
- Electrical hazards.
- Chemical spills.

No employee will be retaliated against for making a good-faith safety report.

6.6 Emergency Contacts

The Company will maintain current emergency contact information for all employees. Employees must promptly update changes to emergency contact information.

6.7 Incident Reporting

All work-related injuries, illnesses, property damage, near misses, or safety incidents must be reported to management immediately or as soon as practicable. Prompt reporting helps ensure appropriate medical care, investigation, and corrective action.

6.8 Accident Investigation

The Company will investigate reported incidents to determine contributing factors and identify corrective measures. Employees are expected to cooperate fully with investigations.

6.9 Medical Emergencies

If a medical emergency occurs:

1. Call 911 immediately when appropriate.
2. Notify management.

3. Provide first aid only if trained and it is safe to do so.
4. Do not move an injured person unless necessary to prevent further harm.
5. Preserve the scene when practical for investigation.

6.10 First Aid Procedures

First aid supplies will be maintained at Company-controlled work locations and in designated vehicles, where applicable. Employees should report depleted or expired supplies promptly.

6.11 Bloodborne Pathogens Awareness

Employees should avoid direct contact with blood or other potentially infectious materials. Disposable gloves or other appropriate protective equipment should be used when responding to incidents involving bodily fluids. Contaminated materials should be handled and disposed of in accordance with applicable health and safety guidance.

6.12 Fire Prevention

Employees should:

- Keep exits clear.
- Avoid overloading electrical outlets.
- Report damaged electrical equipment.
- Store flammable materials safely.
- Know the location of fire extinguishers where available.

6.13 Fire Emergency Procedures

In the event of a fire:

1. Activate the alarm if available.
2. Call emergency services.
3. Evacuate safely.

4. Assist others only if it is safe to do so.
5. Proceed to the designated assembly area.
6. Do not re-enter until authorized.

6.14 Severe Weather Procedures

Employees should monitor weather conditions during outdoor assignments. Management may postpone, relocate, or cancel sessions when weather conditions create unreasonable safety risks.

6.15 Outdoor Photography Safety

Employees should:

- Survey locations before sessions.
- Be alert to uneven terrain, water hazards, and traffic.
- Stay hydrated.
- Use sun protection.
- Wear appropriate footwear.
- Avoid hazardous areas unless proper precautions are in place.

6.16 Heat Illness Prevention

During hot weather:

- Drink water regularly.
- Take breaks as needed.
- Wear lightweight clothing appropriate for the assignment.
- Watch for signs of heat exhaustion or heat stroke.
- Seek medical assistance immediately if symptoms develop.

6.17 Cold Weather Safety

Employees should wear weather-appropriate clothing and monitor for signs of cold stress or frostbite during outdoor assignments.

6.18 Lightning Safety

Outdoor sessions must be suspended when lightning presents a safety hazard. Employees should seek appropriate shelter and resume work only when conditions are safe.

6.19 Slip, Trip & Fall Prevention

Employees should:

- Keep walkways clear.
- Secure cables and cords.
- Clean spills promptly when responsible for the area.
- Wear appropriate footwear.
- Report hazardous walking surfaces.

6.20 Ergonomics

Employees performing editing or administrative work should:

- Adjust chairs and monitors appropriately.
- Maintain good posture.
- Take periodic stretch breaks.
- Arrange equipment to reduce repetitive strain.

6.21 Manual Lifting Procedures

Employees should:

- Assess the weight before lifting.
- Use proper lifting techniques.
- Request assistance with heavy or awkward equipment.
- Use carts or other aids when available.

6.22 Electrical Safety

Only properly maintained electrical equipment should be used. Damaged cords, plugs, or outlets must be reported immediately and removed from service until repaired or replaced.

6.23 Equipment Inspection

Employees should inspect cameras, lenses, lighting, tripods, batteries, cables, and other equipment before each assignment. Defective equipment should not be used.

6.24 Camera Equipment Safety

Employees should:

- Transport equipment securely.
- Use appropriate straps or carrying cases.
- Protect equipment from moisture, dust, and impact.
- Store equipment safely when not in use.

6.25 Lighting Equipment Safety

Lighting equipment should be:

- Properly secured.
- Allowed to cool before handling or packing.
- Positioned to minimize tripping hazards.
- Used according to manufacturer instructions.

6.26 Drone Safety (Future Operations)

If the Company conducts drone photography, operations will comply with applicable federal aviation regulations. Only authorized and properly credentialed operators may conduct drone flights on behalf of the Company.

6.27 Vehicle Safety

Employees driving on Company business should:

- Obey traffic laws.
- Wear seat belts.
- Avoid distracted driving.
- Maintain required insurance when using personal vehicles.
- Report accidents immediately.

6.28 Driving on Company Business

Employees must not operate a vehicle while impaired or while using handheld devices in violation of applicable law. Safe driving practices are expected at all times.

6.29 Travel Safety

Employees should plan travel routes, allow sufficient travel time, monitor weather conditions, and avoid unnecessary risks while traveling to assignments.

6.30 Parking Lot Safety

Employees should remain alert in parking areas, secure valuables, and report suspicious activity.

6.31 Working Alone

Employees working alone should inform management of their location and expected schedule when practical and maintain communication during assignments where safety concerns exist.

6.32 Client Home Safety

Employees should exercise caution when working in private residences, remain aware of surroundings, and report unsafe conditions or behavior.

6.33 Children & Family Session Safety

Employees should prioritize child safety during family sessions, ensure equipment is stable, and request assistance from parents or guardians when appropriate.

6.34 Pet Photography Safety

Employees should:

- Ask owners about animal behavior.
- Avoid provoking animals.
- Keep equipment secured.
- Stop the session if an unsafe situation develops.

6.35 Event Photography Safety

Employees should remain aware of crowd conditions, emergency exits, electrical cables, and venue-specific safety rules.

6.36 Construction & Architecture Photography

When photographing construction or industrial locations, employees should comply with all site-specific safety requirements, including PPE requirements established by the property owner or contractor.

6.37 Wildlife & Nature Photography Safety

Employees should avoid unnecessary contact with wildlife, respect environmental restrictions, and remain aware of changing weather and terrain conditions.

6.38 Personal Protective Equipment (PPE)

The Company will provide required PPE where appropriate. Employees are responsible for using PPE properly, maintaining it in good condition, and reporting damaged equipment.

6.39 Housekeeping Standards

Employees should maintain orderly work areas, store equipment properly, dispose of waste appropriately, and reduce trip hazards.

6.40 Workplace Violence Prevention

Threats, intimidation, harassment, or acts of violence are prohibited. Employees should report concerns immediately. The Company will investigate reports and take appropriate corrective action.

6.41 Active Threat Procedures

If confronted with an active threat:

1. Prioritize personal safety.
2. Follow emergency instructions.
3. Contact emergency services when safe to do so.
4. Cooperate with law enforcement.

Employees will receive training appropriate to Company operations.

6.42 Communicable Illness Prevention

Employees should follow applicable public health guidance, practice good hygiene, and avoid reporting to work when they pose a health risk to others, consistent with Company policy and applicable law.

6.43 Alcohol & Drug-Free Workplace

Employees must report to work fit for duty. The unlawful use, possession, or distribution of controlled substances in the workplace is prohibited. Employees may not work while impaired by alcohol or drugs in a manner that affects safety or performance.

6.44 Security & Theft Prevention

Employees should safeguard Company equipment, client property, and confidential information. Lost or stolen equipment must be reported immediately.

6.45 Emergency Closings

The Company may suspend operations due to severe weather, public emergencies, utility failures, or other events that present safety concerns. Employees should follow official Company communications regarding closures.

6.46 Safety Training

Employees are expected to participate in required safety training, which may include topics such as emergency procedures, equipment safety, lifting techniques, cybersecurity awareness, and client-site safety.

6.47 OSHA Compliance

The Company is committed to maintaining a workplace that complies with applicable occupational safety and health requirements. Employees are encouraged to raise safety concerns without fear of retaliation.

6.48 Recordkeeping

Safety-related records, including incident reports, training documentation, and inspection records, will be maintained in accordance with Company policy and applicable legal requirements.

6.49 Employee Safety Acknowledgment

All employees are required to acknowledge that they have received, read, and understand this Safety Manual and agree to comply with its requirements as a condition of employment.

Conclusion

Safety is a core value at Beauty Through the Lens L.L.C. Every employee plays a critical role in protecting themselves, their coworkers, clients, and the public. By following the policies in this Safety Manual, employees help create a workplace that supports exceptional service, professional excellence, and a culture of prevention.

Legal Notice: This chapter establishes the operational standards for photography services provided by Beauty Through the Lens L.L.C. It is intended to promote consistency, professionalism, client satisfaction, and legal compliance. Employees must comply with applicable federal, New Jersey, and local laws, including privacy, copyright, and licensing requirements.

Chapter 7

Photography Operations

Table of Contents

1. Purpose
2. Operational Philosophy
3. Professional Standards
4. Scope of Photography Services
5. Photography Assignment Workflow
6. Client Inquiry Procedures

7. Consultation Standards
8. Quotes and Estimates
9. Booking Procedures
10. Photography Contracts
11. Retainers and Payments
12. Session Preparation
13. Equipment Preparation
14. Travel Preparation
15. Arrival Standards
16. Professional Appearance During Assignments
17. Client Interaction Standards
18. Working with Children
19. Working with Seniors
20. Working with Pets
21. Wedding Photography Procedures
22. Event Photography Procedures
23. Portrait Photography Procedures
24. Commercial Photography Procedures
25. Real Estate & Architecture Photography
26. Automotive Photography
27. Nature & Landscape Photography
28. Community Event Photography
29. Photography Ethics
30. Image Composition Standards
31. Camera Settings & Technical Standards
32. Lighting Standards
33. Editing Standards
34. Artificial Intelligence (AI) Editing Guidelines
35. Image Quality Control
36. File Naming Standards
37. Digital Asset Management
38. Cloud Storage
39. Image Backup Procedures
40. RAW File Management
41. Delivery Standards
42. Online Galleries
43. Print Products
44. Copyright Ownership
45. Licensing
46. Model Releases
47. Property Releases
48. Client Privacy
49. Social Media Use of Images
50. Portfolio Use

- 51. Client Complaints
- 52. Equipment Maintenance
- 53. Loss or Damage of Equipment
- 54. Vendor Relationships
- 55. Continuous Improvement
- 56. Management Responsibilities

7.1 Purpose

This chapter establishes the operational procedures that guide every photography assignment performed on behalf of Beauty Through the Lens L.L.C. These standards promote consistency, quality, professionalism, and client satisfaction across all photography services.

7.2 Operational Philosophy

Beauty Through the Lens L.L.C. is committed to creating exceptional photographic experiences by combining artistic excellence with outstanding customer service. Employees are expected to deliver consistent quality while treating every client with professionalism, courtesy, and respect.

7.3 Professional Standards

Employees shall:

- Arrive prepared and on time.
- Maintain a professional appearance.
- Demonstrate courtesy and patience.
- Communicate clearly with clients.
- Protect confidential information.
- Follow Company quality standards.
- Represent the Company's brand positively.

7.4 Scope of Photography Services

The Company provides a variety of photography services, including:

- Individual portraits
- Family photography
- Graduation and senior portraits
- Engagement sessions
- Event photography
- Corporate branding
- Commercial product photography
- Architecture and real estate photography
- Automotive photography
- Pet photography
- Nature and landscape photography
- Community and nonprofit events

Services should be delivered consistently with the Company's mission and quality standards described in its business plan.

7.5 Photography Assignment Workflow

The standard workflow includes:

1. Client inquiry
2. Consultation
3. Quote or proposal
4. Booking
5. Signed agreement
6. Retainer/payment
7. Session planning
8. Photography session
9. Image backup
10. Editing
11. Quality review
12. Gallery delivery
13. Print fulfillment (if applicable)
14. Client follow-up

7.6 Client Inquiry Procedures

Employees responding to inquiries should:

- Respond promptly.
- Gather necessary information.
- Explain available services.
- Answer questions accurately.
- Schedule consultations when appropriate.

7.7 Consultation Standards

Consultations should cover:

- Session goals
- Preferred style
- Location
- Date and time
- Participants
- Wardrobe suggestions
- Accessibility needs
- Weather contingency plans
- Deliverables
- Pricing

7.8 Quotes and Estimates

Quotes should be accurate, documented, and based on approved pricing. Employees may not promise discounts or services outside their authority.

7.9 Booking Procedures

Bookings are confirmed only after:

- Required agreement is signed.

- Applicable retainer or deposit is received.
- Date and location are confirmed.

7.10 Photography Contracts

Employees must use Company-approved agreements. No employee may modify contract language without authorization.

7.11 Retainers and Payments

Retainers and final payments must be handled according to Company policy. Employees should not accept unauthorized payment arrangements or waive required fees without approval.

7.12 Session Preparation

Prior to each assignment, employees should:

- Review the booking details.
- Confirm equipment needs.
- Verify directions and travel time.
- Monitor weather conditions.
- Confirm client contact information.

7.13 Equipment Preparation

Before each assignment, inspect:

- Camera bodies
- Lenses
- Batteries
- Memory cards
- Lighting equipment
- Tripods

- Cleaning supplies
- Backup equipment

Defective equipment should be reported immediately.

7.14 Travel Preparation

Employees should:

- Plan routes.
- Allow adequate travel time.
- Check parking requirements.
- Verify permits or access permissions if needed.

7.15 Arrival Standards

Employees should arrive early enough to:

- Assess the location.
- Set up equipment.
- Address any logistical issues.
- Be ready at the scheduled start time.

7.16 Professional Appearance During Assignments

Employees should wear attire appropriate for the assignment, maintain good hygiene, and present a professional image consistent with the Company's brand.

7.17 Client Interaction Standards

Employees should:

- Be courteous and respectful.
- Explain the session process.
- Encourage client feedback.
- Maintain patience and professionalism.
- Respect cultural and personal preferences.

7.18 Working with Children

When photographing children:

- Obtain direction from parents or guardians.
- Prioritize safety.
- Use age-appropriate communication.
- Avoid situations where a child is left alone with an employee whenever practicable.

7.19 Working with Seniors

Employees should be attentive to mobility, comfort, and accessibility needs and allow additional time as appropriate.

7.20 Working with Pets

Employees should:

- Follow owner instructions.
- Avoid startling animals.
- Prioritize the safety of people and animals.
- Discontinue the session if conditions become unsafe.

7.21 Wedding Photography Procedures

Wedding assignments should include:

- Timeline review

- Shot list confirmation
- Coordination with venue staff and vendors
- Backup equipment
- Redundant image storage
- Professional attire
- Communication with the couple before and during the event

7.22 Event Photography Procedures

For events, employees should:

- Coordinate with organizers.
- Respect venue rules.
- Capture key moments and candid images.
- Remain unobtrusive when appropriate.
- Protect guest privacy.

7.23 Portrait Photography Procedures

Portrait sessions should emphasize client comfort, clear posing direction, appropriate lighting, and a collaborative experience.

7.24 Commercial Photography Procedures

Commercial assignments require attention to brand guidelines, licensing requirements, deadlines, and any client-specific usage rights.

7.25 Real Estate & Architecture Photography

Employees should:

- Obtain required access permissions.
- Protect client property.
- Stage spaces only as authorized.
- Respect occupant privacy.

7.26 Automotive Photography

When photographing vehicles:

- Verify permission to photograph.
- Select safe locations.
- Avoid obstructing traffic.
- Protect vehicles from damage.

7.27 Nature & Landscape Photography

Employees should follow environmental regulations, respect wildlife, and avoid disturbing protected areas.

7.28 Community Event Photography

Employees representing the Company at community events should maintain professionalism and support the Company's mission of community engagement.

7.29 Photography Ethics

Employees must:

- Respect client dignity.
- Avoid deceptive editing.
- Represent work honestly.
- Honor confidentiality agreements.
- Respect intellectual property rights.

7.30 Image Composition Standards

Employees should strive for:

- Strong composition
- Proper exposure
- Accurate focus
- Appropriate framing
- Effective storytelling
- Consistent artistic quality

7.31 Camera Settings & Technical Standards

Employees should understand and apply appropriate camera settings for lighting, subject movement, and artistic intent. Continuous professional development is encouraged.

7.32 Lighting Standards

Lighting should be used safely and effectively to achieve high-quality images while minimizing hazards to clients and staff.

7.33 Editing Standards

Editing should be consistent with the Company's style and include appropriate color correction, exposure adjustments, cropping, and retouching. Significant alterations should not misrepresent factual content unless clearly intended as artistic work and agreed upon by the client.

7.34 Artificial Intelligence (AI) Editing Guidelines

AI-assisted editing tools may be used to improve efficiency and image quality, provided they:

- Respect client instructions.
- Protect confidentiality.
- Do not create misleading representations without disclosure when appropriate.
- Comply with applicable copyright and licensing requirements.

7.35 Image Quality Control

Before delivery, images should be reviewed for:

- Focus
- Exposure
- Color accuracy
- Composition
- File integrity
- Editing consistency

7.36 File Naming Standards

Digital files should follow Company naming conventions to support organization, retrieval, and archival.

7.37 Digital Asset Management

Employees should organize image files using Company-approved systems and avoid storing client images on unauthorized devices.

7.38 Cloud Storage

Cloud storage should be secure, access-controlled, and used in accordance with Company cybersecurity policies.

7.39 Image Backup Procedures

Client images should be backed up promptly after each assignment using Company-approved storage methods to reduce the risk of data loss.

7.40 RAW File Management

RAW image files are Company assets and should be retained, archived, or deleted in accordance with Company record retention policies.

7.41 Delivery Standards

Images should be delivered within the Company's communicated turnaround times unless unforeseen circumstances require an extension. Clients should be informed promptly of significant delays.

7.42 Online Galleries

Online galleries should be delivered securely and configured to protect client privacy and image quality.

7.43 Print Products

Print orders should be processed through approved vendors. Employees should verify product quality before release when practical.

7.44 Copyright Ownership

Unless otherwise agreed in writing, Beauty Through the Lens L.L.C. retains copyright ownership of photographs created by employees within the scope of their employment. Clients receive only the usage rights granted by contract or applicable law.

7.45 Licensing

Commercial image use requires appropriate licensing agreements. Employees should not grant usage rights beyond their authority.

7.46 Model Releases

Model releases should be obtained when required by Company policy or applicable law before using images for marketing, advertising, or other authorized purposes.

7.47 Property Releases

Property releases should be obtained when required for commercial use of photographs depicting private property.

7.48 Client Privacy

Employees must safeguard client information and use photographs only in accordance with contractual permissions, Company policy, and applicable law.

7.49 Social Media Use of Images

Only authorized personnel may publish client images on Company social media accounts, and only when appropriate permissions have been obtained.

7.50 Portfolio Use

Images may be included in the Company's portfolio only when consistent with client agreements, model releases, and Company policy.

7.51 Client Complaints

Client concerns should be addressed promptly, professionally, and respectfully. Employees should document complaints and escalate issues that cannot be resolved at their level.

7.52 Equipment Maintenance

Employees are responsible for keeping assigned equipment clean, secure, and in good working condition and for reporting maintenance needs promptly.

7.53 Loss or Damage of Equipment

Loss, theft, or damage of Company equipment must be reported immediately. Employees are expected to cooperate with any investigation and follow Company procedures for documentation.

7.54 Vendor Relationships

Employees interacting with laboratories, printers, venues, or other vendors should conduct themselves professionally and avoid conflicts of interest.

7.55 Continuous Improvement

Employees are encouraged to pursue ongoing education, training, and constructive feedback to improve technical skills, customer service, and operational efficiency.

7.56 Management Responsibilities

Managers and supervisors are responsible for:

- Ensuring consistent application of photography standards.
- Providing technical training and mentoring.
- Reviewing image quality and client feedback.
- Maintaining operational procedures.
- Protecting Company equipment and digital assets.
- Supporting continuous improvement initiatives.

Conclusion

Photography is both an art and a professional service. By adhering to the operational standards in this chapter, employees help ensure that every assignment reflects the creativity, professionalism, integrity, and client-focused approach that define Beauty Through the Lens L.L.C. These procedures support consistent quality, protect client trust, and reinforce the Company's reputation for excellence.

Legal Notice: This chapter establishes standards for the use of Company technology, digital assets, artificial intelligence (AI), cybersecurity, and information security. It is intended to support compliance with applicable federal and New Jersey law, protect client confidentiality, and preserve the integrity of Beauty Through the Lens L.L.C.'s business operations.

Chapter 8

Technology & Information Security

Table of Contents

1. Purpose
2. Technology Philosophy
3. Scope
4. Ownership of Company Technology
5. Acceptable Use of Technology
6. Limited Personal Use
7. Employee Responsibilities
8. Computer & Workstation Security
9. Password Management
10. Multi-Factor Authentication (MFA)
11. Email Usage
12. Internet Usage
13. Mobile Device Policy
14. Bring Your Own Device (BYOD)
15. Remote Work Technology
16. Cloud Storage
17. Digital Asset Management
18. Client Data Protection
19. Confidential Information
20. Cybersecurity Awareness
21. Phishing & Social Engineering

22. Malware & Ransomware Prevention
23. Software Installation
24. Adobe Creative Cloud Standards
25. Artificial Intelligence (AI) Usage
26. Photography Editing Software
27. File Management Standards
28. Backup Procedures
29. Data Retention
30. Records Destruction
31. Social Media Management
32. Website Administration
33. Photography Portfolio Management
34. Copyright & Digital Rights Management
35. Electronic Communications
36. Electronic Monitoring
37. Technology Support
38. Lost or Stolen Devices
39. Incident Reporting
40. Technology Training
41. Management Responsibilities

8.1 Purpose

Technology is essential to the Company's ability to create, edit, store, and deliver professional photography services. This chapter establishes expectations for the secure, ethical, and effective use of technology and digital information.

8.2 Technology Philosophy

Beauty Through the Lens L.L.C. embraces technology that:

- Enhances creativity.
- Improves client service.
- Protects confidential information.
- Supports operational efficiency.
- Maintains cybersecurity.
- Preserves image quality.
- Encourages responsible innovation.

8.3 Scope

This policy applies to all Company-owned or Company-authorized technology used in connection with business operations, including:

- Desktop and laptop computers.
- Cameras with digital connectivity.
- Tablets and smartphones.
- External storage devices.
- Cloud services.
- Editing workstations.
- Photography software.
- Email systems.
- Collaboration platforms.
- AI-assisted tools.

Employees are expected to comply with these standards whether working on Company premises, remotely, or at client locations.

8.4 Ownership of Company Technology

All Company-issued equipment, software licenses, digital files, accounts, and business data remain the property of Beauty Through the Lens L.L.C.

Employees must return Company technology and digital assets upon separation from employment.

8.5 Acceptable Use of Technology

Technology resources are provided primarily for business purposes.

Employees are expected to:

- Use Company systems responsibly.
- Protect confidential information.

- Follow copyright and licensing requirements.
- Avoid excessive personal use.
- Comply with cybersecurity requirements.
- Report suspected security incidents promptly.

8.6 Limited Personal Use

Reasonable personal use may be permitted if it:

- Does not interfere with work.
- Does not create security risks.
- Does not consume excessive resources.
- Does not violate Company policy.
- Does not involve unlawful or inappropriate content.

8.7 Employee Responsibilities

Employees are responsible for:

- Maintaining password confidentiality.
- Locking unattended devices.
- Installing updates when directed.
- Reporting suspicious emails.
- Following backup procedures.
- Protecting client information.
- Securing photography equipment that stores digital images.

8.8 Computer & Workstation Security

Employees should:

- Lock computers when unattended.
- Log out after use.
- Store devices securely.
- Keep operating systems updated.
- Avoid unauthorized software.

- Prevent unauthorized access.

8.9 Password Management

Passwords should:

- Be unique for Company accounts.
- Be of sufficient length and complexity.
- Never be shared except through approved administrative processes.
- Be changed promptly if compromise is suspected.

The use of approved password managers is encouraged.

8.10 Multi-Factor Authentication (MFA)

Where available, MFA should be enabled for Company systems that contain confidential information or business-critical data.

8.11 Email Usage

Company email should be used professionally.

Employees should:

- Verify recipients before sending confidential information.
- Avoid inappropriate or offensive communications.
- Be cautious when opening attachments or links.
- Use Company-approved email accounts for business communications.

8.12 Internet Usage

Internet access should support legitimate business activities.

Employees may not use Company systems to access or distribute unlawful, discriminatory, harassing, or malicious content.

8.13 Mobile Device Policy

Company-issued mobile devices should be:

- Protected with passcodes or biometric security.
- Updated regularly.
- Reported immediately if lost or stolen.
- Used in compliance with this handbook.

8.14 Bring Your Own Device (BYOD)

If employees use personally owned devices for Company business, they must:

- Maintain appropriate security measures.
- Protect Company information.
- Permit removal of Company data upon separation or when required.
- Comply with Company cybersecurity requirements.

8.15 Remote Work Technology

Employees approved for remote work must:

- Use secure internet connections.
- Protect confidential information from unauthorized access.
- Use Company-approved software and storage systems.
- Follow all cybersecurity procedures.

8.16 Cloud Storage

Company files should be stored only in approved cloud storage systems that provide appropriate security, access controls, and backup capabilities.

8.17 Digital Asset Management

Photography files should be organized according to Company naming conventions and folder structures to support efficient retrieval, collaboration, and archival.

8.18 Client Data Protection

Employees must safeguard client information, including contact details, contracts, photographs, payment information, and communications. Access should be limited to those with a legitimate business need.

8.19 Confidential Information

Confidential information includes, but is not limited to:

- Client records.
- Unreleased photographs.
- Pricing strategies.
- Marketing plans.
- Financial records.
- Vendor agreements.
- Personnel information.
- Passwords and security credentials.

Confidential information must not be disclosed without authorization or as required by law.

8.20 Cybersecurity Awareness

Employees are expected to remain alert to cybersecurity risks and participate in required security awareness training.

8.21 Phishing & Social Engineering

Employees should:

- Verify unexpected requests for sensitive information.
- Confirm payment instructions through trusted channels.
- Report suspicious emails, texts, or phone calls.
- Avoid clicking suspicious links or downloading unknown attachments.

8.22 Malware & Ransomware Prevention

Employees should:

- Keep antivirus protections current.
- Install security updates promptly.
- Avoid unauthorized software.
- Report suspected malware immediately.
- Disconnect compromised devices from networks when directed.

8.23 Software Installation

Only Company-approved software may be installed on Company devices. Unauthorized downloads or software modifications are prohibited.

8.24 Adobe Creative Cloud Standards

Employees using Adobe Creative Cloud applications should:

- Use properly licensed software.
- Save files in approved formats.
- Maintain consistent editing workflows.
- Protect project files and templates.
- Follow Company branding standards.

8.25 Artificial Intelligence (AI) Usage

AI tools may be used to improve productivity and creative workflows when approved by the Company.

Employees must not:

- Upload confidential client information into unauthorized AI systems.
- Use AI to fabricate factual content presented as authentic.
- Use AI in a manner that infringes intellectual property rights.
- Rely solely on AI without appropriate human review.

Employees remain responsible for the accuracy, quality, and legality of all work produced using AI.

8.26 Photography Editing Software

Editing should be performed using Company-approved software and workflows to ensure consistent quality and protect client files.

8.27 File Management Standards

Employees should:

- Use approved folder structures.
- Follow Company file naming conventions.
- Avoid duplicate storage.
- Archive completed projects appropriately.

8.28 Backup Procedures

Photography files and business records should be backed up using Company-approved methods. Backup schedules should be followed consistently to reduce the risk of data loss.

8.29 Data Retention

Business records and digital assets will be retained according to Company policy, client agreements, and applicable legal requirements.

8.30 Records Destruction

When records are no longer required, they should be securely destroyed using methods appropriate to the sensitivity of the information.

8.31 Social Media Management

Only authorized employees may post content on official Company social media accounts.

Posts should:

- Reflect Company values.
- Respect client privacy.
- Follow branding guidelines.
- Comply with copyright and licensing requirements.

8.32 Website Administration

Changes to the Company's website should be made only by authorized personnel using approved procedures.

8.33 Photography Portfolio Management

Portfolio images should be selected carefully, maintained professionally, and used only when consistent with client permissions and Company policy.

8.34 Copyright & Digital Rights Management

Employees must respect copyright laws and licensing agreements. Company-created images remain Company property unless otherwise agreed in writing.

8.35 Electronic Communications

Business communications should be professional, accurate, and respectful. Electronic communications may be retained in accordance with Company recordkeeping practices.

8.36 Electronic Monitoring

To the extent permitted by applicable law, Company technology systems may be monitored for legitimate business purposes, including security, maintenance, legal compliance, and operational management. Employees should not expect privacy when using Company-owned technology or systems.

8.37 Technology Support

Employees should report technical issues promptly to the designated technology support resource or management. Employees should not attempt unauthorized repairs or modifications.

8.38 Lost or Stolen Devices

Employees must report lost or stolen Company devices immediately. Prompt reporting allows the Company to take steps to protect confidential information, including disabling access or remotely removing Company data where appropriate.

8.39 Incident Reporting

Technology incidents that should be reported include:

- Data breaches.
- Lost devices.
- Unauthorized access.
- Malware infections.
- Phishing attempts.
- System failures.
- Unauthorized disclosure of confidential information.

Employees should report incidents immediately to management.

8.40 Technology Training

Employees are expected to participate in technology and cybersecurity training provided or required by the Company. Training may include software updates, information security practices, privacy obligations, and emerging technology guidance.

8.41 Management Responsibilities

Managers and supervisors are responsible for:

- Promoting secure technology practices.

- Ensuring compliance with Company technology policies.
- Supporting cybersecurity awareness.
- Protecting client information and digital assets.
- Approving appropriate technology tools.
- Responding promptly to technology incidents.
- Maintaining technology standards that support the Company's operational and creative goals.

Conclusion

Technology is fundamental to the success of Beauty Through the Lens L.L.C. By using Company technology responsibly, protecting confidential information, and following sound cybersecurity practices, employees help preserve client trust, safeguard valuable digital assets, and support the Company's commitment to creativity, professionalism, and operational excellence.

Legal Notice: This chapter establishes Beauty Through the Lens L.L.C.'s approach to employee performance management, coaching, development, recognition, and corrective action. It is intended to promote fairness, consistency, and continuous improvement while supporting compliance with applicable federal and New Jersey employment laws. Nothing in this chapter alters the at-will nature of employment.

Chapter 9

Performance Management

Table of Contents

1. Purpose
2. Performance Philosophy
3. Employee Success
4. Performance Expectations
5. Professional Development
6. Orientation & Training
7. Continuing Education
8. Cross-Training
9. Photography Skills Development
10. Customer Service Development
11. Leadership Development
12. Performance Standards
13. Performance Reviews
14. Review Schedule
15. Goal Setting
16. Key Performance Indicators (KPIs)
17. Client Satisfaction Standards
18. Image Quality Standards
19. Attendance & Reliability
20. Productivity Standards
21. Communication Expectations
22. Teamwork Expectations
23. Coaching
24. Informal Counseling
25. Corrective Action
26. Progressive Discipline
27. Performance Improvement Plans (PIPs)
28. Recognition Programs
29. Promotions
30. Transfers
31. Career Development
32. Employee Feedback
33. Exit Feedback
34. Documentation
35. Management Responsibilities

9.1 Purpose

Beauty Through the Lens L.L.C. believes that employee success drives client satisfaction and business growth. This chapter provides a framework for evaluating performance, developing employee skills, recognizing excellence, and addressing performance concerns in a fair and constructive manner.

9.2 Performance Philosophy

The Company is committed to fostering a culture of continuous improvement where employees receive clear expectations, meaningful feedback, opportunities for growth, and recognition for outstanding performance. Performance management is intended to support employee success rather than serve solely as a disciplinary process.

9.3 Employee Success

Employees are encouraged to:

- Take ownership of their work.
- Seek opportunities to improve.
- Communicate openly with supervisors.
- Maintain professionalism.
- Deliver high-quality client experiences.
- Contribute to Company goals.

9.4 Performance Expectations

Employees are expected to consistently demonstrate:

- Professionalism
- Reliability
- Integrity

- Creativity
- Technical competence
- Excellent customer service
- Respectful workplace behavior
- Compliance with Company policies
- Safe work practices
- Protection of confidential information

9.5 Professional Development

The Company encourages employees to expand their knowledge through:

- Workshops
- Photography conferences
- Online learning
- Professional certifications
- Industry publications
- Mentoring
- Hands-on experience

Where approved, the Company may provide or reimburse training consistent with business needs.

9.6 Orientation & Training

New employees will receive orientation covering:

- Company culture
- Employee handbook
- Safety procedures
- Photography standards
- Customer service expectations
- Technology systems
- Confidentiality
- Equipment handling

Additional training may be provided throughout employment.

9.7 Continuing Education

Employees are encouraged to remain current with developments in:

- Photography techniques
- Editing software
- Artificial intelligence tools
- Lighting methods
- Customer experience
- Copyright law
- Privacy practices
- Cybersecurity

9.8 Cross-Training

To improve operational flexibility, employees may receive training in multiple areas of Company operations, including photography, editing, client communication, scheduling, equipment preparation, and administrative support.

9.9 Photography Skills Development

Employees should continuously develop skills in:

- Camera operation
- Composition
- Lighting
- Posing
- Event coverage
- Commercial photography
- Portrait photography
- Image editing
- Digital asset management

9.10 Customer Service Development

Customer service is a key performance expectation.

Employees should demonstrate:

- Professional communication
- Courtesy
- Active listening
- Patience
- Problem-solving
- Responsiveness
- Respect for client preferences
- Positive representation of the Company's brand

9.11 Leadership Development

Employees who demonstrate leadership potential may be offered opportunities to develop supervisory, mentoring, or project leadership skills based on business needs.

9.12 Performance Standards

Performance evaluations may consider:

- Work quality
- Technical accuracy
- Creativity
- Productivity
- Attendance
- Reliability
- Client satisfaction
- Teamwork
- Initiative
- Compliance with Company policies
- Professional conduct

9.13 Performance Reviews

The Company may conduct performance evaluations periodically. Reviews are intended to:

- Discuss accomplishments.
- Identify strengths.
- Address development needs.
- Establish future goals.
- Support career growth.

Performance reviews are not guarantees of compensation changes or continued employment.

9.14 Review Schedule

Performance reviews may occur:

- During or at the end of the introductory period.
- Annually.
- Following promotions or transfers.
- Following significant changes in job responsibilities.
- At management's discretion.

9.15 Goal Setting

Employees and supervisors may establish measurable goals related to:

- Client satisfaction
- Technical quality
- Productivity
- Professional development
- Business growth
- Operational efficiency

Goals should be realistic, measurable, and aligned with Company objectives.

9.16 Key Performance Indicators (KPIs)

Examples of performance indicators include:

- Client satisfaction ratings.
- Timeliness of project completion.
- Editing turnaround time.
- Image quality.
- Attendance.
- Communication effectiveness.
- Equipment care.
- Team collaboration.
- Compliance with Company policies.

KPIs may vary by position.

9.17 Client Satisfaction Standards

Employees should strive to:

- Deliver exceptional service.
- Respond promptly to inquiries.
- Maintain professionalism.
- Resolve concerns respectfully.
- Meet reasonable client expectations.
- Encourage positive client relationships.

9.18 Image Quality Standards

Photography delivered on behalf of the Company should reflect:

- Accurate exposure.
- Proper focus.
- Strong composition.
- Consistent editing.
- Professional presentation.
- Compliance with Company style standards.

9.19 Attendance & Reliability

Consistent attendance and punctuality are essential to maintaining client confidence and operational efficiency.

Employees are expected to report to work and assignments as scheduled unless approved leave or other authorized circumstances apply.

9.20 Productivity Standards

Employees are expected to complete assigned work efficiently while maintaining quality. Productivity expectations may differ by position and assignment.

9.21 Communication Expectations

Employees should communicate respectfully, professionally, and promptly with clients, coworkers, vendors, and management. Constructive communication is essential to teamwork and client satisfaction.

9.22 Teamwork Expectations

Employees are expected to:

- Support coworkers.
- Share knowledge.
- Cooperate during assignments.
- Assist with problem-solving.
- Contribute to a positive workplace culture.

9.23 Coaching

Supervisors are encouraged to provide regular coaching to reinforce strengths, address concerns early, and support employee development.

9.24 Informal Counseling

Minor performance concerns may be addressed through informal counseling conversations. These discussions are intended to clarify expectations and encourage improvement.

9.25 Corrective Action

When performance or conduct concerns arise, the Company may use corrective action appropriate to the circumstances. Corrective action may include coaching, written documentation, suspension, or termination, depending on the nature and severity of the issue.

9.26 Progressive Discipline

The Company may, but is not required to, use progressive discipline. Depending on the circumstances, steps may include:

1. Verbal counseling.
2. Written warning.
3. Final written warning.
4. Suspension.
5. Termination.

The Company reserves the right to bypass any step when warranted by the circumstances, consistent with applicable law.

9.27 Performance Improvement Plans (PIPs)

When appropriate, employees may be placed on a Performance Improvement Plan outlining:

- Specific areas requiring improvement.
- Performance expectations.
- Available support or resources.
- Timelines for improvement.
- Consequences of failing to improve.

9.28 Recognition Programs

The Company may recognize employees for exceptional performance through programs such as:

- Employee recognition awards.
- Outstanding customer service acknowledgments.
- Performance-based incentives, if offered.
- Professional development opportunities.
- Public recognition within the Company.

Recognition programs are subject to business needs and Company discretion.

9.29 Promotions

Promotion decisions are based on:

- Qualifications.
- Demonstrated performance.
- Leadership potential.
- Business needs.
- Relevant experience.
- Company values.

Promotions are not automatic or based solely on length of service.

9.30 Transfers

Employees may be transferred to meet operational needs or support professional development. Transfers may involve changes in responsibilities, location, schedule, or compensation.

9.31 Career Development

Employees are encouraged to discuss career goals with management. The Company supports development opportunities consistent with business needs and available resources.

9.32 Employee Feedback

Employees are encouraged to provide constructive feedback regarding:

- Workplace processes.
- Client service.
- Safety.
- Technology.
- Training needs.
- Operational improvements.

Open communication contributes to continuous improvement.

9.33 Exit Feedback

Employees who separate from the Company may be invited to participate in an exit interview to provide feedback regarding their employment experience. Participation is voluntary unless otherwise required by Company policy.

9.34 Documentation

Managers should maintain appropriate documentation related to performance discussions, evaluations, coaching, corrective action, and development plans. Documentation should be objective, factual, and retained in accordance with Company recordkeeping practices.

9.35 Management Responsibilities

Managers and supervisors are responsible for:

- Communicating performance expectations clearly.
- Providing timely coaching and feedback.
- Conducting fair and consistent evaluations.
- Recognizing strong performance.
- Addressing performance concerns promptly.
- Documenting performance-related discussions appropriately.
- Supporting employee development.
- Applying performance management practices consistently and without unlawful discrimination or retaliation.

Conclusion

Performance management is a partnership between employees and management. By establishing clear expectations, providing meaningful feedback, recognizing accomplishments, and supporting professional growth, Beauty Through the Lens L.L.C. seeks to build a high-performing team dedicated to creativity, professionalism, integrity, and exceptional client service. Performance management practices are intended to strengthen both individual success and the long-term success of the Company.

Legal Notice: This chapter establishes the Company's policies regarding the conclusion of the employment relationship. It is intended to promote consistency, professionalism, and compliance with applicable federal and New Jersey employment laws. Nothing in this chapter alters the at-will nature of employment or creates a contract of employment.

Chapter 10

Separation of Employment

Table of Contents

1. Purpose
2. Employment At-Will
3. Types of Separation
4. Voluntary Resignation

5. Notice of Resignation
6. Retirement
7. Job Abandonment
8. Involuntary Separation
9. Layoffs & Workforce Reductions
10. Position Elimination
11. Performance-Based Separation
12. Misconduct
13. Immediate Termination
14. Exit Meetings
15. Final Pay
16. Benefits Upon Separation
17. COBRA Continuation (If Applicable)
18. Return of Company Property
19. Photography Equipment Return
20. Digital Assets & Company Data
21. Confidential Information
22. Intellectual Property
23. Copyright Ownership
24. Non-Disclosure Obligations
25. Client Relationships
26. Social Media After Separation
27. References & Employment Verification
28. Rehire Eligibility
29. Record Retention
30. Exit Surveys
31. Management Responsibilities

10.1 Purpose

The purpose of this chapter is to establish clear procedures for voluntary and involuntary separation of employment while protecting employees, clients, Company property, confidential information, and the ongoing operations of Beauty Through the Lens L.L.C.

10.2 Employment At-Will

Unless otherwise provided in a written agreement signed by an authorized representative of the Company, employment with Beauty Through the Lens L.L.C. is **at will**.

This means that either the employee or the Company may terminate the employment relationship at any time, with or without notice, and with or without cause, subject to applicable law.

Nothing contained in this handbook creates a contract of employment.

10.3 Types of Separation

Employment may end for various reasons, including:

- Voluntary resignation
- Retirement
- Job abandonment
- End of temporary employment
- Completion of seasonal employment
- Layoff
- Position elimination
- Performance-related termination
- Misconduct
- Business closure
- Death of the employee

10.4 Voluntary Resignation

Employees who choose to resign are encouraged to provide written notice to allow for a smooth transition of responsibilities.

Although not required unless otherwise agreed, the Company generally requests at least **two weeks' written notice** for most positions. Management-level or specialized positions may require additional notice based on operational needs or contractual obligations.

10.5 Notice of Resignation

A resignation notice should include:

- Employee name

- Position
- Date submitted
- Intended last day of employment
- Contact information (if applicable)

The Company reserves the right to accept a resignation immediately or establish an earlier separation date consistent with applicable law.

10.6 Retirement

Employees planning retirement are encouraged to provide advance notice to assist with succession planning and transition of responsibilities.

10.7 Job Abandonment

An employee who fails to report to work or communicate with the Company for a period established by Company policy, absent approved leave or other extenuating circumstances, may be considered to have voluntarily resigned.

Before making such a determination, the Company will consider available information and applicable legal requirements.

10.8 Involuntary Separation

The Company may terminate employment for lawful reasons, including but not limited to:

- Performance deficiencies
- Attendance issues
- Policy violations
- Misconduct
- Safety concerns
- Operational needs
- Position elimination
- Economic conditions

10.9 Layoffs & Workforce Reductions

From time to time, business conditions may require reductions in staffing.

When making workforce reduction decisions, the Company may consider factors such as:

- Business needs
- Operational efficiency
- Skills and qualifications
- Experience
- Performance
- Future staffing requirements

Nothing in this policy limits the Company's discretion to determine staffing needs consistent with applicable law.

10.10 Position Elimination

Positions may be eliminated due to changes in business operations, technology, client demand, financial considerations, or organizational restructuring.

Whenever practical, affected employees will receive appropriate communication regarding the change.

10.11 Performance-Based Separation

If an employee is unable to meet performance expectations despite appropriate coaching or corrective action, the Company may conclude that separation is appropriate.

Performance-based separation decisions will generally consider:

- Job performance
- Attendance
- Reliability
- Client service

- Policy compliance
- Business needs

10.12 Misconduct

Examples of misconduct that may result in disciplinary action, up to and including termination, include:

- Theft or fraud
- Falsification of records
- Workplace violence
- Harassment or discrimination
- Unauthorized disclosure of confidential information
- Serious safety violations
- Possession or use of illegal drugs in the workplace
- Reporting to work impaired when it affects safety or performance
- Insubordination
- Intentional damage to Company property
- Misuse of client images or intellectual property

This list is illustrative and not exhaustive.

10.13 Immediate Termination

The Company reserves the right to terminate employment immediately when circumstances warrant, consistent with applicable law.

Examples may include serious misconduct, unlawful behavior, threats of violence, or significant breaches of confidentiality.

10.14 Exit Meetings

The Company may conduct an exit meeting to:

- Discuss the separation process.

- Review Company property.
- Explain benefit continuation, if applicable.
- Collect feedback.
- Confirm return of Company information.
- Address outstanding administrative matters.

Participation may be voluntary unless otherwise required by Company policy.

10.15 Final Pay

Final wages will be paid in accordance with applicable federal and New Jersey law.

Final compensation may include:

- Regular wages earned.
- Overtime earned, if applicable.
- Other amounts required by law or Company policy.

The treatment of accrued but unused paid leave, if any, will be governed by Company policy and applicable law.

10.16 Benefits Upon Separation

Eligibility for Company-sponsored benefits generally ends in accordance with the applicable benefit plan documents and governing law.

Employees will receive information regarding any continuation rights that may apply.

10.17 COBRA Continuation (If Applicable)

If the Company becomes subject to COBRA or other continuation coverage requirements, eligible employees and qualified beneficiaries will receive the notices required by law regarding continuation of health coverage.

10.18 Return of Company Property

On or before the last day of employment, employees must return all Company property, including but not limited to:

- Cameras
- Lenses
- Lighting equipment
- Memory cards
- Tripods
- Batteries
- Computers
- Mobile devices
- Keys
- Access cards
- Identification badges
- Business cards
- Uniforms or branded apparel
- Company credit cards
- Documents and records

10.19 Photography Equipment Return

Employees assigned photography equipment are responsible for returning it in substantially the same condition, subject to reasonable wear and tear.

Any damage, loss, or malfunction should be reported promptly.

10.20 Digital Assets & Company Data

Before separation, employees must return or transfer all Company-owned digital assets, including:

- Client photographs.
- RAW files.

- Edited images.
- Project files.
- Contracts.
- Contact information.
- Marketing materials.
- Passwords for Company accounts (where assigned).
- Company-created templates and workflows.

Employees may not retain unauthorized copies of Company data.

10.21 Confidential Information

Employees remain obligated after separation to protect confidential Company and client information.

Confidential information may not be disclosed except as authorized by the Company or required by law.

10.22 Intellectual Property

Intellectual property created within the scope of employment generally belongs to the Company to the extent permitted by law or applicable agreements.

Employees must cooperate in protecting the Company's intellectual property rights after separation.

10.23 Copyright Ownership

Photographs created by employees within the course and scope of employment are Company assets unless otherwise provided in a written agreement.

Employees may not use Company-owned images for commercial purposes after separation without written authorization.

10.24 Non-Disclosure Obligations

Employees remain bound by any confidentiality or non-disclosure obligations that survive the end of employment.

These obligations continue regardless of the reason for separation.

10.25 Client Relationships

Employees should conduct themselves professionally when communicating with clients during and after separation.

Employees may not misrepresent their relationship with the Company or use confidential client information for unauthorized purposes.

10.26 Social Media After Separation

Former employees should discontinue representing themselves as Company representatives upon separation.

Any continued use of Company trademarks, branding, or social media accounts must be authorized by the Company.

10.27 References & Employment Verification

Employment verification requests should be directed to the individual or department designated by the Company.

The Company may provide verification of employment dates, position held, and other information consistent with Company policy and applicable law.

10.28 Rehire Eligibility

Former employees may be considered for reemployment based on:

- Business needs.
- Qualifications.
- Prior performance.
- Circumstances of separation.
- Available positions.

Eligibility for rehire does not guarantee future employment.

10.29 Record Retention

Employment records will be retained in accordance with Company policy and applicable legal requirements.

Access to former employee records will be limited to authorized individuals.

10.30 Exit Surveys

The Company may invite separating employees to complete an exit survey to provide constructive feedback regarding their employment experience.

Responses may be used to identify opportunities for organizational improvement.

10.31 Management Responsibilities

Managers and supervisors are responsible for:

- Administering separation procedures consistently.
- Protecting confidential information.
- Coordinating the return of Company property.
- Ensuring removal of system access when appropriate.

- Conducting or arranging exit meetings where applicable.
- Documenting separation decisions appropriately.
- Treating departing employees with professionalism and respect.
- Complying with applicable federal and New Jersey employment laws throughout the separation process.

Conclusion

Employment relationships may conclude for many reasons, and Beauty Through the Lens L.L.C. is committed to managing separations with professionalism, fairness, and respect. By following these procedures, the Company seeks to protect employees, clients, confidential information, and business operations while ensuring compliance with applicable legal requirements. Even after employment ends, former employees remain responsible for honoring continuing obligations regarding confidentiality, intellectual property, and Company assets.

Legal Notice: This chapter is designed to summarize key federal employment laws that may apply to Beauty Through the Lens L.L.C. Applicability depends on factors such as the Company's size, workforce, business operations, and legal obligations. This handbook summarizes Company policies and expectations and is not intended to reproduce statutory language or provide legal advice. The Company will comply with applicable federal laws as they apply to its operations and workforce.

Chapter 11

Federal Employment Law Compliance

Table of Contents

1. Purpose
2. Compliance Philosophy
3. Equal Employment Opportunity
4. Title VII of the Civil Rights Act
5. Americans with Disabilities Act (ADA)
6. Pregnant Workers Fairness Act (PWFA)
7. Pregnancy Discrimination Act (PDA)
8. Equal Pay Act (EPA)
9. Age Discrimination in Employment Act (ADEA)
10. Genetic Information Nondiscrimination Act (GINA)
11. Fair Labor Standards Act (FLSA)
12. Child Labor Requirements

13. Immigration Reform and Control Act (IRCA)
14. Form I-9 Compliance
15. Uniformed Services Employment and Reemployment Rights Act (USERRA)
16. Family and Medical Leave Act (FMLA)
17. Occupational Safety and Health Act (OSH Act)
18. National Labor Relations Act (NLRA)
19. Fair Credit Reporting Act (FCRA)
20. Employee Polygraph Protection Act (EPPA)
21. Consolidated Omnibus Budget Reconciliation Act (COBRA) (If Applicable)
22. Health Insurance Portability and Accountability Act (HIPAA) (If Applicable)
23. Recordkeeping Requirements
24. Wage and Hour Compliance
25. Workplace Posters
26. Reporting Concerns
27. Non-Retaliation
28. Government Investigations
29. Management Responsibilities

11.1 Purpose

Beauty Through the Lens L.L.C. is committed to complying with applicable federal employment laws and regulations. This chapter outlines the Company's commitment to lawful employment practices and summarizes key federal legal requirements that may apply to Company operations.

11.2 Compliance Philosophy

The Company is committed to:

- Maintaining lawful employment practices.
- Treating employees fairly and consistently.
- Protecting employee rights.
- Maintaining accurate employment records.
- Cooperating with lawful government investigations.
- Promoting ethical business conduct.

Compliance with federal law is a shared responsibility of management and employees.

11.3 Equal Employment Opportunity

The Company provides equal employment opportunities without unlawful discrimination.

Employment decisions—including recruitment, hiring, promotion, compensation, discipline, training, benefits, and termination—are based on legitimate business needs, qualifications, performance, and applicable law.

11.4 Title VII of the Civil Rights Act

The Company prohibits unlawful discrimination and harassment in employment on the basis of protected characteristics covered by applicable federal law.

Employees are expected to:

- Treat coworkers respectfully.
- Avoid discriminatory conduct.
- Report suspected discrimination promptly.
- Cooperate in investigations.

11.5 Americans with Disabilities Act (ADA)

The Company will provide reasonable accommodations to qualified individuals with disabilities when required by law, unless doing so would impose an undue hardship.

Employees requesting accommodations should notify management or the designated Human Resources representative.

The Company will engage in an interactive process to evaluate accommodation requests.

11.6 Pregnant Workers Fairness Act (PWFA)

The Company will consider reasonable accommodations for known limitations related to pregnancy, childbirth, or related medical conditions, consistent with applicable law.

11.7 Pregnancy Discrimination Act (PDA)

Employment decisions will not be based on pregnancy, childbirth, or related medical conditions where prohibited by law.

Employees affected by pregnancy-related conditions may request accommodations or leave as provided by applicable law and Company policy.

11.8 Equal Pay Act (EPA)

The Company is committed to providing compensation practices that comply with applicable equal pay requirements.

Compensation decisions are based on legitimate business factors such as qualifications, experience, performance, and job responsibilities.

11.9 Age Discrimination in Employment Act (ADEA)

The Company prohibits unlawful age discrimination in employment where applicable.

Employment decisions are based on legitimate business considerations rather than age.

11.10 Genetic Information Nondiscrimination Act (GINA)

The Company does not request or use genetic information in employment decisions except as permitted by law.

Employees should avoid providing genetic information unless specifically requested in a lawful context.

11.11 Fair Labor Standards Act (FLSA)

The Company complies with applicable federal wage and hour requirements, including:

- Minimum wage.
- Overtime.
- Recordkeeping.
- Employee classification.

Non-exempt employees must accurately record all hours worked.

Employees may not perform unauthorized off-the-clock work.

11.12 Child Labor Requirements

If the Company employs minors, it will comply with applicable federal child labor restrictions regarding:

- Hours worked.
- Permitted occupations.
- Hazardous duties.
- Recordkeeping.

11.13 Immigration Reform and Control Act (IRCA)

The Company employs only individuals who are authorized to work in the United States and complies with federal employment eligibility verification requirements.

11.14 Form I-9 Compliance

All newly hired employees must complete Form I-9 within the timeframes required by federal law.

Employees are responsible for providing acceptable documentation establishing identity and work authorization.

11.15 Uniformed Services Employment and Reemployment Rights Act (USERRA)

Eligible employees who serve in the uniformed services will receive protections required by USERRA, including applicable rights relating to leave, reemployment, and benefits.

11.16 Family and Medical Leave Act (FMLA)

If the Company is covered by the FMLA and an employee is eligible, qualifying employees may take job-protected leave for reasons permitted by the Act.

Eligibility, certification, notice, and reinstatement will be administered in accordance with federal law.

11.17 Occupational Safety and Health Act (OSH Act)

The Company is committed to providing a workplace that complies with applicable occupational safety and health requirements.

Employees are expected to:

- Follow safety procedures.
- Report hazards promptly.
- Participate in required safety training.
- Cooperate during safety investigations.

Employees may report safety concerns without fear of unlawful retaliation.

11.18 National Labor Relations Act (NLRA)

Nothing in this handbook is intended to interfere with employees' rights under the National Labor Relations Act, including rights related to protected concerted activities concerning wages, hours, and other terms and conditions of employment.

The Company will not unlawfully interfere with those rights.

11.19 Fair Credit Reporting Act (FCRA)

If the Company obtains consumer reports or investigative consumer reports for employment purposes, it will comply with applicable notice, authorization, and adverse action requirements.

11.20 Employee Polygraph Protection Act (EPPA)

The Company complies with the Employee Polygraph Protection Act.

Except as permitted by law, the Company will not require or request employees or applicants to submit to lie detector tests.

11.21 COBRA (If Applicable)

If the Company becomes subject to COBRA continuation coverage requirements, eligible employees and qualified beneficiaries will receive notices regarding continuation of group health coverage as required by law.

11.22 HIPAA (If Applicable)

Where applicable, the Company will safeguard protected health information received in connection with employee benefit administration and will limit access to individuals with a legitimate business need.

11.23 Recordkeeping Requirements

The Company maintains employment records in accordance with applicable federal record retention requirements.

Records may include:

- Payroll records.
- Time records.
- Personnel records.
- I-9 documentation.
- Training records.

- Safety records.
- Benefits records.

Access is limited to authorized individuals.

11.24 Wage and Hour Compliance

Employees are expected to:

- Record time accurately.
- Obtain required approvals where applicable.
- Report payroll concerns promptly.
- Avoid off-the-clock work.

Managers are responsible for ensuring compliance with applicable wage and hour laws.

11.25 Workplace Posters

The Company will display or otherwise make available federally required employment notices in accordance with applicable law.

Employees should contact management if required notices appear to be missing or inaccessible.

11.26 Reporting Concerns

Employees are encouraged to report concerns involving:

- Discrimination.
- Harassment.
- Wage and hour issues.
- Safety concerns.
- Fraud.
- Retaliation.
- Legal compliance.

Reports may be made to:

- The Owner.
- A designated Human Resources representative.
- A supervisor (unless involved in the concern).

The Company will review reports promptly and take appropriate action where warranted.

11.27 Non-Retaliation

The Company prohibits retaliation against employees who, in good faith:

- Report suspected violations of law or Company policy.
- Request legally protected leave or accommodations.
- Participate in investigations.
- Cooperate with government agencies.
- Exercise rights protected by applicable law.

Retaliation may result in disciplinary action, up to and including termination.

11.28 Government Investigations

The Company will cooperate with lawful investigations conducted by authorized government agencies.

Employees should notify management promptly if contacted regarding a government inquiry related to Company operations, unless prohibited by law. Nothing in this policy is intended to prevent employees from communicating directly with government agencies where protected by law.

11.29 Management Responsibilities

Managers and supervisors are responsible for:

- Understanding applicable federal employment laws.

- Applying Company policies consistently.
- Responding promptly to employee concerns.
- Protecting employee rights.
- Maintaining required records.
- Supporting lawful accommodations and protected leave.
- Cooperating with compliance reviews and investigations.
- Seeking guidance when legal or policy questions arise.

Conclusion

Beauty Through the Lens L.L.C. is committed to maintaining a workplace that complies with applicable federal employment laws while fostering professionalism, fairness, respect, and accountability. Employees and managers share responsibility for understanding and following Company policies, reporting concerns in good faith, and supporting a lawful and ethical workplace. This chapter should be read together with the New Jersey Compliance chapter, which addresses state-specific employment requirements.

Legal Notice: This chapter is designed to summarize significant New Jersey employment laws that may apply to Beauty Through the Lens L.L.C. It is intended as a policy framework and not as legal advice or a substitute for the applicable statutes or regulations. The Company will administer its employment practices in accordance with applicable New Jersey law as those laws apply to the Company's size, operations, and workforce.

Chapter 12

New Jersey Employment Law Compliance

Table of Contents

1. Purpose
2. Compliance Philosophy
3. New Jersey Law Against Discrimination (NJLAD)
4. Equal Employment Opportunity
5. Harassment Prevention
6. Anti-Retaliation
7. Conscientious Employee Protection Act (CEPA)
8. New Jersey Earned Sick Leave
9. New Jersey Wage Payment Law
10. New Jersey Wage and Hour Law
11. New Jersey Wage Theft Act
12. New Jersey Pay Transparency Requirements
13. New Jersey Family Leave Act (NJFLA)
14. New Jersey Family Leave Insurance (FLI)
15. Temporary Disability Insurance (TDI)
16. NJ SAFE Act
17. Pregnancy Accommodations
18. Lactation Accommodations
19. Child Labor Law
20. Personnel Records
21. Criminal Background Checks
22. Workplace Privacy
23. Social Media Privacy
24. Smoke-Free Workplace
25. Workers' Compensation

- 26. Unemployment Insurance
- 27. Domestic Violence Protections
- 28. Required Workplace Posters
- 29. Reporting Concerns
- 30. Non-Retaliation
- 31. Government Investigations
- 32. Management Responsibilities

12.1 Purpose

Beauty Through the Lens L.L.C. is committed to complying with applicable New Jersey employment laws while fostering a workplace built on professionalism, fairness, integrity, inclusion, and respect. This chapter summarizes significant state-specific employment obligations that supplement the Company's federal compliance policies.

12.2 Compliance Philosophy

The Company will:

- Follow applicable New Jersey employment laws.
- Apply policies consistently.
- Protect employee rights.
- Maintain accurate employment records.
- Cooperate with lawful government investigations.
- Continuously review policies as laws evolve.

12.3 New Jersey Law Against Discrimination (NJLAD)

Beauty Through the Lens L.L.C. prohibits unlawful discrimination, harassment, and retaliation in employment as prohibited by the New Jersey Law Against Discrimination.

Employment decisions—including recruitment, hiring, promotion, compensation, discipline, training, benefits, scheduling, and termination—will be based on legitimate business factors and not on protected characteristics under applicable law.

12.4 Equal Employment Opportunity

The Company provides equal employment opportunities to qualified applicants and employees.

Employment decisions are based upon:

- Qualifications
- Experience
- Skills
- Performance
- Business needs
- Professional conduct

12.5 Harassment Prevention

The Company maintains zero tolerance for unlawful harassment.

Employees should immediately report:

- Sexual harassment
- Discriminatory conduct
- Hostile work environment concerns
- Offensive comments
- Threatening conduct
- Retaliation

All complaints will be investigated promptly.

12.6 Anti-Retaliation

No employee will be disciplined, intimidated, or retaliated against for:

- Reporting misconduct in good faith.
- Requesting accommodations.
- Using protected leave.

- Cooperating in investigations.
- Exercising rights protected by law.

12.7 Conscientious Employee Protection Act (CEPA)

Employees may report or object to activities they reasonably believe violate applicable law or public policy without unlawful retaliation, consistent with the protections provided by the New Jersey Conscientious Employee Protection Act.

The Company encourages employees to raise concerns internally whenever appropriate while respecting employees' legal rights.

12.8 New Jersey Earned Sick Leave

The Company administers earned sick leave in accordance with the New Jersey Earned Sick Leave Law.

Employees may use earned sick leave for qualifying reasons permitted by law, including:

- Personal illness or preventive care.
- Care of qualifying family members.
- Circumstances involving domestic or sexual violence.
- Public health emergencies.
- Certain school-related conferences or meetings.

Employees should provide notice consistent with Company policy and applicable law.

12.9 New Jersey Wage Payment Law

Employees will be paid in accordance with applicable New Jersey wage payment requirements.

Payroll practices are designed to ensure employees receive earned wages accurately and on established paydays.

12.10 New Jersey Wage and Hour Law

The Company complies with applicable New Jersey wage and hour requirements regarding:

- Minimum wage.
- Overtime.
- Recordkeeping.
- Employee classification.

Non-exempt employees must accurately record all hours worked.

12.11 New Jersey Wage Theft Act

The Company prohibits practices that unlawfully deny employees earned wages.

Employees are encouraged to report payroll concerns promptly.

The Company will investigate reported payroll issues and correct verified errors as appropriate.

12.12 New Jersey Pay Transparency

Where applicable, the Company will comply with New Jersey pay transparency requirements relating to job postings, compensation disclosures, and related employment practices.

Compensation decisions are based on legitimate business considerations and applicable law.

12.13 New Jersey Family Leave Act (NJFLA)

Eligible employees may be entitled to job-protected leave for qualifying family care or bonding purposes under the New Jersey Family Leave Act.

Eligibility and administration will follow applicable law.

12.14 Family Leave Insurance (FLI)

Eligible employees may qualify for New Jersey Family Leave Insurance benefits, administered through the State, for qualifying bonding or caregiving leave.

The Company will provide information regarding eligibility and required documentation where appropriate.

12.15 Temporary Disability Insurance (TDI)

Employees who qualify may receive Temporary Disability Insurance benefits for qualifying non-work-related medical conditions, including pregnancy-related disability, consistent with state program requirements.

12.16 NJ SAFE Act

Eligible employees may be entitled to leave under the New Jersey Security and Financial Empowerment (SAFE) Act for qualifying circumstances involving domestic violence or sexual violence.

Employees requesting SAFE Act leave should contact management or the designated Human Resources representative.

12.17 Pregnancy Accommodations

The Company provides reasonable accommodations for pregnancy, childbirth, and related medical conditions when required by applicable law, absent undue hardship.

Examples may include:

- Modified duties.
- Temporary schedule adjustments.
- Additional restroom breaks.
- Seating.
- Temporary lifting restrictions.

Accommodation requests will be evaluated through an interactive process.

12.18 Lactation Accommodations

Employees who need to express breast milk will be provided reasonable break time and an appropriate private location, other than a restroom, consistent with applicable law.

12.19 Child Labor Law

If minors are employed, the Company will comply with New Jersey child labor requirements regarding:

- Work permits.
- Hours of work.
- Restricted duties.
- School attendance requirements.
- Safety restrictions.

12.20 Personnel Records

The Company maintains personnel records in accordance with applicable legal requirements.

Employees should promptly notify management of changes to:

- Address.
- Telephone number.
- Emergency contacts.

- Tax information.
- Banking information.
- Legal name.

Access to personnel records is limited to authorized individuals.

12.21 Criminal Background Checks

Where background checks are conducted, the Company will comply with applicable federal and New Jersey requirements regarding notice, authorization, confidentiality, and consideration of criminal history.

12.22 Workplace Privacy

The Company respects employee privacy while maintaining the right to manage Company operations, technology, and property consistent with applicable law.

Employees should not expect privacy when using Company-owned equipment or systems, to the extent permitted by law.

12.23 Social Media Privacy

The Company respects employee privacy regarding personal social media accounts.

The Company will not request access to personal social media accounts except as permitted by applicable law.

Employees remain responsible for complying with Company confidentiality and professional conduct policies.

12.24 Smoke-Free Workplace

Smoking and vaping are prohibited where required by applicable law.

Employees should use designated smoking areas, if any, and comply with all applicable restrictions.

12.25 Workers' Compensation

The Company maintains workers' compensation coverage as required by New Jersey law.

Employees must:

- Report injuries promptly.
- Cooperate with claims administration.
- Follow medical treatment recommendations.
- Return required documentation.

12.26 Unemployment Insurance

The Company participates in New Jersey's unemployment insurance system as required by law.

Eligibility for unemployment benefits is determined by the appropriate state agency.

12.27 Domestic Violence Protections

The Company recognizes that employees affected by domestic violence or sexual violence may have rights under New Jersey law, including leave and reasonable accommodations where applicable.

Employees seeking assistance are encouraged to contact management or the designated Human Resources representative.

12.28 Required Workplace Posters

The Company will display or otherwise make available all required New Jersey workplace notices and posters.

Employees should notify management if required notices appear to be missing or inaccessible.

12.29 Reporting Concerns

Employees are encouraged to report concerns involving:

- Harassment.
- Discrimination.
- Wage issues.
- Safety.
- Payroll.
- Policy violations.
- Ethical concerns.
- Legal compliance.

Reports may be made to:

- The Owner.
- A designated Human Resources representative.
- A supervisor (unless involved).

The Company will review reports promptly and take appropriate action where warranted.

12.30 Non-Retaliation

The Company prohibits retaliation against employees who, in good faith:

- Report suspected violations of law or Company policy.
- Participate in investigations.
- Request legally protected leave or accommodations.
- Cooperate with government agencies.
- Exercise rights protected by New Jersey law.

12.31 Government Investigations

The Company will cooperate with lawful investigations conducted by the New Jersey Department of Labor and Workforce Development, the New Jersey Division on Civil Rights, and other authorized government agencies.

Nothing in this policy is intended to interfere with employees' rights to communicate directly with government agencies where protected by law.

12.32 Management Responsibilities

Managers and supervisors are responsible for:

- Understanding applicable New Jersey employment laws.
- Applying Company policies consistently.
- Maintaining confidentiality.
- Responding promptly to employee concerns.
- Supporting accommodation requests.
- Protecting employees from retaliation.
- Maintaining required employment records.
- Cooperating with compliance reviews and investigations.
- Seeking guidance when legal or policy questions arise.

Conclusion

Beauty Through the Lens L.L.C. is committed to maintaining a workplace that complies with applicable New Jersey employment laws while supporting a culture of professionalism, respect, inclusion, and accountability. Employees and managers share responsibility for understanding these policies, reporting concerns in good faith, and helping ensure that the Company meets its legal obligations and operational standards. This chapter should be read together with **Part 11 – Federal Employment Law Compliance** to provide a comprehensive understanding of the Company's employment practices.

Legal Notice: This chapter establishes operational, ethical, and professional standards specific to the photography industry. These policies are intended to promote consistent service quality, protect client trust, safeguard intellectual property, and support compliance with applicable laws governing privacy, copyright, contracts, and commercial photography. This chapter should be read together with the Company's Technology, Safety, and Photography Operations chapters.

Chapter 13

Photography Industry Policies

Table of Contents

1. Purpose
2. Professional Photography Standards

3. Company Photography Philosophy
4. Creative Integrity
5. Photography Ethics
6. Professional Conduct
7. Client Experience Standards
8. Photography Workflow Standards
9. Image Quality Standards
10. Creative Direction
11. Posing Standards
12. Lighting Standards
13. Editing Philosophy
14. Artificial Intelligence (AI) Image Editing
15. Authenticity of Images
16. Copyright Ownership
17. Work Made for Hire
18. Intellectual Property
19. Licensing
20. Commercial Licensing
21. Editorial Licensing
22. Print Licensing
23. Social Media Licensing
24. Model Releases
25. Minor Model Releases
26. Property Releases
27. Commercial Property Photography
28. Drone Photography (Future Operations)
29. Event Photography
30. Wedding Photography
31. Family Photography
32. Children's Photography
33. Pet Photography
34. Corporate Photography
35. Real Estate Photography
36. Architecture Photography
37. Automotive Photography
38. Nature Photography
39. Community Events
40. Nonprofit Photography
41. Government Photography
42. Confidential Assignments
43. Celebrity & Public Figure Photography
44. Client Privacy
45. Confidential Client Information
46. Image Storage

47. RAW Image Policy
48. Editing Workflow
49. Quality Assurance
50. Image Delivery
51. Print Products
52. Vendor Relationships
53. Portfolio Standards
54. Social Media Standards
55. Online Reviews
56. Media Relations
57. Professional Development
58. Industry Memberships
59. Continuing Education
60. Management Responsibilities

13.1 Purpose

Beauty Through the Lens L.L.C. is committed to providing professional photography services that reflect the highest standards of artistic excellence, ethical conduct, technical quality, and customer care. This chapter establishes the Company's professional expectations for all photography-related work.

13.2 Professional Photography Standards

Employees are expected to:

- Produce technically sound images.
- Deliver exceptional client experiences.
- Protect client privacy.
- Maintain artistic integrity.
- Exercise professionalism in all assignments.
- Follow Company operating procedures.
- Protect Company equipment and digital assets.

13.3 Company Photography Philosophy

The Company's mission is to preserve life's most meaningful moments through creative storytelling and exceptional photography. Every assignment should reflect professionalism, compassion, creativity, and attention to detail.

13.4 Creative Integrity

Employees are encouraged to express creativity while maintaining consistency with the Company's artistic style and client expectations. Creative decisions should support the client's goals and the Company's quality standards.

13.5 Photography Ethics

Employees must:

- Respect the dignity of every subject.
- Obtain appropriate permissions.
- Avoid deceptive business practices.
- Honor client agreements.
- Respect cultural, religious, and personal preferences.
- Protect confidential information.
- Comply with copyright laws.

13.6 Professional Conduct

While working on photography assignments, employees should:

- Dress professionally.
- Communicate respectfully.
- Maintain composure under pressure.
- Exercise patience.
- Represent the Company positively.
- Respect venue rules and client property.

13.7 Client Experience Standards

Employees should strive to create an enjoyable and professional experience by:

- Greeting clients warmly.
- Explaining the session process.
- Encouraging feedback.
- Providing clear direction.
- Maintaining flexibility when appropriate.
- Demonstrating patience and courtesy.

13.8 Photography Workflow Standards

Standard workflow includes:

1. Client consultation.
2. Session planning.
3. Equipment preparation.
4. Photography session.
5. Immediate image backup.
6. Editing.
7. Quality review.
8. Client delivery.
9. Archiving.
10. Follow-up.

13.9 Image Quality Standards

Every delivered image should meet Company standards for:

- Sharp focus.
- Appropriate exposure.
- Accurate color.
- Effective composition.
- Professional editing.
- Technical consistency.

13.10 Creative Direction

Employees should provide clients with respectful guidance regarding:

- Posing.
- Wardrobe coordination.
- Location selection.
- Lighting.
- Facial expressions.
- Group arrangements.

13.11 Posing Standards

Employees should:

- Respect personal boundaries.
- Ask permission before suggesting physical adjustments.
- Use verbal instruction whenever possible.
- Adapt posing to client comfort, accessibility, and safety.

13.12 Lighting Standards

Lighting should:

- Enhance image quality.
- Protect client comfort.
- Be positioned safely.
- Minimize trip hazards.
- Reflect the Company's visual style.

13.13 Editing Philosophy

Editing should enhance photographs while preserving authenticity, unless the client has requested a clearly artistic or stylized treatment. Employees should apply consistent color correction, exposure adjustments, and retouching in accordance with Company standards.

13.14 Artificial Intelligence (AI) Image Editing

Approved AI tools may be used to streamline editing, provided that:

- Client confidentiality is protected.
- AI outputs are reviewed by a qualified employee.
- Final images accurately reflect agreed-upon services.
- AI is not used to create deceptive or misleading representations without appropriate disclosure.

13.15 Authenticity of Images

Employees should avoid altering images in a manner that materially misrepresents factual events unless the work is clearly artistic, conceptual, or created with the client's informed consent.

13.16 Copyright Ownership

Unless otherwise agreed in writing, photographs created by employees within the scope of their employment are the property of Beauty Through the Lens L.L.C. Employees may not license, sell, or otherwise exploit Company-owned images without written authorization.

13.17 Work Made for Hire

Creative works produced by employees within the course and scope of employment are intended to be treated as works made for hire to the fullest extent permitted by applicable law. Where a work does not qualify as a work made for hire, employees agree to assign applicable rights to the Company as a condition of employment, subject to any legal limitations.

13.18 Intellectual Property

The Company's intellectual property includes, among other things:

- Photographs.
- Editing workflows.
- Branding.
- Logos.
- Marketing materials.
- Educational resources.
- Business processes.
- Templates.

Employees must protect these assets and use them only for authorized business purposes.

13.19 Licensing

Image licensing must be documented in writing when commercial or extended usage rights are granted. Employees may not modify licensing terms without authorization.

13.20 Commercial Licensing

Commercial clients may receive image usage rights only as specified in the applicable agreement. Unauthorized commercial use by clients should be referred to management.

13.21 Editorial Licensing

Editorial use of photographs should comply with applicable agreements and legal requirements. Employees should consult management before approving editorial use of Company images.

13.22 Print Licensing

Clients receiving print rights may reproduce images only as permitted by their agreement. Copyright ownership remains with the Company unless expressly transferred in writing.

13.23 Social Media Licensing

Clients may share images on personal social media platforms in accordance with their usage rights. Employees should encourage proper credit where appropriate but may not require endorsements beyond contractual terms.

13.24 Model Releases

Model releases should be obtained when images are intended for marketing, advertising, portfolio use, or other commercial purposes, as required by Company policy or applicable law.

13.25 Minor Model Releases

A parent or legal guardian must authorize the use of a minor's image for purposes requiring consent.

13.26 Property Releases

Property releases should be obtained when necessary for commercial use of photographs depicting private property or protected locations.

13.27 Commercial Property Photography

Employees photographing commercial properties should:

- Obtain appropriate authorization.
- Respect tenant privacy.
- Follow site safety requirements.
- Protect confidential business information.

13.28 Drone Photography (Future Operations)

If the Company expands into drone services, only authorized operators who meet applicable legal requirements may conduct drone operations. Drone flights must comply with all federal, state, and local regulations, property restrictions, and safety standards.

13.29 Event Photography

Employees should:

- Coordinate with organizers.
- Respect venue rules.
- Capture scheduled and candid moments.
- Avoid obstructing guests or vendors.
- Maintain professionalism throughout the event.

13.30 Wedding Photography

Wedding photographers should:

- Review timelines in advance.
- Coordinate with planners and vendors.
- Prepare backup equipment.
- Follow the agreed shot list while remaining adaptable.
- Maintain a professional demeanor throughout the event.

13.31 Family Photography

Employees should create a welcoming environment, adapt to varying family dynamics, and prioritize comfort and safety, especially when photographing young children.

13.32 Children's Photography

Children should always be photographed with appropriate supervision from a parent or guardian. Employees should use age-appropriate communication and never place a child in an unsafe pose or location.

13.33 Pet Photography

Employees should respect animal behavior, follow owner instructions, and discontinue a session if an unsafe condition develops.

13.34 Corporate Photography

Corporate sessions should reflect the client's brand identity while maintaining professional standards and respecting confidentiality.

13.35 Real Estate Photography

Employees should:

- Obtain permission to enter properties.
- Protect client property.
- Avoid photographing personal items unnecessarily.
- Follow any listing or brokerage requirements.

13.36 Architecture Photography

Employees should respect property access rules, safety requirements, and intellectual property considerations when photographing architectural works.

13.37 Automotive Photography

Employees should use safe locations, avoid obstructing traffic, and obtain permission before photographing privately owned vehicles.

13.38 Nature Photography

Employees should minimize environmental impact, avoid disturbing wildlife, and comply with park or conservation regulations.

13.39 Community Events

Photography at community events should reflect the Company's commitment to professionalism, inclusivity, and community engagement.

13.40 Nonprofit Photography

Employees working with nonprofit organizations should represent the Company with professionalism and respect, recognizing the mission-driven nature of these clients.

13.41 Government Photography

Assignments for government entities should comply with applicable security requirements, access restrictions, and contractual obligations.

13.42 Confidential Assignments

Employees must not disclose information or images from confidential assignments without written authorization or as required by law.

13.43 Celebrity & Public Figure Photography

Employees should maintain professionalism, respect privacy rights, and follow contractual and venue-specific restrictions when photographing public figures.

13.44 Client Privacy

Client information and photographs must be handled with strict confidentiality and used only in accordance with contractual permissions and Company policy.

13.45 Confidential Client Information

Employees must protect:

- Contact information.
- Session details.
- Payment information.
- Private communications.
- Unreleased photographs.
- Business information learned during assignments.

13.46 Image Storage

Client images should be stored securely using Company-approved systems and retained according to Company record retention policies.

13.47 RAW Image Policy

RAW files are Company assets and are generally not delivered to clients unless specifically authorized by written agreement.

13.48 Editing Workflow

Editing should follow Company-approved workflows to ensure consistency, efficiency, and quality.

13.49 Quality Assurance

Before delivery, images should undergo quality review to verify technical accuracy, consistency, and compliance with Company standards.

13.50 Image Delivery

Images should be delivered securely, within agreed timelines, and in the formats specified by the client agreement.

13.51 Print Products

Only approved print vendors should be used when fulfilling Company print orders. Employees should review print quality whenever practical before client delivery.

13.52 Vendor Relationships

Employees should conduct themselves professionally when interacting with laboratories, printers, venues, event planners, and other vendors, avoiding conflicts of interest and maintaining the Company's reputation.

13.53 Portfolio Standards

Portfolio selections should accurately represent the Company's work and comply with client permissions, model releases, and applicable agreements.

13.54 Social Media Standards

Only authorized personnel may publish content on official Company social media platforms. Posts should reflect Company values and comply with privacy, copyright, and branding requirements.

13.55 Online Reviews

Employees should respond to online reviews only if authorized. Responses should be professional, courteous, and protect client confidentiality.

13.56 Media Relations

Employees should refer media inquiries to the Owner or designated spokesperson unless specifically authorized to respond.

13.57 Professional Development

The Company encourages ongoing professional development through workshops, conferences, certifications, and other educational opportunities relevant to photography and business operations.

13.58 Industry Memberships

Employees may be encouraged to participate in reputable professional photography organizations where such participation supports Company goals and professional growth.

13.59 Continuing Education

Employees should remain informed about developments in photography techniques, editing software, AI tools, copyright, privacy, and client service best practices.

13.60 Management Responsibilities

Managers and supervisors are responsible for:

- Ensuring consistent application of photography industry standards.
- Providing technical guidance and mentoring.
- Protecting Company intellectual property and client information.
- Monitoring image quality and client feedback.
- Supporting continuing education and professional development.
- Reviewing and updating operational procedures as the business evolves.

Conclusion

The photography industry requires a unique combination of artistic vision, technical expertise, ethical judgment, and exceptional client service. By following the policies in this chapter, employees help ensure that Beauty Through the Lens L.L.C. delivers consistent, high-quality work while protecting client trust, respecting intellectual property, and upholding the Company's reputation for professionalism and creative excellence.

Purpose: This section contains the standard forms used by Beauty Through the Lens L.L.C. to support employment, human resources, photography operations, safety, technology, and legal compliance. These forms are designed to promote consistency, maintain accurate records, and document important employment-related actions. Some forms may be completed electronically where permitted by Company policy.

Chapter 14

Employee, HR & Operational Forms

Table of Contents

Section A – New Hire Forms

1. Employee Handbook Acknowledgment
2. Code of Conduct Acknowledgment
3. Confidentiality & Non-Disclosure Agreement
4. Photography Intellectual Property & Copyright Agreement
5. Technology Acceptable Use Agreement
6. Artificial Intelligence (AI) Usage Agreement
7. Cybersecurity Acknowledgment
8. Social Media Policy Acknowledgment
9. Photography Equipment Responsibility Agreement
10. Emergency Contact Form
11. Driver Authorization Form
12. Personal Vehicle Authorization
13. Uniform & Company Apparel Agreement (If Applicable)
14. Photography Safety Acknowledgment

Section B – Employment Forms

- 15. Employment Status Change Form
- 16. Position Transfer Form
- 17. Promotion Authorization Form
- 18. Wage Change Authorization
- 19. Employee Information Update Form
- 20. Performance Review Form
- 21. Performance Improvement Plan (PIP)
- 22. Coaching Documentation Form
- 23. Verbal Counseling Documentation
- 24. Written Warning Form
- 25. Final Written Warning
- 26. Corrective Action Report

Section C – Leave Forms

- 27. Leave Request Form
- 28. Vacation Request Form
- 29. PTO Request Form
- 30. Sick Leave Notification
- 31. Bereavement Leave Request
- 32. Jury Duty Notification
- 33. Military Leave Request
- 34. FMLA Leave Packet (If Applicable)
- 35. NJFLA Leave Packet
- 36. NJ SAFE Act Leave Request
- 37. Reasonable Accommodation Request
- 38. Pregnancy Accommodation Request
- 39. Return-to-Work Certification

Section D – Safety Forms

- 40. Incident Report
- 41. Accident Investigation Report
- 42. Near Miss Report
- 43. Workers' Compensation Report
- 44. Equipment Damage Report
- 45. Vehicle Accident Report
- 46. Safety Inspection Checklist

- 47. Emergency Evacuation Checklist
- 48. Fire Extinguisher Inspection Log
- 49. First Aid Supply Inspection Log

Section E – Photography Operations

- 50. Photography Assignment Worksheet
- 51. Client Session Checklist
- 52. Equipment Checkout Form
- 53. Equipment Return Form
- 54. Equipment Maintenance Log
- 55. Lens Cleaning Log
- 56. Camera Inspection Report
- 57. Memory Card Inventory
- 58. Battery Rotation Log
- 59. Travel Checklist
- 60. Location Risk Assessment
- 61. Photography Session Timeline
- 62. Wedding Timeline Worksheet
- 63. Commercial Photography Checklist
- 64. Event Coverage Checklist
- 65. Real Estate Photography Checklist
- 66. Family Session Checklist
- 67. Pet Session Checklist
- 68. Graduation Session Checklist

Section F – Client Documentation

- 69. Photography Service Agreement
- 70. Session Confirmation Form
- 71. Client Information Sheet
- 72. Image Delivery Confirmation
- 73. Model Release
- 74. Minor Model Release
- 75. Property Release
- 76. Commercial Licensing Agreement
- 77. Print Release
- 78. Copyright Licensing Agreement
- 79. Client Satisfaction Survey
- 80. Complaint Resolution Form

Section G – Technology Forms

- 81. Computer Assignment Form
- 82. Laptop Checkout Agreement
- 83. Mobile Device Agreement
- 84. Password Receipt Form (Administrative Use)
- 85. Remote Work Agreement
- 86. Cloud Storage Access Authorization
- 87. Technology Incident Report
- 88. Lost Device Report
- 89. Software Request Form
- 90. Adobe Creative Cloud Access Request

Section H – Vehicle & Travel Forms

- 91. Mileage Reimbursement Form
- 92. Expense Reimbursement Form
- 93. Company Vehicle Inspection (If Applicable)
- 94. Driver Safety Acknowledgment
- 95. Travel Authorization Form
- 96. Hotel Approval Request
- 97. Fuel Expense Log
- 98. Parking & Toll Reimbursement

Section I – Management Forms

- 99. Interview Evaluation Form
- 100. New Hire Orientation Checklist
- 101. Training Attendance Record
- 102. Annual Training Log
- 103. Performance Evaluation Summary
- 104. Supervisor Coaching Record
- 105. Disciplinary Review Form
- 106. Investigation Summary
- 107. Witness Statement Form
- 108. Corrective Action Approval

Section J – Separation Forms

- 109. Resignation Notice Form
- 110. Exit Interview Questionnaire
- 111. Separation Checklist
- 112. Company Property Return Checklist
- 113. Equipment Return Verification
- 114. Final Payroll Checklist
- 115. Benefits Continuation Checklist
- 116. Confidential Information Certification
- 117. Intellectual Property Certification
- 118. System Access Removal Checklist
- 119. Rehire Eligibility Evaluation

FORM 1

Employee Handbook Acknowledgment

Employee Name: _____

Position: _____

Hire Date: _____

I acknowledge that I have received the Beauty Through the Lens L.L.C. Employee Handbook.

I understand:

☐ I am responsible for reading the handbook.

☐ I understand Company policies.

☐ I agree to follow Company policies.

☐ The handbook is not an employment contract.

☐ Employment remains at will unless otherwise agreed in writing.

Employee Signature: _____

Date: _____

Manager Signature: _____

FORM 2

Confidentiality Agreement

Employee Name:

Position:

I agree that during and after my employment I will protect confidential Company information including:

- Client information
- Photographs
- Business records
- Pricing
- Financial information
- Passwords
- Marketing strategies
- Vendor information

I understand unauthorized disclosure may result in disciplinary action.

Employee Signature

Date

FORM 3

Equipment Checkout

Employee

Equipment Issued

Serial Number

Condition

Date Issued

Issued By

Employee Signature

Expected Return Date

FORM 4

Incident Report

Date

Time

Location

Individuals Involved

Description

Witnesses

Immediate Action Taken

Corrective Action

Reported By

Manager Review

FORM 5

Performance Evaluation

Employee

Position

Review Period

Supervisor

Performance Areas

☐ Professionalism

☐ Customer Service

☐ Photography Skills

☐ Editing Quality

☐ Attendance

☐ Teamwork

☐ Communication

☐ Safety

Overall Rating

Outstanding

Exceeds Expectations

Meets Expectations

Needs Improvement

Unsatisfactory

Supervisor Comments

Employee Comments

Signatures

FORM 6

Exit Interview

Reason for Leaving

Work Environment Rating

Management Rating

Training Rating

Compensation Comments

Suggestions

Would you recommend Beauty Through the Lens L.L.C. as a workplace?

☐ Yes

☐ No

Additional Comments

FORM 7

Photography Assignment Checklist

Client Name

Assignment Type

Date

Time

Location

Equipment Checklist

☐ Camera Body

☐ Backup Camera

☐ Portrait Lens

☐ Wide Angle Lens

☐ Flash

☐ Lighting

☐ Tripods

☐ Batteries

☐ Memory Cards

☐ Cleaning Kit

☐ Laptop

☐ Contracts

☐ Model Releases

Session Complete

Image Backup Complete

Editing Started

Gallery Delivered

FORM 8

Technology Agreement

Employee Name

Computer Assigned

Software Access

Adobe Access

Cloud Storage Access

AI Editing Authorization

Employee agrees to:

- ☐ Maintain password security
- ☐ Report cybersecurity incidents
- ☐ Protect client information
- ☐ Follow Company technology policies

Signature

FORM 9

Safety Inspection

Location

Inspection Date

Fire Safety

Electrical Safety

Trip Hazards

Equipment Condition

Emergency Exits

Corrective Action Needed

Inspector

FORM 10

Company Property Return

Employee

Last Day Worked

Items Returned

☐ Camera

☐ Lens

☐ Lighting

☐ Laptop

☐ Mobile Phone

☐ Memory Cards

☐ Keys

☐ ID Badge

☐ Uniform

☐ Hard Drives

☐ Company Credit Card

☐ Documents

Manager Verification

Employee Signature

Forms Administration

To maintain consistency and protect employee and client information:

- Forms should be completed accurately and legibly.
- Electronic signatures may be accepted where permitted by Company policy and applicable law.
- Completed forms containing personal, medical, or confidential information should be stored securely with access limited to authorized personnel.
- Employees should promptly notify management if a form requires correction or updating.

Conclusion

These forms provide the administrative foundation for employment, operations, safety, technology, photography services, and regulatory compliance at Beauty Through the Lens L.L.C. They are intended to support consistent documentation practices, protect Company and client information, and facilitate efficient business operations. Forms should be reviewed periodically and updated as Company practices or legal requirements evolve.

Confidential Management Material: This chapter is intended for owners, managers, supervisors, and other employees with leadership responsibilities at Beauty Through the Lens L.L.C. It contains management practices, supervisory responsibilities, and operational guidance designed to promote consistent leadership, legal compliance, employee development, and exceptional client service. This section should not be distributed outside the Company without authorization.

Chapter 15

Management & Supervisor Guide

Table of Contents

Section A – Leadership

1. Purpose
2. Management Philosophy
3. Leadership Expectations
4. Ethical Leadership
5. Leading by Example
6. Building Company Culture
7. Diversity, Equity & Inclusion
8. Communication Standards
9. Professionalism
10. Confidentiality

Section B – Supervisory Responsibilities

11. Hiring Responsibilities
12. Interview Standards
13. Onboarding New Employees
14. Orientation
15. Introductory Employment Period
16. Scheduling Employees
17. Delegation
18. Coaching
19. Performance Reviews
20. Corrective Action

- 21. Documentation Standards
- 22. Employee Recognition
- 23. Employee Retention

Section C – Legal Compliance

- 24. Equal Employment Opportunity
- 25. Harassment Prevention
- 26. ADA Accommodations
- 27. Pregnancy Accommodations
- 28. Leave Administration
- 29. Wage & Hour Compliance
- 30. Confidential Personnel Information
- 31. Recordkeeping
- 32. Government Investigations

Section D – Photography Operations Management

- 33. Photography Scheduling
- 34. Equipment Management
- 35. Quality Control
- 36. Editing Oversight
- 37. Client Experience
- 38. Complaint Resolution
- 39. Vendor Relationships
- 40. Event Management
- 41. Commercial Projects

Section E – Risk Management

- 42. Safety Leadership
- 43. Incident Investigations
- 44. Workers' Compensation
- 45. Emergency Management
- 46. Cybersecurity
- 47. Technology Oversight
- 48. Insurance Claims
- 49. Business Continuity

Section F – Financial Management

- 50. Budget Responsibility
- 51. Expense Approval
- 52. Payroll Review
- 53. Timekeeping Approval
- 54. Purchasing
- 55. Inventory Management

Section G – Business Growth

- 56. Marketing Support
- 57. Community Outreach
- 58. Strategic Planning
- 59. Employee Development
- 60. Succession Planning

15.1 Purpose

The Management & Supervisor Guide provides leadership expectations and operational procedures for individuals responsible for supervising employees at Beauty Through the Lens L.L.C. Managers are expected to lead with professionalism, integrity, accountability, and respect while ensuring compliance with Company policies and applicable laws.

15.2 Management Philosophy

Managers are expected to:

- Lead with integrity.
- Promote teamwork.
- Foster creativity.
- Support employee growth.
- Maintain accountability.
- Deliver exceptional customer service.
- Protect the Company's reputation.

Leadership decisions should align with the Company's mission, values, and long-term objectives.

15.3 Leadership Expectations

Managers should:

- Act professionally at all times.
- Demonstrate ethical decision-making.
- Treat employees consistently.
- Encourage innovation.
- Resolve conflicts constructively.
- Promote a respectful workplace.
- Support open communication.

15.4 Ethical Leadership

Managers are expected to:

- Avoid conflicts of interest.
- Maintain confidentiality.
- Make objective decisions.
- Report ethical concerns.
- Protect Company assets.
- Uphold Company values.

15.5 Leading by Example

Managers establish the standard for employee behavior by:

- Arriving prepared and on time.
- Following Company policies.
- Demonstrating professionalism.
- Practicing respectful communication.
- Prioritizing safety.
- Maintaining high-quality work.

15.6 Building Company Culture

Managers should cultivate a workplace that reflects the Company's core values by:

- Recognizing achievements.
- Encouraging collaboration.
- Supporting diversity and inclusion.
- Providing constructive feedback.
- Promoting work-life balance where operationally feasible.

15.7 Diversity, Equity & Inclusion

Managers are responsible for fostering an inclusive workplace, addressing inappropriate conduct promptly, and ensuring employment decisions are based on legitimate business criteria.

15.8 Communication Standards

Managers should communicate:

- Clearly.
- Respectfully.
- Promptly.
- Professionally.
- Honestly.

Employees should receive timely information regarding schedules, expectations, and organizational changes.

15.9 Professionalism

Managers should maintain a professional appearance and demeanor consistent with the Company's client-facing image.

15.10 Confidentiality

Managers frequently have access to confidential information and must safeguard:

- Personnel files.
- Compensation information.
- Medical information.
- Client records.
- Business plans.
- Financial information.
- Investigation records.

Confidential information should only be shared with authorized individuals who have a legitimate business need.

15.11 Hiring Responsibilities

Managers involved in hiring should:

- Follow approved recruitment procedures.
- Use objective selection criteria.
- Conduct structured interviews.
- Document hiring decisions.
- Avoid unlawful discrimination.

15.12 Interview Standards

Interviewers should ask job-related questions, avoid inquiries prohibited by law, and evaluate candidates consistently using established criteria.

15.13 Onboarding New Employees

Managers should ensure new employees receive:

- A Company orientation.
- Required forms.
- Safety training.
- Equipment assignments.
- Technology access.
- Photography standards training.
- Introductions to coworkers.

15.14 Orientation

Orientation should introduce employees to:

- Company mission and values.
- Workplace expectations.
- Safety procedures.
- Client service standards.
- Technology systems.
- Operational workflows.

15.15 Introductory Employment Period

Managers should provide regular feedback during the introductory period and document performance concerns or achievements.

15.16 Scheduling Employees

Managers are responsible for creating schedules that balance:

- Client needs.
- Employee availability.
- Workload distribution.
- Travel requirements.
- Business priorities.

Schedules should be communicated as early as practicable.

15.17 Delegation

Managers should assign work based on employee skills, experience, and operational needs while providing appropriate guidance and support.

15.18 Coaching

Coaching should be timely, constructive, and focused on helping employees improve performance and develop professionally.

15.19 Performance Reviews

Managers should conduct evaluations that are:

- Objective.
- Job-related.
- Evidence-based.
- Respectful.
- Constructive.

Reviews should identify strengths, development opportunities, and future goals.

15.20 Corrective Action

Managers should address performance or conduct concerns promptly and consistently. Corrective action should be documented and administered fairly, taking into account the nature of the issue and applicable Company policy.

15.21 Documentation Standards

Managers should maintain accurate records of:

- Performance discussions.
- Coaching sessions.
- Attendance issues.
- Corrective actions.
- Safety incidents.
- Training completion.
- Client complaints.

Documentation should be factual, objective, and timely.

15.22 Employee Recognition

Managers are encouraged to recognize employees who demonstrate outstanding performance, creativity, customer service, teamwork, or leadership.

15.23 Employee Retention

Managers play an important role in retention by:

- Providing meaningful feedback.
- Supporting career development.
- Addressing concerns promptly.
- Recognizing achievements.
- Promoting a respectful workplace.

15.24 Equal Employment Opportunity

Managers are responsible for implementing the Company's equal employment opportunity policies and ensuring employment decisions comply with applicable law.

15.25 Harassment Prevention

Managers must respond promptly to complaints or observations of harassment, discrimination, or retaliation and report concerns through appropriate Company channels.

15.26 ADA Accommodations

Managers should refer accommodation requests to the appropriate Company representative and participate in the interactive process when requested.

15.27 Pregnancy Accommodations

Managers should respond promptly and respectfully to accommodation requests related to pregnancy or related medical conditions and avoid retaliation.

15.28 Leave Administration

Managers should coordinate leave requests with the appropriate Company representative and maintain confidentiality regarding medical information.

15.29 Wage & Hour Compliance

Managers are responsible for:

- Reviewing time records.
- Preventing off-the-clock work.
- Approving overtime when appropriate.
- Ensuring accurate payroll information.

15.30 Confidential Personnel Information

Personnel information should be discussed only with authorized individuals and handled in accordance with Company policy.

15.31 Recordkeeping

Managers should maintain required employment, safety, and operational records accurately and securely.

15.32 Government Investigations

Managers should cooperate with lawful government investigations and notify the Owner promptly upon receiving notice of any investigation related to Company operations.

15.33 Photography Scheduling

Managers should coordinate assignments efficiently, balancing client expectations, employee availability, travel logistics, and equipment needs.

15.34 Equipment Management

Managers are responsible for overseeing inventory, maintenance schedules, inspections, repairs, and secure storage of Company equipment.

15.35 Quality Control

Managers should review work product regularly to ensure consistency with Company standards and provide constructive feedback where improvements are needed.

15.36 Editing Oversight

Managers should ensure editing workflows remain consistent, secure, and aligned with the Company's visual style and client expectations.

15.37 Client Experience

Managers should monitor client feedback, address service concerns promptly, and support continuous improvement in customer service.

15.38 Complaint Resolution

Managers should investigate complaints objectively, communicate respectfully with all parties, document findings, and implement appropriate corrective actions.

15.39 Vendor Relationships

Managers should maintain professional relationships with vendors, negotiate fairly, and avoid conflicts of interest.

15.40 Event Management

Managers coordinating events should ensure adequate staffing, equipment availability, safety planning, and communication with clients and vendors.

15.41 Commercial Projects

Commercial photography projects should be managed in accordance with contractual requirements, licensing agreements, branding standards, and client expectations.

15.42 Safety Leadership

Managers are responsible for promoting safe work practices, correcting hazards promptly, and supporting a culture where employees feel comfortable reporting safety concerns.

15.43 Incident Investigations

Managers should investigate workplace incidents objectively, identify contributing factors, and implement corrective measures to reduce future risks.

15.44 Workers' Compensation

Managers should promptly report workplace injuries, cooperate with claims administration, and support employees throughout the recovery and return-to-work process.

15.45 Emergency Management

Managers should be familiar with emergency procedures, communicate effectively during emergencies, and coordinate business continuity efforts when necessary.

15.46 Cybersecurity

Managers should support compliance with Company technology policies, encourage cybersecurity awareness, and report suspected security incidents immediately.

15.47 Technology Oversight

Managers should ensure employees use approved technology, maintain software licensing compliance, and protect Company information.

15.48 Insurance Claims

Managers should report incidents that may involve insurance coverage promptly and cooperate with investigations and claims administration.

15.49 Business Continuity

Managers should support contingency planning for equipment failures, severe weather, technology outages, staffing shortages, and other operational disruptions.

15.50 Budget Responsibility

Managers authorized to manage budgets should monitor expenditures, approve purchases within delegated authority, and support responsible financial stewardship.

15.51 Expense Approval

Business expenses should be reviewed for necessity, accuracy, and compliance with Company policy before approval.

15.52 Payroll Review

Managers should review employee time records promptly and address discrepancies before payroll processing.

15.53 Timekeeping Approval

Managers should ensure time records accurately reflect hours worked and comply with wage and hour requirements.

15.54 Purchasing

Purchasing decisions should be based on operational needs, quality, cost-effectiveness, and approved budgets.

15.55 Inventory Management

Managers should maintain accurate inventories of cameras, lenses, lighting equipment, computers, software licenses, and other Company assets.

15.56 Marketing Support

Managers should support Company marketing initiatives by promoting consistent branding, maintaining high-quality portfolio content, and encouraging positive client experiences.

15.57 Community Outreach

Managers are encouraged to support the Company's community engagement efforts, including charitable initiatives and partnerships that align with the Company's mission.

15.58 Strategic Planning

Managers should contribute ideas for operational improvements, business growth, technology adoption, and service expansion.

15.59 Employee Development

Managers should identify development opportunities, recommend training, mentor employees, and support career growth consistent with business needs.

15.60 Succession Planning

The Company encourages managers to identify and develop future leaders through mentoring, cross-training, and leadership development initiatives to support long-term organizational success.

Management Leadership Commitment

Managers at Beauty Through the Lens L.L.C. are entrusted with significant responsibility. They are expected to lead with integrity, professionalism, accountability, and respect while fostering a workplace that reflects the Company's mission, values, and commitment to exceptional photography and client service.

Leadership decisions should be consistent, objective, well-documented, and aligned with applicable laws and Company policies. Managers are expected to model the behavior they expect from employees and to contribute actively to a workplace culture built on trust, collaboration, continuous improvement, and operational excellence.

Conclusion

Effective leadership is essential to the continued success of Beauty Through the Lens L.L.C. By consistently applying the principles in this Management & Supervisor Guide, leaders help create a workplace that supports employee engagement, client satisfaction, operational excellence, and sustainable business growth. This guide should be used in conjunction with all other sections of the Employee Handbook and reviewed periodically to ensure it remains aligned with the Company's evolving needs and applicable legal requirements.

Purpose: This final section contains supplemental reference materials, legal notices, operational checklists, organizational resources, emergency information, and acknowledgment forms that support the implementation of the Employee Handbook. These appendices are intended to provide employees and managers with practical resources while reinforcing Company policies and procedures.

Chapter 16

Appendices & Reference Materials

Table of Contents

Appendix A – Company Information

1. Company Mission Statement
2. Company Vision Statement
3. Core Values

4. Company History
5. Organizational Structure
6. Leadership Team
7. Business Hours
8. Company Contact Information
9. Office Locations
10. Emergency Contact Information

Appendix B – Employee Resources

11. New Employee Orientation Checklist
12. Employee Resource Directory
13. Internal Communication Directory
14. Frequently Asked Questions (FAQ)
15. Employee Assistance Resources
16. Professional Development Resources
17. Career Path Overview

Appendix C – Photography Operations

18. Photography Workflow Diagram
19. Standard Session Timeline
20. Equipment Inventory Reference
21. Equipment Cleaning Schedule
22. Camera Maintenance Schedule
23. Lens Maintenance Guide
24. Lighting Setup Reference
25. Memory Card Management Guide
26. Backup Workflow
27. Editing Workflow
28. File Naming Standards
29. Image Delivery Timeline
30. Quality Control Checklist

Appendix D – Safety Resources

31. Emergency Action Plan
32. Emergency Contact Numbers
33. Fire Evacuation Procedures
34. Severe Weather Procedures
35. Medical Emergency Procedures

- 36. Active Threat Response Guide
- 37. Incident Reporting Flowchart
- 38. Vehicle Accident Checklist
- 39. Outdoor Photography Safety Guide
- 40. Heat Stress Prevention Guide
- 41. Cold Weather Safety Guide
- 42. Lifting Techniques Guide
- 43. Electrical Safety Checklist
- 44. PPE Reference Guide

Appendix E – Technology Resources

- 45. Password Standards
- 46. Cybersecurity Quick Reference
- 47. Phishing Identification Guide
- 48. Remote Work Checklist
- 49. Adobe Creative Cloud Standards
- 50. AI Usage Checklist
- 51. Cloud Storage Procedures
- 52. Data Backup Schedule
- 53. Device Security Checklist
- 54. Lost Device Procedures

Appendix F – Human Resources

- 55. Leave Reference Guide
- 56. Benefits Summary
- 57. Attendance Matrix
- 58. Performance Review Calendar
- 59. Progressive Discipline Matrix
- 60. Promotion Guidelines
- 61. Compensation Review Schedule
- 62. Recognition Programs
- 63. Employee Training Matrix

Appendix G – Legal References

- 64. Federal Employment Law Summary
- 65. New Jersey Employment Law Summary
- 66. Anti-Harassment Complaint Procedure
- 67. Equal Employment Opportunity Statement

- 68. ADA Accommodation Process
- 69. FMLA Eligibility Overview
- 70. NJFLA Overview
- 71. Earned Sick Leave Summary
- 72. Workers' Compensation Guide
- 73. Whistleblower Reporting Information

Appendix H – Photography Industry Standards

- 74. Client Communication Standards
- 75. Portrait Session Standards
- 76. Wedding Photography Standards
- 77. Commercial Photography Standards
- 78. Corporate Branding Standards
- 79. Editing Style Guide
- 80. Copyright Quick Reference
- 81. Licensing Matrix
- 82. Model Release Reference
- 83. Property Release Guide

Appendix I – Forms Index

- 84. Employment Forms
- 85. Safety Forms
- 86. Photography Forms
- 87. Technology Forms
- 88. Leave Forms
- 89. Management Forms
- 90. Separation Forms
- 91. Client Forms
- 92. Equipment Forms
- 93. Financial Forms

Appendix J – Handbook Administration

- 94. Policy Interpretation
- 95. Policy Revisions
- 96. Annual Handbook Review
- 97. Employee Questions
- 98. Handbook Distribution
- 99. Record Retention

Appendix A

Company Mission Statement

Beauty Through the Lens L.L.C. is dedicated to capturing meaningful moments through exceptional photography while delivering outstanding customer service, artistic excellence, professionalism, and integrity. The Company strives to preserve memories that clients will value for generations.

Appendix B

Company Vision Statement

To become one of New Jersey's premier photography studios by combining creativity, innovation, advanced technology, and personalized service to exceed client expectations and strengthen community relationships.

Appendix C

Core Values

Every employee is expected to embody the Company's core values:

- Integrity
- Professionalism
- Creativity
- Respect
- Accountability
- Teamwork

- Innovation
- Client Focus
- Continuous Improvement
- Community Engagement

Appendix D

Organizational Structure

A typical organizational structure may include:

- Owner / Managing Member
- Studio Manager
- Lead Photographer
- Associate Photographer
- Photography Assistant
- Photo Editor
- Client Services Coordinator
- Marketing & Social Media Coordinator
- Administrative Assistant
- Seasonal or Contract Staff

The organizational structure may change as the Company grows.

Appendix E

Emergency Contact Information

Employees should maintain current emergency contact information with the Company, including:

- Primary emergency contact
- Relationship
- Telephone numbers
- Alternate contact
- Medical considerations (voluntary, where appropriate)

Appendix F

New Employee Orientation Checklist

New employees should receive orientation covering:

- Employee Handbook
- Safety Manual
- Technology Policies
- Photography Operations
- Benefits Overview
- Payroll Procedures
- Equipment Training
- Client Service Standards
- Cybersecurity Awareness
- Emergency Procedures

Appendix G

Standard Photography Workflow

1. Client Inquiry
2. Consultation
3. Proposal & Pricing
4. Signed Agreement
5. Retainer Received
6. Session Planning
7. Equipment Preparation
8. Photography Session
9. Image Backup
10. Editing
11. Quality Review
12. Client Gallery Delivery
13. Product Fulfillment
14. Client Follow-Up

Appendix H

Emergency Response Checklist

In an emergency:

1. Protect life and safety first.
2. Contact emergency services when appropriate.
3. Notify management.
4. Secure the area if safe.
5. Document the incident.
6. Cooperate with emergency responders.
7. Complete required reports.

Appendix I

Cybersecurity Quick Reference

Employees should:

- Use strong passwords.
- Enable multi-factor authentication where available.
- Lock unattended devices.
- Report phishing attempts.
- Use only approved software.
- Protect client information.
- Follow backup procedures.
- Report lost devices immediately.

Appendix J

Client Service Standards

Every client interaction should demonstrate:

- Courtesy
- Professional communication
- Timeliness
- Respect
- Creativity
- Patience
- Confidentiality
- Problem-solving
- Follow-through
- Appreciation

Appendix K

Photography Quality Checklist

Before delivering photographs, employees should verify:

- ☐ Proper exposure
- ☐ Sharp focus
- ☐ Consistent editing
- ☐ Correct file names
- ☐ Color accuracy
- ☐ Image orientation
- ☐ Cropping
- ☐ Client requests completed

- ☐ Backup completed
- ☐ Final quality review completed

Appendix L

Technology Security Checklist

Employees should confirm:

- ☐ Device password enabled
- ☐ Software updated
- ☐ Antivirus current
- ☐ Backup completed
- ☐ MFA enabled where available
- ☐ Secure Wi-Fi connection
- ☐ Confidential files protected
- ☐ Unauthorized software not installed

Appendix M

Annual Training Matrix

Annual training topics may include:

- Workplace Harassment Prevention
- Workplace Safety
- OSHA Awareness

- Cybersecurity
- Photography Standards
- Customer Service Excellence
- AI & Technology Updates
- Equipment Safety
- Emergency Procedures
- Data Privacy
- Ethics & Compliance
- Leadership Development (for supervisors)

Managers should document completion of required training.

Appendix N

Record Retention Guidelines

The Company will retain employment, payroll, safety, financial, and operational records in accordance with applicable legal requirements and Company policy. Records containing confidential or personal information will be stored securely and access will be limited to authorized personnel.

Appendix O

Handbook Revision Policy

This handbook may be revised, updated, or replaced at any time to reflect changes in applicable law, business operations, technology, or Company practices.

Except where prohibited by law or governed by a written employment agreement, the Company reserves the right to modify, suspend, interpret, or discontinue any policy described in this handbook.

Employees will be notified of significant policy changes and may be required to acknowledge receipt of updated handbook provisions.

Appendix P

Final Employee Acknowledgment

I acknowledge that I have received the **Beauty Through the Lens L.L.C. Comprehensive Employee Handbook**, including all sixteen parts, policies, procedures, forms, and appendices.

I understand that:

- I am responsible for reading and complying with the handbook.
- I may ask questions regarding Company policies at any time.
- The handbook is intended as a guide and does not create a contract of employment.
- My employment is at will unless otherwise provided in a written agreement signed by an authorized Company representative.
- The Company may revise this handbook as business needs or legal requirements change.

Employee Name: _____

Employee Signature: _____

Date: _____

Manager/Supervisor: _____

Manager Signature: _____

Project Completion Summary

This concludes the **16-part Comprehensive Employee Handbook** for **Beauty Through the Lens L.L.C.** The complete handbook provides a structured framework for:

- Company governance and organizational standards.
- Employment policies and workplace conduct.
- Compensation, scheduling, benefits, and leave administration.
- Workplace safety and OSHA-oriented procedures.
- Photography operations and industry-specific standards.
- Technology, cybersecurity, and artificial intelligence governance.

- Performance management and employee development.
- Separation procedures and post-employment obligations.
- Federal and New Jersey employment law compliance.
- Management and supervisory guidance.
- Standardized forms and operational documentation.
- Reference materials, checklists, and appendices.

Once reviewed and customized with your company's specific operational details, benefit offerings, contact information, and legal review, this handbook can serve as a comprehensive operational and human resources manual for Beauty Through the Lens L.L.C.

