

Section 1: General Policies

1.1 Mission Statement

Booster International Corp is committed to delivering exceptional products and services through innovation, integrity, and collaboration. We strive to foster a positive, inclusive, and growth-oriented work environment.

1.2 Scope

This manual applies to all employees, owners, partners, and affiliates of Booster International Corp. Compliance with these policies is mandatory. These policies are valid worldwide to support the company's global operations.

1.3 Compliance with Laws

All employees, owners, partners, and affiliates must comply with federal, state, and local laws, including Delaware corporate regulations, Tennessee state requirements, and applicable international laws and regulations.

Section 2: Employment Policies

2.1 Equal Employment Opportunity

Booster International Corp prohibits discrimination based on race, color, religion, gender, sexual orientation, national origin, age, disability, or any other protected status.

2.2 Anti-Harassment Policy

Harassment, including sexual harassment, is strictly prohibited. Any complaints should be reported to Human Resources immediately.

2.3 Employment Classification

- **Full-time Employees:** Work 40+ hours per week and are eligible for benefits.
- **Part-time Employees:** Work fewer than 40 hours per week and may be eligible for prorated benefits.
- **Contractors and Affiliates:** Subject to contractual agreements.

2.4 Employee Conduct

Employees must:

- Demonstrate professionalism.
- Maintain confidentiality.
- Follow company policies and procedures.

2.5 Attendance Policy

Employees are required to:

- Report absences promptly.
- Maintain punctuality and adherence to schedules.

2.6 Performance Evaluations

Annual performance reviews will be conducted to assess employee contributions and growth.

Section 3: Ownership and Partnership Policies

3.1 Ownership Structure

Booster International Corp is a Delaware-registered corporation. Ownership interests must be documented in shareholder agreements.

3.2 Partner Responsibilities

- Adhere to fiduciary duties.
- Act in the best interests of the corporation.
- Maintain transparency with stakeholders.

3.3 Conflict of Interest

Owners and partners must disclose any conflicts of interest and avoid actions that may compete with company interests.

3.4 Profit Distribution

Profits will be distributed based on ownership percentages or agreements unless specified otherwise.

Section 4: Affiliate Relationships

4.1 Affiliate Agreements

All affiliate relationships must be governed by written agreements outlining roles, responsibilities, and compensation.

4.2 Marketing and Branding Guidelines

Affiliates must adhere to Booster International Corp's branding standards and guidelines to maintain consistency and reputation.

4.3 Compliance Monitoring

Affiliates are subject to periodic audits to ensure compliance with company policies and standards.

Section 5: Health, Safety, and Security Policies

5.1 Workplace Safety

- Follow OSHA standards for safety.
- Report hazards immediately.

5.2 Emergency Procedures

Evacuation plans and emergency contacts will be posted in all company facilities.

5.3 Data Security

- Protect sensitive company and customer information.
 - Use company-approved software and systems.
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Section 6: Financial Policies

6.1 Expense Reimbursement

Employees must submit receipts and expense reports within 30 days of incurred expenses.

6.2 Payroll and Compensation

Payroll will be processed bi-weekly. Employees must report time worked accurately.

6.3 Financial Reporting

Financial statements will be prepared quarterly and reviewed by ownership and partners.

Section 7: Dispute Resolution

7.1 Internal Complaint Procedure

Employees must report complaints to Human Resources. Investigations will be conducted promptly.

7.2 Arbitration Clause

Disputes unresolved through internal procedures will be subject to binding arbitration as per Delaware and Tennessee laws.

Section 8: Website Policies

8.1 Website Usage

The company operates the websites **www.boosterapp.ai** and **www.boostercorp.ai**. Users must comply with the terms and conditions, privacy policies, and acceptable usage standards outlined on each site.

8.2 Data Privacy

Personal information collected through the websites will be protected under applicable privacy laws. Users are encouraged to review the Privacy Policy posted on each website.

8.3 Intellectual Property

All content, logos, and trademarks on the websites are the property of Booster International Corp and may not be copied or used without written permission.

8.4 Acceptable Use

Users may not engage in activities that:

- Violate laws or regulations.
- Distribute malware or harmful content.
- Attempt to breach site security.

8.5 Policy Updates

Website policies are subject to updates and changes. Users will be notified of any major changes via the website.

Section 9: Amendments and Updates

9.1 Policy Changes

Booster International Corp reserves the right to amend these policies. Updates will be communicated in writing.

Acknowledgment of Receipt I acknowledge that I have received and reviewed the Booster International Corp Policies and Procedures Manual.

Employee/Partner Signature: _____ Date: _____

Printed Name: _____

Primary Product: Booster International Corp operates the Booster Lifestyle App, a global platform designed to enhance user experiences and promote personal growth.