

Rules & Regulations – Policy Adjustments

Adjustments to Employee Handbook

Employee Handbook Version 1.0 compiled January 2017, Amended November 2020 v. 2.0, Version 3.0 January 2024, Version 3.1 August 2024, Version 3.2 July 2025

Amendment log:

Date	Description of Rule Amendment	Authorized by:		
January 2020	Craig Race appointed AML Compliance Officer. Section 1.2	Craig Race		
November 2020	Inclusion of formal Sexual Harassment policy into handbook. Section 2.5	Craig Race		
November 2020	Inclusion of GSI labs checking product. Section 1.5	Craig Race		
November 2020	Grievance procedures update. Section 2.7	Craig Race		
November 2020	Days the office is closed do not count against employee vacation days or cause salary reductions. Section 2.8	Craig Race		
July 2024	Employee purchase policy	Greg Brannan		

August 2024	Appointment of Greg Brannan as AML Compliance Officer, section 1.2	Greg Brannan		
August 2024	Addition of Corporate Communication & Computer policy	Greg Brannan		
July 2025	Added policy for Expressing Breast Milk 2.8 (H)	Greg Brannan		

Employee Handbook refers to the employees of:

SDC Designs, LLC
SDC Created, LLC
SHR Jewelry Group, LLC
A Link Jewelry Co. LLC
Penny Preville Holding Co. LLC
Super Diamond

**SDC Designs, LLC 529 Fifth Avenue 16th Floor New York, NY 10017 +1
212-599-4240**