Welcome to Griffiss Institute!

Starting a new job is exciting, but at times can be overwhelming. This Employee Handbook has been developed to help you become acquainted with our company and answer many of your initial questions.

As an employee of Griffiss Institute, you are very important. Your contribution cannot be overstated. Our goal is to provide the finest-quality services to our clients and to do so more efficiently and economically than our competitors. By satisfying our clients' needs, we ensure they will continue to do business with us and will recommend us to others.

You are an important part of this process because your work directly influences our company's reputation.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.
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The Way We Work
A Word About This Handbook

This Employee Handbook contains information about the employment policies and practices of the company. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and the company. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing business will require changes from time to time. The company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the company. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

The company complies with federal and state law and this handbook generally reflects those laws. The company also complies with any applicable local laws, even though there may not be an express written policy contained in the handbook.

Except for the policy of at-will employment, the company reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook must be in writing and must be signed by the president of the company. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period. Any agreement to employment for a specified period of time
will be put into writing and signed by the president of the company.

Nothing in this Employee Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed them by Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this Employee Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of Section 7 rights.

**OUR COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE COMPANY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE COMPANY.**

This Employee Handbook refers to current benefit plans maintained by the company. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Likewise, if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.
Total Quality Management

Our company is committed to Total Quality Management (TQM). We feel that not only do our clients benefit from this effort but so do our employees. All employees are expected to participate in TQM.

You are encouraged to offer ideas and/or constructive criticism to your supervisors or managers. We also encourage you to take part in project teams or problem-solving teams and cost reduction projects. Your participation in continuous improvement is essential to the success of the company.

Equal Employment Opportunity

Our company is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis [“protected class”] including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; age; disability; citizenship status; uniform servicemember status; or any other protected class under federal, state, or local law.

In California, the following also are a protected class: race; religious creed; color; national origin; ancestry; physical disability; mental disability; medical condition, including genetic characteristics; genetic information; marital status; sex; pregnancy, childbirth or related medical conditions or breast feeding; perceived pregnancy; actual or perceived gender; gender identity or expression (including transgender); sexual orientation; civil air patrol membership; service in the military forces
of the State of California or of the United States; military and veteran status; lawful conduct occurring during nonworking hours away from company premises; age [40 or over]; and citizenship status. Included in the definition of each protected category is the perception of membership in a protected category and an individual’s association with an actual or perceived member of a protected category.

In Florida, the following also are a protected class: race; color; religion; sex; pregnancy; national origin; age; handicap; genetic test results; Florida National Guard membership; AIDS and/or related diseases (unless the absence of the AIDS virus is a bona fide occupational qualification); sickle-cell trait [as to refusal to hire or discharge]; and marital status.

In New Mexico, the following also are a protected class: race, age, religion, color, national origin, ancestry, sex, spousal affiliation, sexual orientation, gender identity, physical or mental handicap or serious medical condition, genetic information and an individual's status as a smoker or non-smoker.

In New York, the following also are a protected class: age [18 and over]; race; creed; color; national origin; sexual orientation; sex (including gender identity and transgendered status); disability (including gender dysphoria or use of a guide dog, hearing dog, or service dog); predisposing genetic characteristics; military status; familial status; marital status; victims of domestic violence or stalking; for displaying the American flag on the employee's person or work station, as long as the display does not substantially and materially interfere with the employee's job duties; legal use of consumable products or legal recreational activities off company premises during nonworking hours; previous conviction of criminal offenses, unless directly related to employment or would involve an unreasonable risk to
property, or to the safety or welfare of specific individuals, or the general public; or based on an individual’s status as having a known relationship or association with a member or members of a protected category under New York Human Rights Law.

You may discuss equal employment opportunity related questions with human resources or any other designated member of management.

Pregnancy Accommodation

The company will provide reasonable accommodations to female employees related to pregnancy, childbirth, or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the business.

When an employee requests a reasonable accommodation, the company will explore with the employee the possible means of providing the reasonable accommodation, which may include, but are not limited to:

- allowing more frequent breaks or periodic rest;
- assisting with manual labor;
- modifying job duties;
- modifying work hours/schedules;
- temporary transfer to a less strenuous or less hazardous position; or
- providing a leave of absence.

The company may require the employee to provide a certification in connection with a request for reasonable accommodation that includes the following:
• the date the reasonable accommodation became medically advisable;
• the probable duration of the reasonable accommodation; and
• an explanatory statement as to the medical advisability of the reasonable accommodation.

If leave is provided as a reasonable accommodation, such leave may run concurrently with any other leave where permitted by state and federal law.

For more information, or if you require an accommodation, please contact human resources.

Americans with Disabilities Act

Our company is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify human resources of the need for accommodation. Upon doing so, human resources may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. The company will not seek genetic information in connection with requests for accommodation. All medical information received by the company in connection with a request for accommodation will be treated as confidential.
A Word About our Employee Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

No Harassment

We prohibit harassment of one employee by another employee, supervisor or third party for any reason based upon an individual’s race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability; or any other category protected under federal, state, or local law (“protected class”).

In Florida, the following also are a protected class: race; color; religion; sex; pregnancy; national origin; age; handicap; genetic test results; Florida National Guard membership; AIDS and/or related diseases (unless the
absence of the AIDS virus is a bona fide occupational qualification); sickle-cell trait [as to refusal to hire or discharge]; and marital status.

In New Mexico, the following also are a protected class: race, age, religion, color, national origin, ancestry, sex, spousal affiliation, sexual orientation, gender identity, physical or mental handicap or serious medical condition, genetic information and an individual's status as a smoker or non-smoker.

In New York, the following also are a protected class: age [18 and over]; race; creed; color; national origin; sexual orientation; sex (including gender identity and transgendered status); disability (including gender dysphoria or use of a guide dog, hearing dog, or service dog); predisposing genetic characteristics; military status; familial status; marital status; victims of domestic violence or stalking; for displaying the American flag on the employee's person or work station, as long as the display does not substantially and materially interfere with the employee's job duties; legal use of consumable products or legal recreational activities off company premises during nonworking hours; previous conviction of criminal offenses, unless directly related to employment or would involve an unreasonable risk to property, or to the safety or welfare of specific individuals, or the general public; or based on an individual's status as having a known relationship or association with a member or members of a protected category under New York Human Rights Law.

Violation of this policy will result in disciplinary action, up to and including immediate discharge.

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with a member of management or one of the contacts listed in this policy.
At a minimum, the term “harassment” as used in this policy includes any of the following activities pertaining to an individual’s protected class:

- Offensive remarks, comments, jokes, slurs, threats, or verbal conduct.

- Offensive pictures, drawings, photographs, figurines, writings, or other graphic images, conduct, or communications, including text messages, instant messages, websites, voicemails, social media postings, e-mails, faxes, and copies.

- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; and

- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

We also absolutely prohibit retaliation, which includes: threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

All members of management are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with any member of management, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.
Even non-employees are covered by this policy. We prohibit harassment, discrimination, or retaliation of our employees in connection with their work by non-employees. Immediately report any harassing or discriminating behavior by non-employees, including vendors, clients, and employees of contractors or subcontractors. Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below.

If you have any concern that our No Harassment policy may have been violated by anyone, you must immediately report the matter. Due to the very serious nature of harassment, discrimination and retaliation, you must report your concerns to (one of) the individual(s) listed below:

1. Regan Johnson, Vice President at (315) 356-2681, 725 Daedalian Drive, Rome, NY 13441 or rjohnson@griffissinstitute.org.

You should report any actions that you believe may violate our policy no matter how slight the actions may seem.

We will investigate the report and then take prompt, appropriate remedial action. The company will protect the confidentiality of employees reporting suspected violations to the extent possible consistent with our investigation.

You will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.

We are serious about enforcing our policy against harassment. Persons who violate this or any other company policy are subject to discipline, up to and
including discharge. We cannot resolve a potential policy violation unless we know about it. You are responsible for reporting possible policy violations to us so that we can take appropriate actions to address your concerns.

**No Harassment**
(California Employees)

We are committed to providing a work environment that is free of unlawful harassment, discrimination and retaliation. In furtherance of this commitment, the company strictly prohibits all forms of unlawful discrimination and harassment, including: discrimination or harassment on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, protected medical condition (including genetic characteristic), genetic information, marital status, sex (including pregnancy, childbirth or related medical condition, or breast feeding), gender, gender identity or expression (including transgender), age for individuals over forty years of age, military or veteran status, sexual orientation, citizenship status, or any other category protected by applicable state or federal law.

The company's policy against unlawful harassment, discrimination and retaliation applies to all employees, including supervisors and managers, as well as to all unpaid interns and volunteers. The company prohibits managers, supervisors and employees from harassing co-workers as well as the company's clients, vendors, suppliers, independent contractors and others doing business with the company. Any such harassment will subject an employee to disciplinary action, up to and including immediate termination. The company likewise prohibits its clients, vendors, suppliers, independent
contractors and others doing business with the company from harassing, discriminating or retaliating against our managers, supervisors and employees.

Examples of Prohibited Sexual Harassment: Sexual harassment includes a broad spectrum of conduct including harassment based on sex, gender, gender identity or expression, and sexual orientation. By way of illustration only, and not limitation, some examples of unlawful and unacceptable behavior include:

- unwanted sexual advances;

- offering an employment benefit (such as a raise, promotion or career advancement) in exchange for sexual favors, or threatening an employment detriment (such as termination or demotion) for an employee's failure to engage in sexual activity;

- visual conduct, such as leering, making sexual gestures, and displaying or posting sexually suggestive and/or derogatory objects or pictures, drawings, cartoons or posters;

- verbal sexual advances, propositions, requests or comments;

- sending or posting sexually-related messages, videos or messages via text, instant messaging, or social media;

- verbal abuse of a sexual nature, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual, and suggestive or obscene letters, notes or invitations;
− physical conduct, such as touching, groping, assault, or blocking movement;

− physical or verbal abuse concerning an individual’s gender, gender identity or gender expression; and

− verbal abuse concerning a person’s characteristics such as pitch of voice, facial hair or the size or shape of a person’s body, including remarks that a male is too feminine or a woman is too masculine.

Other Examples of What Constitutes Prohibited Harassment: In addition to the above listed conduct, the company strictly prohibits harassment concerning any other protected characteristic. By way of illustration only, and not limitation, such prohibited harassment includes:

− racial or ethnic slurs, epithets, derogatory comments and any other offensive remarks;

− jokes, whether written, verbal, or electronic;

− threats, intimidation, and other menacing behavior;

− assault, impeding or blocking movement, or any physical interference with normal work or movement;

− inappropriate verbal, graphic, or physical conduct;

− sending or posting harassing messages, videos or messages via text, instant messaging, or social media; and
other harassing conduct based on one or more of the protected categories identified in this policy.

If you have any questions about what constitutes harassing behavior, ask your supervisor or another member of management.

**Prohibition Against Retaliation:** The company is committed to prohibiting retaliation against those who themselves or whose family members report, oppose, or participate in an investigation of alleged unlawful harassment, discrimination, or other wrongdoing in the workplace. By way of example only, participating in such an investigation includes, but is not limited to:

- filing a complaint with a federal or state enforcement or administrative agency;

- participating in or cooperating with a federal or state enforcement agency conducting an investigation of the company regarding alleged unlawful activity;

- testifying as a party, witness, or accused regarding alleged unlawful activity;

- making or filing an internal complaint with the company regarding alleged unlawful activity;

- providing notice to the company regarding alleged unlawful activity; and

- assisting another employee who is engaged in any of these activities.

The company is further committed to prohibiting retaliation against qualified employees who request a reasonable accommodation for any known physical or
mental disability and employees who request a reasonable accommodation of their religious beliefs and observances.

What You Should Do If You Feel You Are Being or Have Been Harassed, Discriminated Against or Retaliated Against

If you feel that you are being or have been harassed, discriminated against or retaliated against in violation of this policy by another employee, supervisor, manager or third party doing business with the company, you should immediately contact your supervisor at (315) 838-1696. In addition, if you observe harassment by another employee, supervisor, manager or non-employee, please report the incident immediately to the individual listed above.

Supervisors who receive any complaint of harassment, discrimination or retaliation must promptly report such complaint to the vice president or president at (315) 838-1696 so that the company may resolve the complaint internally.

Your notification of the problem is essential to us. We cannot help resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring your concerns and/or problems to our attention so we can take whatever steps are necessary to address the situation. **The company takes all complaints of unlawful harassment seriously and will not penalize you or retaliate against you in any way for reporting a harassment problem in good faith.**

All complaints of unlawful discrimination, harassment, or retaliation which are reported to management will receive a timely response and will be thoroughly investigated in a fair and prompt manner by impartial and qualified personnel. Investigations will be
conducted in a manner which provides all parties with appropriate due process, reaches a reasonable conclusion based on evidence collected and ensures timely closure. In addition, the company will ensure that the investigation is properly documented and tracked for reasonable progress. Upon conclusion of such investigation, appropriate remedial and corrective action will be taken where warranted, including disciplinary action, up to and including immediate termination. The company prohibits employees, supervisors, and managers from hindering internal investigations and the internal complaint procedure. All complaints of unlawful misconduct reported to management will be treated as confidentially as possible, consistent with the company’s need to conduct an adequate and thorough investigation.

**Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination.** Moreover, any employee, supervisor or manager who condones or ignores potential violations of this policy will be subject to appropriate disciplinary action, up to and including termination. **Additionally, under California law, employees may be held personally liable for harassing conduct that violates the California Fair Employment and Housing Act.**

**Categories of Employment**

For purposes of this handbook, **FULL-TIME EMPLOYEES** regularly work 1950 hours (37.5 hours per week) maximum per year. For other purposes, such as eligibility for health care benefits, the definition of **FULL-TIME EMPLOYEES** may be different.
PART-TIME EMPLOYEES regularly work 999 hours maximum per year.

PART-TIME PLUS EMPLOYEES work over 1000 hours per year.

TEMPORARY INTERNS/STUDENTS perform a job for a specified time, normally less than one year.

CO-OP EMPLOYEES work a maximum of 6 months and a maximum of 960 hours and on an as-needed basis.

In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt."

NON-EXEMPT EMPLOYEES are entitled to overtime pay as required by applicable federal and state law.

EXEMPT EMPLOYEES are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.

Terms of hours are governed by the contract funding the employees are assigned to. Upon hire, human resources will notify you of your employment classification.
**Driver's License/Driving Record**

Employees in positions where the operation of a motor vehicle is an essential duty of the position must present and maintain a valid driver's license and acceptable driving record to our insurer. Changes in your driving record must be reported to your supervisor immediately. Violations of this policy may result in immediate termination of your employment.

**Certification, Licensing and Other Requirements**

You will be informed by your supervisor if there are any licensing, certification or testing requirements for your job. Failure to qualify or to maintain a certification or license may be sufficient cause for discharge.
Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, our company is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the company.

New Employee Orientation

Upon joining our company, you were given this copy of our Employee Handbook. After reading this Employee Handbook please sign the receipt page and return it to your supervisor. You will be asked to complete personnel, payroll and if applicable, benefit forms.

If you lose your copy of the Employee Handbook, or if it becomes damaged in any way, please notify your supervisor as soon as possible to obtain a replacement copy.

The operations of your department are the responsibility of your supervisor. (S)he is a good source of information about the company and your job.
Suggestions and Ideas

We are always interested in your constructive ideas and suggestions for improving our operations. Your suggestions should be submitted to your supervisor.

After we investigate your suggestion, you will be notified whether it is feasible to be put into practice.
Talk to Us

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to your supervisor so that the problem can be settled by examination and discussion of the facts. We hope that your supervisor will be able to satisfactorily resolve most matters.

If you still have questions after meeting with your supervisor or if you would like further clarification on the matter, request a meeting with the vice president. (S)he will review the issues and meet with you to discuss possible solutions.

Finally, if you still believe that your problem has not been fairly or fully addressed, request a meeting with the president.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.
Your Pay and Progress
Recording Your Time

All employees must record their hours in our timekeeping system, Unanet.

Accurately recording all of your time is required in order to be sure that you are paid for all hours worked. You are expected to follow the established procedures in keeping an accurate record of your hours worked. Employees are expected to record their time daily in the recordkeeping system.

All employees subject to this policy are required to accurately record all time worked. Report to your project manager if you have questions pertaining to documentation of hours for a contract.

The workweek starts on Sunday and ends on Saturday.

Payday

You will be paid semimonthly on the 5th of the month and the 20th of the month for the periods that have ended on the 15th of the month and the last day of the month.

When our payday is a holiday, you normally will be paid on the first working day after the holiday. If our payday is a Saturday or Sunday, you normally will be paid on Friday.

Please review your paycheck for errors. If you find a mistake, report it to human resources immediately. Human resources will assist you in taking the steps necessary to correct the error.
Paycheck Deductions

The company is required by law to make certain mandatory deductions from your paycheck each pay period. Mandatory deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

The company will not make deductions to an employee's pay which are prohibited by state or federal law or regulation, including those established by the United States Department of Labor.

If questions or concerns about any pay deductions arise, discuss and resolve them with the Human Resources Department.

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment which will be paid no later than your next regular payday.
Garnishment/Child Support

When an employee's wages are garnished by a court order, our company is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our company will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

Direct Deposit

You have the option of receiving your pay in a payroll check or having your pay deposited into your bank account through our direct deposit program.

Overtime
(California Employees)

There should not be any times when you will need to work overtime. During times of extreme circumstance you will be given advance notice when feasible, this is not always possible. If you are a non-exempt employee, you must have all overtime approved in writing in advance by the project manager.

Generally, unless an alternate workweek is in effect or state law dictates otherwise, non-exempt, non-agricultural workers will be paid at a rate of time and one-half their regular rate of pay for: (1) hours worked in excess of eight hours in a day; (2) hours worked in excess of 40 hours in a week not compensated as daily
overtime; and (3) for the first eight hours of work on a seventh day of work in a single workweek; and at a rate of double their regular rate of pay for: (a) hours worked in excess of 12 hours in a day; and (b) hours worked in excess of eight hours on a seventh day of work in a single workweek. In accordance with state law, rest and recovery periods may count as hours worked.

We may allow employees to make up time for work missed because of their personal obligations. If you wish to do so, you must provide your supervisor with a written and signed request for each occasion that you desire to make up time. However, an employee who makes up missed time in the same workweek will not be paid overtime for the additional hours of work on a given day unless they exceed 11 on that day or total more than 40 in that week.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with your supervisor.

**Overtime**
*(All Other Employees)*

There should not be any times when you will need to work overtime. During times of extreme circumstance you will be given advance notice when feasible, this is not always possible. If you are a non-exempt employee, you must have all overtime approved in writing in advance by the project manager.
Non-exempt employees will be paid at a rate of time and one-half their regular rate of pay for hours worked in excess of 40 hours in a workweek, unless state law provides a greater benefit in which case, we will comply with the state law.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with human resources.

**Reporting Time Pay**

The company will make every effort to notify employees in advance when it is not necessary to report to work. These circumstances may include inclement weather, fire, flood, power outage, lack of work, etc. In the event you report for work without being notified in advance that your services are not needed, you will be compensated in accordance with applicable state and federal wage and hour laws.
Time Away From Work and Other Benefits
Employee Benefits

Our company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits represent a hidden value of additional income to our employees.

This Employee Handbook describes the current benefit plans maintained by the company. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

The company reserves the right to modify and/or terminate its benefits at any time. We will keep you informed of any changes.

Holidays

Full-time employees are eligible for paid 7.5 hours for each holiday immediately upon hire.

Our company normally observes the following holidays during the year:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Day
If one of the above holidays falls on Saturday, it normally is observed on the preceding Friday. If a holiday falls on Sunday, it normally is observed on the following Monday.

**Paid Time Off (PTO) (All Other Employees)**

Full-time employees are eligible for Paid Time Off (PTO).

PTO is calculated according to your anniversary date as follows:

Immediately upon hire, you will begin to earn 4.375 hours of PTO each pay period, up to a maximum of 105 hours (fourteen days) of PTO, to be taken the same year.

After one year of employment, you earn 5.938 hours of PTO each pay period, up to a maximum of 142.5 hours (nineteen days) of PTO, to be taken the same year.

After three years of employment, you earn 7.5 hours of PTO each pay period, up to a maximum of 180 hours (twenty-four days) of PTO, to be taken the same year.

After nine years of employment, and each year thereafter, you earn 9.062 hours of PTO each pay period, up to a maximum of 217.50 hours (twenty-nine days) of PTO, to be taken the same year.

PTO requests must be submitted to take PTO time. All PTO requests must be submitted in Unanet by completing the Leave Request form at least one week in advance. When possible, PTO requests are granted,
taking into account operating requirements. Length of employment may determine priority in scheduling PTO times.

PTO can be used as vacation time, sick time or to take care of personal matters.

Pay is not granted in lieu of taking the actual time off. However, PTO time can be carried over to the following year, up to a maximum of 37.5 hours (5 days).

PTO should be taken in blocks of 30 minutes. Full Day PTO is 7.5 hours per day.

PTO will not accrue during approved leaves of absence.

At the end of employment, eligible employees will be paid for up to 2 weeks of earned but unused PTO, unless state law dictates otherwise.

**Paid Sick Leave**  
**(California Employees)**

An eligible employee who works in California for 30 or more days within a year from the commencement of employment for the company is entitled to paid sick leave as described below.

Eligible employees shall accrue paid sick days at the rate of not less than one hour per every 30 hours worked, beginning at the commencement of employment or July 1, 2015, whichever is later.

Eligible employees are entitled to use accrued paid sick days beginning on the 90th day of employment. The rate
of pay shall be the employee's regular rate of pay. The actual dollar amount that you receive may vary according to your compensation plan.

Accrued paid sick leave may be used for:

1. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member;
2. For an employee who is a victim of domestic violence, sexual assault, or stalking: to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his/her child; to seek medical attention for injuries caused by domestic violence, sexual assault, or stalking; to obtain services from a domestic violence shelter, program or rape crisis center; to obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or to participate in safety planning and take other actions increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

“Family members” include: spouses, registered domestic partners, grandparents, grandchildren, siblings, children, and parents as defined by state law.

If the need to use paid sick leave is foreseeable, you must provide the company with reasonable advance notification.

If the need to use paid sick leave is not foreseeable, please provide notice of your intent to use paid sick leave as soon as practicable.
Employees will not be discriminated or retaliated against for taking or requesting leave in accordance with this policy.

Accrued, but unused sick leave will not be paid out at the end of employment. Sick time does not accrue during bonafide leave of absence. If an employee is separated and rehired by the employer within one year from the date of separation, previously accrued and unused paid sick days shall be reinstated and the employee shall be entitled to use those previously accrued and unused paid sick days and to accrue additional paid sick days upon rehiring unless the employee was paid out for all accrued and unused sick leave upon separation of employment.

This leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

**Jury Duty**  
*(California Employees)*

If you are summoned for jury duty, give reasonable advance notice to human resources that you will need time off to serve. Full-time employees will be paid up to four days maximum per year in order to serve. All others will be granted an unpaid leave in order to serve.

We reserve the right to request proof of jury service issued by the Court upon return.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.
Make arrangements with human resources as soon as you receive your summons.

We expect you to return to your job if you are excused from jury duty during your regular working hours.

**Jury Duty**  
**(Florida Employees)**

Full-time employees will be paid up to four days maximum per year in order to serve. All others will be granted an unpaid leave in order to serve.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Make arrangements with human resources as soon as you receive your summons.

We reserve the right to request proof of jury service issued by the Court upon return.

We expect you to return to your job if you are excused from jury duty during your regular working hours.
Jury Duty  
(New York Employees)

Full-time employees will be paid up to four days maximum per year in order to serve. All others will be granted an unpaid leave in order to serve.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

We reserve the right to request proof of jury service issued by the Court upon return.

Make arrangements with human resources as soon as you receive your summons.

We expect you to return to your job if you are excused from jury duty during your regular working hours.

Jury Duty  
(All Other Employees)

Full-time employees will be paid up to four days maximum per year in order to serve. All others will be granted an unpaid leave in order to serve.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

We reserve the right to request proof of jury service issued by the Court upon return.
Make arrangements with human resources as soon as you receive your summons.

When permitted by state law, we expect you to return to your job if you are excused from jury duty during your regular working hours.

**Voting Leave**  
*(California Employees)*

Our company believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any employee who does not have sufficient time outside of working hours to vote in a statewide election may request up to two paid hours off in order to vote. We reserve the right to select the hours you are excused to vote.

Notify human resources of the need for voting leave as soon as possible. When you return from voting leave, you must present a voter’s receipt to human resources as soon as possible.
Voting Leave
(New Mexico Employees)

Our company believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any employee whose work schedule does not provide him or her either two consecutive hours between the opening of the polls and the beginning of his or her shift or three consecutive hours between the end of his or her shift and the close of the polls will be granted up to two paid hours off in order to vote.

Notify human resources of the need for voting leave as soon as possible, within two to ten working days before the election. We reserve the right to select the hours you are excused to vote. When you return from voting leave, you must present a voter’s receipt to human resources as soon as possible.
Voting Leave  
(New York Employees)

Our company believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any employee whose work schedule does not provide him or her four consecutive hours to vote while polls are open will be granted up to two paid hours off in order to vote. Any additional time off will be without pay. We reserve the right to select the hours you are excused to vote.

Exempt employees may be provided additional time off with pay when necessary to comply with state and federal wage and hour laws.

Notify human resources of the need for voting leave two to ten days before the election. When you return from voting leave, you must present a voter’s receipt to human resources as soon as possible.
Military Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued paid time off (PTO) (if any) may be used for this leave if the employee chooses, but the company will not require the employee to use paid time off (PTO). Military orders should be presented to human resources and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the company unless military necessity makes this impossible. You must notify human resources of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leaves may be obtained from human resources.
Family Military Leave
(California Employees)

An employee who works an average of 20 or more hours per week whose spouse or registered domestic partner is a member of the Armed Forces, National Guard or Reserves that has been deployed during a period of military conflict is eligible to receive up to 10 unpaid days off when their spouse is on leave from military deployment.

You must provide human resources with notice of your intention to take leave within two business days of receiving official notice that your spouse or registered domestic partner will be on leave from deployment. Employees taking family military leave must also provide the company with written documentation certifying their spouse will be on leave from deployment.

Family Military Leave
(New York Employees)

Eligible employees who are the spouse of a member of the Armed Forces of the United States, National Guard or Reserves who has been deployed during a period of military conflict to a combat theatre or combat zone may take up to ten days of unpaid family military leave during the military service member’s leave or deployment.

To be eligible for family military leave, employees must work an average of twenty hours or more per week.
Civil Air Patrol Leave
(California Employees)

An employee who is a voluntary member of the California Wing of the Civil Air Patrol will be permitted no less than 10 days of unpaid leave per calendar year in order to respond to an emergency operational mission as defined by state law.

In order to qualify for leave under this policy, a volunteer member must be employed by the company for at least 90 days immediately preceding the commencement of leave. The employee must give the company as much notice as is possible of the intended leave dates. Leave for a single emergency operational mission shall not exceed three days, unless an extension of time is granted by the governmental entity that authorized the emergency operational mission, and the extension of the leave is approved by the company.

The company may require certification from the proper Civil Air Patrol authority to verify the employee's eligibility for leave. The company reserves the right to deny the leave request if the employee fails to provide the required certification.

Upon expiration of the leave, the company will restore the employee to his or her position or to a position with equivalent seniority, benefits, pay and other terms and conditions of employment, unless the employee is not restored because of conditions unrelated to use of leave under this policy.

This policy does not apply to employees who serve as first responders or disaster service workers for a local, state, or federal agency to the same or a simultaneous emergency operational mission.
Employees may substitute accrued PTO for unpaid leave, but are not required to exhaust accrued leave prior to taking leave under this policy.

Volunteer Firefighter Leave  
(California Employees)

Employees who serve as volunteer firefighters, reserve peace officers, or emergency rescue personnel (includes officers, employees, or members of a disaster medical response entity sponsored or requested by the state) may be eligible for unpaid leave up to 14 days per calendar year for the purpose of engaging in fire, law enforcement, or emergency rescue training.

Employees who take leave should provide the company with a written statement from the chief of the employee's fire department verifying the time, date, and duration of the training.

Civil Air Patrol Leave  
(Florida Employees)

Eligible employees who serve as members of the Florida Wing of the Civil Air Patrol (“Civil Air Patrol member”) will be provided with 15 days of unpaid leave annually for participation in Civil Air Patrol training or missions.

To be eligible, the employee must be a senior member of the Florida Wing of the Civil Air Patrol with at least an emergency services qualification. In addition, the employee must have been employed with the company
for at least 90 days immediately preceding the commencement of leave.

The company will not require a Civil Air Patrol member to use vacation, annual, compensatory, or other paid leave which may be offered by the company during the period for which the employee is on Civil Air Patrol leave. However, an employee may request to use accrued unused vacation, paid time off or other paid leave available during the commencement of his or her Civil Air Patrol leave.

An employee with such a commitment is expected to notify and provide the company with a copy of the orders as soon as possible.

The company will not discriminate or retaliate against any employee taking leave in accordance with this policy.

At the completion of leave, the employee must promptly notify the company of his or her intent to return to work.

The granting of a leave of absence does not guarantee that there will be a position available upon your return from leave. The company endeavors, however, to place employees returning from leave in their former position, or in a position comparable in status and pay.

Disaster and Emergency Services Leave (New Mexico Employees)

Employees who serve as “volunteer emergency responders” are entitled to up to ten days of unpaid time off each calendar year (consistent with state and federal
law) when absent from work in order to respond to an "emergency or disaster" as declared by the Governor of New Mexico or the President of the United States. For purposes of this leave, "volunteer emergency responder" means a person who is a member in good standing of a volunteer fire department, an emergency medical service, a search and rescue team or a law enforcement agency or who is enrolled by the state or a political subdivision of the state for response to an emergency or disaster.

Employees utilizing this leave shall make reasonable efforts to notify the company of their service and shall continue to make reasonable notification efforts over the course of any absence.

The company may request an employee to provide a written verification from the office of emergency management or a state or local official managing an emergency or disaster of the dates and time that the employee served as a volunteer emergency responder to an emergency or disaster.

For more information regarding this leave, please see human resources.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

**Volunteer Emergency Responders Leave (New York Employees)**

During the time that an emergency exists following a declaration of emergency under the law, the company
will grant a “volunteer emergency responder” a paid leave of absence while engaged in the actual performance of his or her duties as a volunteer firefighter or an enrolled member of a volunteer ambulance service unless the company determines that the employee's absence would impose an undue hardship on company business.

The company will only grant leave when it has previously received written documentation from the head of the fire department or volunteer ambulance service documenting the employee's status as a volunteer firefighter or member of a volunteer ambulance service.

Upon request, the employee must provide the company with a notarized statement from the head of the volunteer fire department or volunteer ambulance service certifying the period of time that the employee responded to any emergency.

For more information regarding this leave, see human resources.
Voluntary Emergency Workers Leave  
(Pennsylvania Employees)

Any employee who serves as volunteer firefighter, fire police or volunteer member of an ambulance service or rescue squad will receive unpaid leave in which to respond to an emergency call made prior to the start of his or her scheduled shift.

Prior to missing work, you must attempt to contact human resources or otherwise notify the company that you have been dispatched to an emergency. If you fail to report for work, you must provide the company with a statement from the chief executive officer of the volunteer fire company, ambulance service or rescue squad or its affiliated organization stating that you responded to a call and the time at which you responded.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Witness Leave  
(California, Florida, New York and Pennsylvania Employees)

Employees are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law.

We ask that you notify human resources of the need to take witness leave as far in advance as is possible.
Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

**Witness Leave**
*(All Other Employees)*

Employees are given the necessary time off without pay to attend, participate or prepare for a court proceeding. We ask that you notify human resources of the need to take witness leave as far in advance as is possible.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.
Bone Marrow and Organ Donation Leave
(California Employees)

Employees are eligible to receive up to 30 business days of paid leave to serve as an organ donor and up to five business days of paid leave to serve as a bone marrow donor in a one-year period. The one-year period is measured from the date the employee’s leave begins and shall consist of 12 consecutive months. Employees must be employed by the company for at least 90 days immediately preceding the commencement of leave and request leave in writing.

When available, the employee must utilize up to five business days of accrued but unused sick or paid time off for initial bone marrow donation leave and up to two weeks of accrued but unused sick or paid time off for initial organ donation leave.

Please provide human resources with written physician verification of the purpose and length of each leave.

Leave under this policy will not run concurrently with any leave taken pursuant to the California Family Rights Act.

For more information regarding this leave, please see human resources.
Bone Marrow Donation Leave  
(New York Employees)

Employees who work an average of 20 hours or more each week are eligible to receive up to 24 hours of unpaid leave to donate bone marrow.

Please provide human resources with written physician verification of the purpose and length of each leave.

For more information regarding this leave, please see human resources.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Blood Donation Leave  
(New York Employees)

Employees who work an average of 20 or more hours per week are entitled to up to three hours of unpaid leave in any 12-month period to donate blood.

The 12-month period will be based on the calendar year.

Employees must give “reasonable notice” of their intent to take leave to give blood.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

For more information regarding this leave, please see human resources.
School Visitation Leave  
(California Employees)

If you are the parent or guardian of a child who is suspended and are required to appear at the child’s school, you may take time off without pay if you provide reasonable advance notice to human resources of the need for time off.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Bereavement Leave

Full-time employees are eligible immediately upon hire for three paid days for the death of an immediate family member.

Members of the immediate family include spouses, domestic partners, parents, parents of domestic partners, parent in-law, brothers, sisters, sibling in-law, children, children of domestic partners, grandchildren, and grandparents.

Full-time employees are eligible immediately upon hire for one paid day to attend the funeral of aunts, uncles, nieces and nephews.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Requests for bereavement leave should be made to the vice president or president as soon as possible. Our
company reserves the right to request written verification of an employee's familial relationship to the deceased and his or her attendance at the funeral service as a condition of the bereavement pay.
Domestic Violence Leave
(California Employees)

The company will not discriminate or retaliate against employees based on their status as a victim of domestic violence, sexual assault or stalking or for taking time off from work to obtain or attempt to obtain any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of a victim or his or her child. To the extent required by law, the company will provide reasonable accommodation to victims of domestic violence, sexual assault, or stalking who request the accommodation for the safety of the victim while at work.

Employees who are the victim of domestic violence, sexual assault, or stalking will be permitted to take unpaid leave to: (1) seek medical attention for injuries caused by domestic violence, sexual assault or stalking; (2) obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault or stalking; (3) obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or (4) participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.
Affected employees must give the company reasonable notice that they are required to be absent for a purpose stated above, unless advance notice is not feasible. In such a case, the company will take no action against affected employees if, within a reasonable time after the appearance, they provide the company with certification that their absence was required for any of the above reasons. The company will maintain the confidentiality of any employee requesting leave under this policy to the extent permitted by law.

Leave provided under this policy may run concurrently with the federal Family and Medical Leave Act and/or California Family Rights Act where permitted by law.
Domestic and Sexual Violence Leave  
(Florida Employees)

An employee who has been employed by the company for three or more months and who is the victim of domestic or sexual violence, or whose family member or a member of their household is a victim of domestic or sexual violence, shall be permitted to take up to three working days of unpaid leave in any 12-month period. Such leave must be used to: 1) obtain or attempt to obtain judicial relief such as a restraining order; 2) seek medical attention and/or mental health counseling; 3) obtain services from a domestic or sexual violence shelter, domestic or sexual violence program, or rape crisis center; 4) seek new housing to escape the perpetrator or make the employee's home secure from the perpetrator; or 5) seek legal assistance arising from the act of domestic or sexual violence or to attend or prepare for court-related proceeding arising from the act of domestic or sexual violence.

Affected employees must give the company reasonable advance notice of the intention to take leave along with sufficient documentation of the act of domestic or sexual violence, unless providing that notice is not practicable due to imminent danger to the employee, a family member of the employee or member of the employee's household.

The company will hold the employee's information provided to the company in order to request leave in confidence, except to the extent that disclosure is: (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable federal or state law.
Affected employees may elect to use other accrued paid or unpaid leave (including family, medical, sick, annual, personal or similar leave) for the time off allowed under this policy. This leave will run concurrently with any other applicable leave.
Domestic and Sexual Violence Leave
(New Mexico Employees)

The company will grant intermittent leave from work without pay for up to 14 days in any calendar year, up to eight hours in one day, to employees who require time away from work in order to obtain or attempt to obtain an order of protection or other judicial relief from domestic abuse or to meet with law enforcement officials, to consult with attorneys or district attorneys’ victim advocates or to attend court proceedings related to the domestic abuse of an employee or an employee's family member. “Family member” means a minor child of the employee or a person for whom the employee is a legal guardian.

The company may require an employee or the employee's designee to provide notification of leave within 24 hours of commencing leave for the reasons stated above.

The company may require the employee to provide documentation in support of the need for domestic violence leave and, if so, the employee will provide one of the following forms of verification: a police report; a copy of an order of protection; or a written statement of an attorney representing the employee.

The company will keep all information provided by an employee concerning leave under this policy confidential, including the employee's request and approval for leave, the fact that the employee or employee's family member was involved in a domestic incident, and verification documentation for leave. The company will only disclose such information if requested or consented to by the employee, ordered by a court or administrative agency, or otherwise required by state or federal law.
An employee may use accrued sick leave or other available paid time off consistent with company policy.

Exempt employees who take leave under the policy may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

**Victims of Crime Leave**  
*New York and Pennsylvania Employees*

The company will grant reasonable and necessary leave from work, without pay, to employees who are victims of a crime to attend or participate in legal proceedings pertaining to the crime. Affected employees must give the company reasonable notice that leave under this policy is required.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

**Victims of Felony Crimes Leave**  
*California Employees*

The company will grant reasonable and necessary leave from work without pay, to employees who are victims, or whose spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, stepfather, registered domestic partner, or child of a registered domestic partner is a victim of a violent or serious felony or felonious theft or embezzlement, for the purposes of attending legal proceedings related to the crime.
Affected employees may elect to use accrued PTO, personal leave and/or sick leave in lieu of unpaid leave.

When feasible, affected employees must provide the company with advance notice of the employee's need for leave, including a copy of the notice of the scheduled proceeding. If advance notice is not feasible, affected employees must provide documentation evidencing the legal proceeding requiring the employee's absence within a reasonable time after leave is taken.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

**Medical Insurance**

Eligible full-time employees may enroll in a contract on the first of the month following thirty days of employment. Eligibility may be defined by state law and/or by the insurance contract.

Information and enrollment forms may be obtained from human resources.

To assist you with the cost of this insurance, our company pays a portion of the contract. You are responsible for paying the balance through payroll deduction.

Participating employees are also covered under our medical insurance plan's prescription drug program.
Refer to the actual plan document and summary plan description if you have specific questions regarding your eligibility for coverage or other aspects of this benefit plan. Those documents are controlling.

At the end of employment you may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact human resources.

**Dental Insurance**

Eligible full-time employees may enroll in a contract on the first of the month following thirty days of employment.

Information and enrollment forms may be obtained from human resources.

To assist you with the cost of this insurance, our company pays a portion of the contract. You are responsible for paying the balance through payroll deduction.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

At the end of employment you may be entitled to continuation or conversion of the group dental insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact human resources.
Vision Care Plan

Eligible full-time employees may enroll in this plan on the first of the month following thirty days of employment.

Information and enrollment forms may be obtained from human resources.

To assist you with the cost of this insurance, our company pays a portion of the contract. You are responsible for paying the balance through payroll deduction.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

At the end of employment you may be entitled to continuation or conversion of the group vision care insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact human resources.

Benefit Assistance

Any eligible full-time employee, who does not elect to participate, through a waiver, in the company offered medical, dental or vision plan, shall receive an additional cash benefit of $1,000.00 per year. This amount shall be added to the employee’s paycheck in equal pro-rata installments each pay period. Employees must sign a declination form stating that they are covered by another health, dental or vision insurance plan, decline coverage under the company program, and provide
proof that they are covered under another health insurance plan.

The cash incentive is not part of the employee’s salary base and therefore shall not be part of any calculation for future salary increases.

An employee who wishes to participate in the company offered health, dental or vision insurance plans will forfeit the cash benefit.

Refer to human resources for any further questions.
Health Savings Account

Our company makes contributions to the tax-sheltered savings account designated for qualified medical expenses of qualifying employees. This account is known as a Health Savings Account (HSA).

A Health Savings Account is an account that allows account holders to pay for qualified medical expenses and save for future qualified medical expenses on a tax-free basis. Contributions (up to a legal maximum), earnings and qualified distributions are exempt from federal income tax, social security taxes, and state taxes (where permitted). An HSA also gives the account holder the opportunity to increase the account value through tax-free investment earnings.

To make contributions or be eligible to receive company contributions to a HSA, you must be enrolled in a qualified high-deductible health plan as defined by the Code and not enrolled in any disqualifying health care or health plan. For more information regarding the Health Savings Account, including eligibility requirements and contribution guidelines, contact human resources.
COBRA

You and/or your covered dependents will have the opportunity to continue medical and/or dental and vision benefits for a period of up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical and/or dental and vision coverage for you and/or your covered dependents would otherwise end due to your death or because:

- your employment terminates, for a reason other than gross misconduct; or
- your employment status changes due to a reduction in hours; or
- your child ceases to be a "dependent child" under the terms of the medical and/or dental and vision plan; or
- you become divorced or legally separated; or
- you become entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

For more information regarding COBRA, you may contact human resources.
Life Insurance

Eligible full-time employees will be enrolled in this plan on the first of the month following thirty days of employment.

You must complete an insurance form and designate your beneficiary.

The cost of this insurance is fully paid by the company.

Participating employees may also be covered under the plan’s Accidental Death and Dismemberment rider.

You also have the option of purchasing additional insurance through our group plan.

Complete details of this plan may be obtained from human resources.
Section 125 Plans

Our company offers a pretax contribution option for employees. This employee benefit is known as a Section 125 plan.

A Section 125 plan is a benefit plan that allows you to make contributions toward premiums for medical insurance, dental insurance, vision care insurance and out-of-pocket medical expenses or dependent care expenses on a “before tax”, rather than an “after tax” basis. Your premium contributions and qualified expenses are deducted from your gross pay before income taxes and Social Security is calculated.

To participate in this plan, complete an election form and return it to human resources.

You cannot make any changes to your pretax contributions until the next open enrollment period, unless your family status changes or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or discharge of employment of your spouse. A change in election due to a change in family status is effective the next pay period.

Disability Leave

Full-time employees are eligible for an unpaid disability leave immediately upon hire.

Granting this leave prior to the completion of the eligibility period and/or beyond the maximum period
stated above may be required as a reasonable accommodation in accordance with the Americans with Disabilities Act or due to state law or other requirements.

Employees requesting leave must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and the expected date of return to work. The company will not seek genetic information in connection with requests for disability leave. All medical information received by the company in connection with a request for leave under this policy will be treated as confidential.

To the extent allowed by the insurance contract and applicable laws, we will continue to provide medical insurance, dental insurance and vision care insurance coverage for employees on authorized disability leave for the first twelve weeks of disability. During this time you will be responsible for paying your portion of the monthly premium(s). When the above period expires, you may continue your medical insurance, dental insurance and vision care insurance coverage by making arrangements with human resources to pay the entire monthly premium in advance each month.

When you are able to return to work, give us at least one week’s advance written notice. Include a doctor's certificate stating that you are medically able to return to your normal duties.

We will return you to the same or similar position you held prior to the disability leave, subject to our staffing and business requirements. Your continued absence from work beyond your disability (as determined by your physician) will be deemed a voluntary discharge of your employment.

This leave may run concurrently with any other leave where permitted by state and federal law.
State Disability Insurance  
(California Employees)

All employees are eligible for disability insurance benefits when an illness, injury or pregnancy-related disability prevents them from working and they meet all the eligibility requirements.

The benefits are calculated as a percentage of your salary up to a weekly maximum as specified by law, for up to 52 weeks.

Employees who apply for this benefit must provide written notice of disability, including a doctor’s certificate stating the nature of the disability and your expected date of return to work.

You are responsible for filing your claim and other forms promptly and accurately with the Employment Development Department. A claim form may be obtained from the Employment Development Department by telephone, letter or in person.

The cost of this insurance is fully paid by the employee.
Short-Term Disability Insurance
(New York Employees)

Employees are eligible for short-term disability insurance after four consecutive weeks of full-time employment or 25 days of regular part-time employment in accordance with state law. Other employees may also be eligible for this insurance, depending on the employee's previous employer. This insurance is designed to provide income for you when you are absent from work for more than seven calendar days due to non-occupational illness, injury or pregnancy-related disability.

The benefits are calculated as a percentage of your salary up to a maximum each week, as specified by law, for up to 26 weeks.

The cost of this insurance is shared between the company and the employee.

Provide written notice including a doctor’s certificate stating the nature of the disability and your expected date of return to work. Disability insurance information may be obtained from human resources.
Short-Term Disability Insurance
(All Other Employees)

You may be eligible for short-term disability insurance benefits if you are ill or injured and unable to work.

All full-time employees are eligible for the short-term disability insurance program on the first of the month after 30 consecutive days of employment. This insurance program is designed to provide income for you when you are absent from work for more than seven calendar days due to non-occupational illness, injury or pregnancy-related disability.

The benefits are calculated as a percentage of your salary for up to 26 weeks.

The cost of this insurance is shared between the company and the employee.

Please check with human resources for additional information concerning this benefit.

Supplemental Short-Term Disability Insurance

Eligible employees are eligible for supplemental short-term disability insurance the first day of the month after the date of hire. This insurance is designed to provide income for you when you are absent from work for more than seven calendar days due to non-occupational illness, injury or pregnancy-related disability.

The benefits are calculated at 60% of your salary up to a maximum of $2500 each week, for up to 12 weeks.
The cost of this insurance is paid by the company.

Provide written notice including a doctor’s certificate stating the nature of the disability and your expected date of return to work.

Disability insurance information may be obtained from human resources.

**Family Leave Insurance**  
(California Employees)

The State of California may provide partial wage benefits to eligible employees for up to a maximum of six weeks for the following reasons:

- To bond with a new child after birth or placement for adoption or foster care;

- To care for a serious health condition of an employee's child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling or parent-in-law.

The Paid Family Leave Act provides benefits based on past quarter earnings for up to six weeks in a 12-month period. The cost of the insurance is fully paid by the employee. The 12-month period begins on the first day an employee submits a claim.

To be eligible for benefits, employees may be required to provide medical and/or other information that supports a claim for time off to bond with a new child or to care for a child, parent, spouse or registered domestic partner with
a serious health condition. In addition, there is a seven-  

calendar-day waiting period before benefits begin.

You are responsible for filing your claim for family leave  

insurance benefits and other forms promptly and  

accurately with the Employment Development  

Department. A claim form may be obtained from the  

Employment Development Department by telephone,  

letter, the Internet or in person. All eligibility and benefit  
determinations are made by the Employment  

Development Department.

You may not be eligible for Paid Family Leave benefits if  
you are receiving State Disability Insurance,  

Unemployment Compensation Insurance or Workers’  

Compensation benefits.

The Paid Family Leave Act does not provide a right to  
leave, job protection or return to work rights. Further,  
this policy does not provide additional time off; rather,  
family leave insurance may provide compensation during  
an approved leave pursuant to the California Family  
Rights Act, the Federal Family and Medical Leave Act or  
any company provided leave.

Medical Leave  
(Provided by GI)

All full-time employees are enrolled upon hire. This  
benefit program is designed to provide income for you  
when you are absent from work for more than three  
calendar days due to non-occupational illness, injury or  
pregnancy-related disability.
Immediately upon hire, you will begin to earn 7.5 hours of medical leave each month, up to a maximum of 75 hours (ten days).

All employees hired prior to January 2018 with a balance of medical leave hours in excess of 75 will be able to use all their available hours of medical leave but once the account balance drops below 75 hours new accruals will cap at 75 hours.

You must provide written notice including a doctor’s certificate stating the nature of the disability and your expected date of return to work.

Please check with human resources for additional information concerning this benefit.

**Supplemental Long-Term Disability Insurance**

Eligible employees are eligible for supplemental long-term disability insurance the first day of the month after the date of hire. This insurance is designed to provide income for you when you are absent from work for more than thirty calendar days due to non-occupational illness, injury or pregnancy-related disability.

The benefits are calculated at 60% of your salary up to a maximum of $6,000 per month for up to 2 years (24 months).

The cost of this insurance is paid by the company.
Provide written notice including a doctor’s certificate stating the nature of the disability and your expected date of return to work.

Disability insurance information may be obtained from human resources.

**Pregnancy Disability Leave (California Employees)**

Female employees are eligible for an unpaid leave of absence up to four (4) months (i.e. the working days you would normally work in one-third of a year or 17 1/3 weeks, unless your hours vary from month to month in which case the company will use a monthly four month average of the hours worked prior to commencing leave) for disabilities relating to pregnancy, childbirth or related medical conditions per pregnancy.

Leave may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical appointments, doctor-ordered bed rest, severe morning sickness, gestational diabetes, pregnancy-induced hypertension, preeclampsia, recovery from childbirth or loss or end of pregnancy, and/or postpartum depression. Leave may be taken consecutively or intermittently. The amount of leave needed is determined by your health care provider’s recommendation.

At your option, you can use any accrued paid time off as part of your pregnancy disability leave before taking the remainder of your leave on an unpaid basis. The substitution of any paid leave will not extend the duration of your pregnancy disability leave.
Employees who are granted leaves for pregnancy will be returned to their same position to the extent required by state law. Upon the advice of your health care provider, you may also be entitled to reasonable accommodation, to the extent required by law, for conditions related to pregnancy, childbirth or related medical conditions. You should promptly notify the company of the need for a reasonable accommodation. In addition, a transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties may be available pursuant to your request, if such a transfer is medically advisable.

You must give the company at least 30 days’ advance notice if your need for pregnancy-related disability leave, reasonable accommodation, or transfer is foreseeable. Otherwise please give the company notice as soon as is practicable if the need is an emergency or unforeseeable.

Prior to the start of the leave, the company will require a written medical certification indicating that you are disabled because of pregnancy or that it is medically advisable for you to be transferred to a less strenuous or hazardous position or duties or otherwise to be reasonably accommodated. The certification should include an anticipated date when you will be able to return to your job or job duties. In the event your leave exceeds the anticipated date of return, it is your responsibility to provide further certification from your health care provider that you are unable to perform your job or job duties and the revised anticipated date of return.

Depending on your eligibility, medical insurance may be continued during your leave in accordance with the applicable plan document, COBRA, or provisions of federal/state law relating to unpaid medical leave.
Employees who choose not to return from leave may be required to refund premium payments made by the company on their behalf, when permitted by state law.

Leave under this policy may run concurrently with leave afforded under the Family and Medical Leave Act (FMLA), but will not run concurrently with leave provided under the California Family Rights Act (CFRA).

**Pregnancy Accommodation**  
***(New York Employees)***

The company, consistent with state law, will provide reasonable accommodations to female employees related to pregnancy, childbirth or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the business.

When an employee requests a reasonable accommodation, the company shall explore with the employee the possible means of providing the reasonable accommodation, which may include, but are not limited to:

- acquisition of equipment for sitting;
- more frequent or longer breaks;
- periodic rest;
- modifying work hours/schedules;
- job restructuring;
- break time and private non-bathroom space for expressing breast milk;
- modified work schedules; or
- time off to recover from childbirth.
The company may require the employee to provide a certification in connection with a request for reasonable accommodation.

If leave is provided as a reasonable accommodation, such leave may run concurrently with any other leave where permitted by state and federal law.

For more information, or if you require an accommodation, please contact human resources.

Family and Medical Leave
(California Employees)

The Leave Policy

Under the California Family Rights Act (CFRA) an eligible employee is entitled to up to 12 weeks of unpaid family/medical leave within any 12-month period. The total amount of leave taken is 12 workweeks in a 12-month period, unless you are qualified for additional time for a disability due to pregnancy, childbirth or related medical condition. In that event, you may be eligible for up to four months of leave under the pregnancy leave policy and eligible for an additional 12 weeks under this policy. The 12-month period begins with the first day leave is taken under the appropriate law. At the end of the leave, you will be restored to the same or an equivalent position upon your return from leave, provided you satisfy certain requirements described below. With the exception of a covered pregnancy disability leave, at the end of the leave, you will be restored to the same or an equivalent position upon your return from leave. Upon the return from a covered pregnancy disability leave, you will be restored
to the same position, or subject to business requirements that may exist, an available similar position.

This leave does not run concurrently with leave provided under the California Pregnancy Disability Act. However, this leave may run concurrently with the Federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

**Eligible Employees**

To be eligible for a leave under CFRA you must:

1. Have worked for the company for a total of at least 12 months, and for at least 1,250 hours in the last 12 months; and
2. Be employed at a worksite that has 50 or more employees within 75 miles.

**Reasons For Leave**

You may take family/medical leave for any of the following reasons:

1. Birth of a child of an employee or the employee's registered domestic partner, or to care for a newly born child; or
2. Placement of a child with the employee and/or the employee's registered domestic partner for adoption or foster care; or
3. To care for an immediate family member (spouse, registered domestic partner, child, registered domestic partner's child, or employee's parent) with a serious health condition; or
4. An employee’s serious health condition that makes the employee unable to perform the functions of the employee’s job.

Under CFRA if both parents are employed by the company, and leave is taken for the birth, placement or adoption of a child their combined leave is limited to 12 weeks. A leave for the birth, placement or adoption of a child must be completed within the 12-month period beginning on the date of birth or placement of the child. Under the CFRA, leave for your own serious health condition does not include a disability caused by pregnancy, childbirth or related medical condition since this is covered by a separate state law. See California’s Pregnancy Disability Leave policy which provides:

1. Pregnancy Disability Leave can be up to four months for continued disability due to pregnancy.

2. The employee requesting pregnancy leave is entitled to take the leave at any time after the commencement of employment without any waiting.

3. The employee returning from pregnancy leave is entitled to return to her same job position, unless that position no longer exists due to operational necessity.

4. If the employee's pregnancy disability period exceeds four months, the employee may take additional leave in the form of family leave, as described and limited herein.
No Work While On Leave

Taking of another job while on family or medical leave or any other authorized leave may lead to disciplinary action, up to and including discharge.

Local Family and Medical Leave Laws

Where local family and medical leave laws offer more protection or benefits to employees, the protection or benefits provided by such laws will apply.

Notice To Employer Of Leave

If your need for family/medical leave is foreseeable, give the company at least 30 days' prior written notice. When the need is not foreseeable, notify the company within one or two business days of learning of your need for leave, except in extraordinary circumstances. If you do not provide this notice, your leave may be delayed. If your need is because of a planned medical treatment, attempt to schedule the treatment to avoid disrupting the company's operations.

Request forms for family/medical leave are available from human resources. You must use this form when requesting a leave.

Medical Certification For A Serious Health Condition

If you are requesting leave because of your own or a covered relation's serious health condition, the appropriate health care provider must supply medical certification. Obtain a medical certification form from human resources. If possible, you should provide the medical certification within 15 days after you request leave. If you provide at least 30 days' notice of your need for medical leave, you should provide the medical certification before your leave begins. If you do not
provide the required medical certification in a timely manner, your leave may be delayed until it is provided.

The company, at its expense, may require an examination by a second health care provider designated by the company, if it has a good faith, objective reason to doubt the medical certification you initially provide (only for the employee's own serious health condition). If the second health care provider's opinion conflicts with the original medical certification, the company, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The company may require subsequent medical recertification. Failure to provide requested certification within 15 days, if such is practicable, may result in delay of further leave until it is provided.

**Reporting While on Leave**

If you take leave because of your own serious health condition or to care for a covered relation with a serious health condition, you may be required to contact the company on a prescheduled basis regarding the status of the medical condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two business days if feasible) if the dates of leave change are extended or initially were unknown.

**Leave Is Unpaid**

Family/medical leave is unpaid leave. If you request leave because of the birth, adoption or foster care placement of a child, or to care for a covered relation with a serious health condition, any accrued PTO, personal or family leave, if applicable, will be substituted for unpaid family/medical leave. If you request leave because of your own serious health condition, any
accrued PTO, personal or family leave or medical/sick leave, if applicable, will be substituted for any unpaid family/medical leave. The substitution of paid time for unpaid family/medical leave time does not extend the length of the leave provided by the law. Also, your family/medical leave may run concurrently with other types of leave.

Employees on a medical leave may also receive pay from short-term or long-term disability payments, or workers' compensation benefits, if applicable, according to the terms of those plans. The fact that an employee may receive compensation under these plans does not extend the length of the family/medical leave provided by the law.

**Medical and Other Benefits**

During an approved family/medical leave, the company will maintain your health benefits under the same terms and conditions applicable to employees not on leave.

- If paid leave is substituted for unpaid family/medical leave, the company will deduct your portion of the health plan premium as a regular payroll deduction.

- If your leave is unpaid, you must pay your portion of the premium by making arrangements with human resources.

- Your health coverage may cease if your premium payment is more than 30 days late. If your payment is more than 30 days late, we will send you a letter to this effect. If we do not receive your co-payment within 15 days of this letter, your coverage will cease.
If you elect not to return to work at the end of the leave for at least 30 calendar days, you will be required to reimburse the company for the cost of the premiums paid by the company for maintaining coverage during your unpaid leave, unless you cannot return to work due to a serious health condition or because of other circumstances beyond your control.

**Exemption For Key Employees**

Certain key employees may not be returned to their former or equivalent position following a leave if doing so would cause substantial economic injury to the company. Key employees are paid on a salary basis and are among the highest paid ten percent of employees at a worksite or within 75 miles of that worksite. The company will notify you if you qualify as a key employee, if the company intends to deny reinstatement and of your rights in such instances.

**Intermittent and Reduced Schedule Leave**

Leave due to a serious health condition may be taken intermittently (in separate blocks of time due to a single serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. If your leave is unpaid, the company will adjust your salary based on the amount of time actually worked. Also, while you are on an intermittent or reduced schedule leave, the company may temporarily transfer you to an available alternate position that better accommodates your intermittent or reduced leave and that has equivalent pay and benefits.

**At The End Of Your Leave**

If your leave is because of your own serious health condition (except if you are taking intermittent leave),
you are required to provide medical certification that you are able to resume work prior to your return. Before you return, obtain a return-to-work medical certification form from human resources. An employee who fails to provide the return-to-work medical certification form will not be permitted to resume work until it is provided.

Family Leave Benefits
(New York Employees)

Beginning January 1, 2018, or at the commencement of employment, whichever is later, eligible employees will receive up to eight weeks of leave during any 52 week calendar period for family needs. While on leave, employees will receive a wage replacement based on a percentage of the employee’s average weekly wage, as specified by law. If applicable, the company will maintain the employee's existing health benefits for the duration of such leave as if the employee had continued to work from the date he or she commenced leave until the date he or she returns to employment.

Benefits are fully-funded through mandatory employee payroll deductions required by law.

To be eligible for benefits, full-time employees must have completed at least 26 weeks of employment; part-time employees (whose regular schedule is less than 20 hours per week) must have completed at least 175 days of employment. Where an employee’s (1) regular work schedule is 20 hours or more per week but the employee is not expected to work at least 26 consecutive weeks; or (2) an employee regularly works less than 20 hours per week and is not expected to work at least 175 days
in a 52 consecutive week period, the employee will have the option of filing a waiver of family leave benefits.

Family leave benefits can be used:

1. To provide care for a family member with a serious health condition (including physical or psychological care); or

2. To bond with the employee’s child during the 12 months following the child’s birth; or the 12 months following the placement of a child for adoption or foster care with the employee; or

3. Because of a qualifying exigency provided for under the Family and Medical Leave Act (FMLA), arising out of the fact that the spouse, domestic partner, child, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the armed forces of the United States.

If the need for leave is foreseeable, the employee must provide the company with at least 30 days’ notice. Foreseeable reasons include, but are not limited to, birth of a child, anticipated placement date for adoption or placement of a foster child, planned medical treatment for a family member or covered service member; or other known military exigency. If the need for leave is not foreseeable, the employee must provide the company with notice as soon as is practicable. Notice should include the qualifying event and the anticipated timing and duration of the leave. The employee may be required to provide certification of the need for leave and/or re-certification where necessary. Please see human resources to request leave and obtain the Request for Paid Family Leave and Certification form.
Family member means a child (biological, adopted, foster, step, legal ward, or child of domestic partner), parent (biological, adoptive, foster, step, in-law, legal guardian or person who stood in loco parentis to the employee as a child), grandparent, grandchild, spouse or domestic partner.

The company is not required to permit more than one employee to use the same period of family leave to care for the same family member.

This leave may run concurrently with any other leave, where permitted by state or federal law, including disability leave afforded by state law.

Employees may not use family leave benefits for: (a) a disability caused by the employee's willful intention to bring about injury or sickness to himself or another; (b) a disability resulting from an illegal act; (c) disability or family leave during which the employee performs work; (d) for any day of disability or family leave for which the employee receives from the company, or from a fund to which the company has contributed, remuneration or maintenance in an amount equal to or greater than that to which he or she would be entitled to under this policy; (e) for any period the employee is subject to suspension or disqualification of the accumulation of unemployment benefits; (f) for any disability due to an act of war (declared or undeclared); (g) for any disability or family leave commencing before the employee becomes eligible; or (h) for employees currently not working and collecting workers' compensation benefits.

An employee is not entitled to leave under this policy for more than the maximum duration, during a period of 52 consecutive calendar weeks, or for any period in which family leave is combined with short-term disability leave benefits previously paid exceeds 26 weeks during the same 52 consecutive calendar weeks.
At the end of leave, employees will be returned to their former position or a position comparable in status and pay.

The company does not discriminate or retaliate against employees for taking or requesting family leave in accordance with law. Supervisors and managers are prohibited from discriminating or retaliating against employees for taking or requesting family leave.

Contact human resources for further information or to request leave.
Rehabilitation Leave
(California Employees)

Our company is committed to providing assistance to our employees. Any employee who wishes to voluntarily enter and participate in an alcohol and/or drug rehabilitation program may be granted a reasonable accommodation. This accommodation may include time off without pay and/or an adjusted work schedule provided the accommodation does not impose an undue hardship on the company. In general, it is your responsibility to notify human resources of the need for accommodation.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

The company shall take reasonable steps to safeguard the privacy of any employee as to the fact that he or she has enrolled in an alcohol or drug rehabilitation program.

This policy does not prevent the company from refusing to hire or disciplining, up to and including discharge, an employee who, because of the current use of alcohol or drugs, is unable to perform his or her duties or cannot perform the duties in a manner that would not endanger his or her health or safety or the health or safety of others.
Long-Term Disability Insurance

Eligible employees may participate in our long-term disability insurance program.

Eligible full-time employees may enroll in this insurance program on the first of the month after thirty days of employment.

Long-term disability insurance provides eligible employees with a continuing source of income after ninety consecutive days of total disability. The benefits are calculated as a percentage of your salary.

The cost of this insurance is fully paid by the company.

This is intended as a summary of benefits only. Additional information may be obtained from human resources.

Social Security

During your employment, you and the company both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.
Unemployment Insurance

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from human resources.

Workers’ Compensation

On-the-job injuries are covered by our Workers’ Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident to human resources as soon as reasonably possible. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to an employee accident.
401(k) Qualified Retirement Plan

Our company provides eligible employees with a 401(k) Qualified Retirement plan which is an excellent means of long-term savings for your retirement. The company's contribution, if any, is determined by the employer on an annual basis.

You can obtain a copy of the Summary Plan Description which contains the details of the plan including eligibility and benefit provisions from human resources. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. If you have any questions regarding this plan, see the plan administrator.

Professional Development

Our company believes in supporting the individual growth of its employees. To encourage employee development, our company offers professional development to eligible employees who attend job-related seminars.

Approval from human resources must be received prior to registration for the seminar. Our company will pay the full cost of approved job-related seminars.

In an effort to keep our company informed of new developments, we ask that you share any new information presented at the seminar with the rest of the staff.
Tuition Assistance Program

To encourage professional development, our company offers a tuition assistance program to eligible employees who complete job-related courses with a grade of “C” or better for undergraduate courses and with a grade of “B” or better for graduate courses.

To participate in this program, you must be a full-time employee who has completed one full year of active employment.

Your application for tuition assistance must be made and approval received prior to registration for the course.

Upon completion of the course, employees should submit proof of grade and payment or deferral. Tuition assistance excludes textbooks, activity fees, supplies and other additional expenses above and beyond tuition. Reimbursement for tuition assistance shall be capped to no more than two courses or $2,000.00 per calendar year for each approved employee.

Employees who leave the company within one year of receiving tuition reimbursement will be required to repay all tuition assistance reimbursement funds received in the previous rolling 12-month period.

Upon notification that an employee is no longer employed, Human Resources will send a letter to the employee detailing the amount of tuition assistance reimbursement owed. If reimbursements are not repaid by the required date, they will be reported to Payroll as taxable income on a Form W-2.

Employees should contact the vice president or president for more information about tuition assistance. Any request for tuition assistance is contingent on the
availability of funding to support training and professional development.
On the Job
Confidentiality of Client Matters

Our professional ethics require that each employee maintain the highest degree of confidentiality when handling client matters.

To maintain this professional confidence, no employee shall disclose client information to other clients, friends, or members of one's own family.

Questions concerning client confidentiality may be addressed with your supervisor.

Wage Disclosure Protection
(California Employees)

The company, consistent with California law, does not prohibit an employee from inquiring about, disclosing, comparing or otherwise discussing the employee's wages or the wages of another employee.

The company will not take an adverse employment action or retaliate against an employee for discussing his or her wages. The company will not prohibit an employee from lodging a complaint or testifying, assisting or participating in an investigation or proceeding related to a violation of this policy.

Nothing in this policy shall be construed to permit an employee with regular access to wage information in the course of the employee's work from disclosing wage information, unless the person is under a legal obligation to furnish the information. Additionally, nothing in this policy requires an employer or an employee to disclose wages in response to an inquiry by another employee.
Wage Disclosure Protection (New York Employees)

The company, consistent with New York law, will not take adverse employment action or retaliate against an employee for inquiring about, discussing or disclosing (i) the employee's wages or (ii) the wages of another employee where prior permission has been obtained from the employee.

Nothing in this policy shall require an employee to disclose his or her wages in response to any inquiry. Further, nothing in this policy shall be construed to permit an employee who has access to the wage information of other employees as part of such employee's essential job functions, to disclose the wages of such other employees to individuals who do not otherwise have access to such information, unless such disclosure is in response to a complaint or charge, or in furtherance of an investigation, proceeding, hearing or action under New York law, including an investigation conducted by the company.
Attendance and Punctuality

Attendance and punctuality are important factors for your success within our company. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify your supervisor as far in advance as is feasible under the circumstances, but before the start of your workday.

Personal issues requiring time away from your work, such as doctor’s appointments or other matters, should be scheduled during your nonworking hours if possible.

If you are absent for three days without notifying the company, it is assumed that you have voluntarily abandoned your position with the company, and you will be removed from the payroll.

Business Hours

Because of the nature of our business, your work schedule may vary depending on your contract and position. Our normal business hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. The standard workweek for full-time employees is thirty-seven and one-half (37.5) hours. The standard work day is seven and one-half (7.5) hours. As starting and ending times vary within departments and office locations, the manager of each department will determine the schedule for their department. Check with your supervisor if you have questions about your hours of work. The work week is Sunday thru Saturday.
Meal, Rest, and Recovery Time
(California Employees)

Except for certain exempt employees, all employees who work five or more hours in a day are required to take an uninterrupted 30-minute unpaid duty-free meal period to commence no later than the end of the fifth hour of work and a second uninterrupted 30-minute meal period free from all duty to commence no later than the end of the 10th hour, should an employee work that many hours in any given day. Only in limited circumstances, discussed below, can meal periods be waived. For this reason, unless there is a written agreement for an on-duty meal period approved by the company, employees must record the beginning and ending time of their meal period in the timekeeping system every day. It is also our policy to relieve such employees of all duty during their meal periods, with the employee being at liberty to use the meal period time as the employee wishes.

An employee shall not be required to work during a meal period, in accordance with state law. If the company fails to provide an employee with a required meal period, the employee will be paid one additional hour of pay at the employee's regular rate of compensation.

The company schedules all work assignments with the expectation that all employees will take their duty-free meal periods and we encourage you to do so. Employees may be asked to confirm in writing that they have been relieved of all duty and otherwise provided all of their daily meal periods during the pertinent pay period, or in the alternative, identify any meal periods they missed. At no time may any employee perform off-the-clock work or otherwise alter, falsify, or manipulate any aspect of their timekeeping records to inaccurately
reflect or hide meal periods or time spent working during meal periods.

No company manager or supervisor is authorized to instruct an employee how to spend his or her personal time during a meal period. You should immediately report a manager’s or supervisor’s instruction to skip or work during a meal period to your supervisor.

Waiver of Meal Period  Employees may waive their meal periods only under the following circumstances. If an employee will complete their workday in six hours, the employee may waive their meal period. Additionally, depending upon your occupation, employees who work more than ten hours in a day may be able to waive their second meal period, but only if they take their first meal period and they do not work more than 12 hours that day. Please speak to your supervisor for clarification on whether you are entitled to waive your second meal period. Anytime you elect to waive a meal period you must submit a written request and receive prior written authorization from your supervisor. Employees may not waive meal periods to shorten their workday or to accumulate meal periods for any other purpose.

On Duty Meal Period  In limited situations, certain designated employees may be required to work an on-duty meal period due to the nature of the employee’s duties. Only if the nature of your job duties requires it, and you and the company have agreed to an on-duty meal period in writing, will you be permitted to take an on-duty meal period. In this situation, your on-duty meal period will be paid and treated as hours worked.
Meal Time
(New York Employees)

Employees working a shift of more than six hours will be provided at least 30 unpaid minutes for a meal between 11:00 a.m. and 2:00 p.m. Employees working a shift that starts before 11:00 a.m. and continues past 7:00 p.m. will be provided an additional unpaid meal period of at least 20 minutes between 5:00 p.m. and 7:00 p.m. Employees working a shift of more than six hours between 1:00 p.m. and 6:00 a.m. will be provided an unpaid meal period of at least 45 minutes midway through the shift. Approving the scheduling of this time is the responsibility of your supervisor.

Meal Time
(Pennsylvania Employees)

A 30-minute, unpaid meal break should be taken each day. Approving the scheduling of this time is the responsibility of your supervisor.

Rest and Recovery Periods
(California Employees)

Employees will receive one uninterrupted, duty free 10-minute paid break for every four hours worked (or major fraction thereof). Rest and recovery periods will occur as close to the middle of a four-hour work period as is practical. This time must be approved by your supervisor each day.
Rest and recovery periods are counted as hours worked, and thus, employees are not required to record their rest periods on their timesheets or time cards. However, no supervisor is authorized or allowed to instruct or allow an employee to waive a rest or recovery period, and they cannot be used to shorten the workday or be accumulated for any other purpose. Employees may be required to confirm that they have been provided an opportunity to take all of their rest or recovery periods during the pertinent pay period.

Lactation Breaks
(California, New Mexico, and New York Employees)

The company will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. In New York, lactation breaks will be provided for the following length of time after the birth of the child:

**New York Employees**
Up to three years following the child's birth.

The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should document any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid, in accordance with state law. The company will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.
Lactation Breaks

The company will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child up to one year of age; unless additional time is required by state law. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should document any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid in accordance with state law. The company will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.

Notify human resources to request time to express breast milk under this policy.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state or local law, or
regulation. If you have knowledge of such a conflict or a potential conflict you should contact human resources.

Work Assignments

Work assignments will be published by the human resource department for review. Terms of hours are governed by the contract each employee is assigned to. Assignments in Unanet are budgeted on a weekly basis.

When possible, you will be advised of future assignments in advance, so you will have ample time to prepare for the assignment.

Once you have begun an assignment you will report directly to your supervisor for all matters relating to its completion.

Standards of Conduct

Each employee has an obligation to observe and follow the company's policies and to maintain proper standards of conduct at all times. Failure to adhere to the company's policies will result in corrective disciplinary measures.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the company. The company does not guarantee that one form of action will necessarily precede another.
Among other things, the following may result in disciplinary action, up to and including discharge: violation of the company's policies or safety rules; failing to work in a cooperative manner with management, co-workers, clients and others who do business with the company; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in company activities or in company vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; inappropriate or violent physical contact; harassment; discrimination or retaliation in violation of the company's EEO and No Harassment policies; performing outside work or use of company property, equipment or facilities in connection with outside work while on company time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

Nothing in this policy is designed to modify our employment-at-will policy.
Access to Personnel Files  
(California Employees)

Upon request, current and former employees may inspect their own personnel files at a mutually agreeable time, on company premises in the presence of a company official. You will be permitted to see any records regarding your qualification for employment, promotion, wage increases, earnings and deductions, or discipline. The company will make the records available within 30 days after receipt of a written or oral request for review. Exceptions include records regarding criminal investigation and any letters of reference maintained by the company. You will be allowed to have a copy of any document that relates to your performance or any grievance that concerns you. The company complies with state law record retention requirements for current and former employees.

For more information, contact human resources.
Access to Personnel Files
(Pennsylvania Employees)

Employees or an agent designated by the employee can inspect parts of the employee's own personnel files once a year, in the presence of a company official. Parts subject to inspection include the employee's job application, wage or salary information, notices of commendations, warnings or other discipline, authorization for a deduction or withholding of pay, fringe benefit information, leave records and employment history with the company. The records may be inspected at reasonable times during regular business hours and in the office where the records are kept. Employees or their designated agent may take notes regarding the contents of the file. Employees or their designated agent may place a statement in the file if they find an error in the file.

Employees shall provide a signed authorization designating a specific individual who is authorized to inspect their personnel file. The signed authorization shall be for a specific date and shall indicate either the purpose for which the inspection is authorized or the particular parts of the employee's personnel file that the designated agent is authorized to inspect.

For more information, contact your supervisor.
Client and Public Relations

Our company’s reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that clients have toward our company may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a client for granted, but if we do we run the risk of losing not only that client, but his or her associates, friends or family who may also be clients or prospective clients.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

Non-Solicitation

The company believes employees should have a work environment free from interruptions of a non-work related nature, as work time is for work. When you are working you should focus on your duties and not engage in activities that would interfere with your own work or the work of others. For the purpose of this policy, solicitation includes, but is not limited to, for collection of any debt or obligation, for raffles of any kind or chance taking, or for the sale of merchandise or business services, the attempt to sell any product or service (e.g. selling or collecting for Tupperware®, Avon® products, churches, schools, Girl Scout cookies, etc.). Such interruptions can be both detrimental to the quality of work and efficiency, and may not be respectful of others job responsibilities and right not to be interrupted.
Employees may not engage in solicitation for any purpose during his/her work time, which includes the working time of the employee who seeks to solicit and the employee who is being solicited. Although solicitation is not encouraged, it is permitted as long as it is limited to the employee's break and lunch time and kept out of active working areas. Nothing in this policy is intended to restrict an employee's statutory rights, including discussing terms and conditions of employment.

Distribution

Distribution by employees of any type (materials, goods, paper) is prohibited in work areas at any time, whether or not the employees are on working time. Electronic distribution is subject to the company's Acceptable Use of Electronic Communications policy, and may not occur during the employee's working time. Non-employees are prohibited from distributing materials to employees on company premises at any time. Literature that violates the company's EEO and No Harassment policies, includes threats of violence, or is knowingly and recklessly false is never permitted. Nothing in this policy is intended to restrict an employee's statutory rights, including discussing terms and conditions of employment.
Changes in Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to your supervisor promptly.

Care of Equipment

You are expected to demonstrate proper care when using the company's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to your supervisor at once.
Employment of Relatives
(Except California Employees)

A supervisor may not hire or supervise an individual if that individual and the supervisor have an on-going romantic relationship, including but not limited to, marriage, or if that individual is a member of the supervisor's immediate family. The term "immediate family" refers to parents, children, sisters, brothers, nieces, nephews or other family members residing in the same household.

In the case of marriage of persons within the same department, an effort will be made to assign comparable job duties so as to minimize problems of supervision, safety, security and morale.

Travel/Expense Accounts

The company will reimburse employees for reasonable expenses incurred through pre-approved business travel or entertainment. Expense reports will only be reimbursed if completed and submitted through Unanet. All cash advances must be accounted for and expense receipts are required.

The following business expenses will be reimbursed:

Travel Expense
Automobile/Mileage
Lodging
Tips
Business Meals (in accordance with our per diem rates; room service excluded)
This list is not all-inclusive. See human resources regarding additional reimbursable business expenses.

Company Issued Credit Cards

Corporate credit cards may be available to employees who are engaged in travel and incur expenses related to business development purposes for the organization. Company issued credit cards are to be used only for authorized expenses incurred on behalf of the organization and shall not be used for any personal use. Expenses unrelated to the company are to be paid directly by the employee.

Employees are required to provide copies of invoices, receipts and other supporting documentation necessary to support charges on the company credit card and validate that the expense was for official company business. In cases where the employee cannot provide a copy of the invoice or receipt to back up the credit card charge, the employee who made the charge should provide a written explanation of the expense incurred on the company credit card. Reporting for all credit card expenses must be submitted through Unanet.

Please see human resources for any further questions pertaining to the use of company credit cards.
Personal Property

The company is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

Visitors

If you are expecting a visitor, please notify your supervisor. All visitors must first check in at the reception area. Visitors are not allowed in any area of the building without being accompanied by an authorized employee. Under no circumstances will visitors be allowed in confidential, unauthorized or potentially hazardous areas.

Identification Badges

Certain employees may be issued an identification badge upon hire. For those employees, it must be worn where it can be seen at all times when you are working.
Severe Weather

Severe weather is to be expected during certain months of the year. Although driving may at times be difficult, when caution is exercised the roads are normally passable. Except in cases of severe storms, we are all expected to work our regular hours. Time taken off due to poor weather conditions while the business remains open is unpaid.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

If extreme weather conditions require closing of the building, you will be notified by your supervisor.

Personal Telephone Calls

It is important to keep our telephone lines free for client calls. Although the occasional use of the company’s telephones for a personal emergency may be necessary, routine personal calls should be kept to a minimum.

Unless used for business purposes, personal cellular telephones must be turned off or set to a silent alert during working hours while on company premises.
Acceptable Use of Electronic Communications

This policy contains guidelines for electronic communications created, sent, received, used, transmitted, or stored using the company's communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. “Electronic communications” include, among other things, messages, images, text data or any other information used in e-mail, instant messages, text messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry, iPhone, iPad or similar devices), pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as “systems.”

Acceptable Uses of Our Systems: Employees may use our systems to communicate internally with co-workers or externally with clients and other business acquaintances for business purposes.

Company Control of Systems and Electronic Communications: All electronic communications contained in company systems are company records and/or property. Although an employee may have an individual password to access our systems, the systems and communications belong to the company. The systems and electronic communications are accessible to the company at all times including periodic unannounced inspections. Our systems and electronic communications are subject to use, access, monitoring, review, recording and disclosure without further notice.
Employee communications on our system are not confidential or private.

The company's right to use, access, monitor, record and disclose electronic communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

**Personal Use of Our Systems:** Personal communications in our systems are treated the same as all other electronic communications and will be used, accessed, recorded, monitored, and disclosed by the company at any time without further notice. Since all electronic communications and systems can be accessed without advance notice, employees should not use our systems for communication or information that employees would not want revealed to third parties. Personal use of our system should be limited to non-working time. Personal use of our system must be conducted in such a manner that it does not affect smooth system operation or use a disproportional amount of the system’s functional capacity.

**Proprietary Business Information:** Proprietary business information means confidential and proprietary information related to the company's trade secrets, business models, business services, sales agreements, pricing information, drawings, designs, blue prints, client lists, inventions, vendor agreements, strategic business or marketing plans, expansion plans, contracts, non-public financial performance information and other information that derives economic value by being protected from public consumption or competitors may only be used on company systems. Proprietary business information may not be downloaded, saved, or sent to a personal laptop, personal storage device, or personal email account under any circumstances without advance written approval from a member of
management. Proprietary business information does not restrict employee rights to discuss their wages, hours or other terms of employment.

**Prohibited Uses of Our Systems:** Employees may not use company systems in a manner that is unlawful, wasteful of company resources, or unreasonably compromises employee productivity or the overall integrity or stability of the company’s systems. These tools are provided to assist employees with the execution of their job duties and should not be abused. Examples of prohibited uses include, among other things, sexually explicit messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs; or any other message or image that may be in violation of company policies.

In addition, employees may not use our company systems:

- To download, save, send or access any discriminatory, obscene, or malicious or knowingly false material;
- To download, save, send or access any music, audio or video file unless business related;
- To download anything from the internet (including shareware or free software) without the advance written permission of your supervisor;
- To download, save, send or access any site or content that the company might deem “adult entertainment;”
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the company or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights;
• In connection with the violation or attempted violation of any law; and
• To transmit proprietary business information or client material such as pricing information or trade secrets.

Electronic Forgery: An employee may not misrepresent, disguise, or conceal his or her identity or another’s identity in any way while using electronic communications; make changes to electronic communications without clearly indicating such changes; or use another person’s account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author.

Intellectual Property Rights: Employees must always respect intellectual property rights such as copyrights and trademarks.

System Integrity, Security, and Encryption: All systems passwords and encryption keys must be available and known to the company. You may not install password or encryption programs without the written permission of human resources. Employees may not use the passwords and encryption keys belonging to others.

Applicable Laws: Numerous state and federal laws apply to electronic communications. The company complies with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Consequences of Policy Violations: Violations of this policy may result in disciplinary action up to and including immediate termination of an employee’s employment as well as possible civil liabilities or criminal prosecution. Where appropriate, the company may advise legal officials or appropriate third parties of policy
violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our systems or the content of electronic communications, ask human resources for advance clarification.

Social Media

“Social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the company.

You are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our problem solving procedure than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as maliciously false, obscene, threatening or intimidating, that defames clients, competitors, vendors or employees or that might constitute harassment or bullying. Examples of such conduct might include posts meant to put someone in fear for their physical safety or psychological well-being; posts designed to cast someone in a false light to the public; posts that invade a person’s reasonable expectation of privacy; or posts that could contribute to a hostile work environment on the basis of race, age, gender, national origin, color, disability, religion or other status protected by federal, state or local law.
Make sure you are always truthful and accurate when posting information or news. If you make a mistake, correct it quickly. Be open about any previous posts you have altered. Use privacy settings when appropriate. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. The Internet is immediate; nothing that is posted ever truly “expires.” Never post any information or rumors that you know to be false about the company, fellow employees, clients, and people working on behalf of the company or competitors.

Do not create a link from your blog, website or other social networking site to the company's website without identifying yourself as a company employee. Express only your personal opinions. Never represent yourself as a spokesperson for the company or make knowingly false representations about your credentials or your work. If the company is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the company. It is best to include a statement such as “The postings on this site are my own and do not necessarily reflect the views of the company.” You must refrain from using social media while on working time, unless authorized by the company.

Employees are encouraged to report violations of this policy. The company prohibits retaliation against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.

Where applicable, the company complies with state laws concerning access to an employee's personal social networking account, including restrictions concerning employer requests for an employee's username and/or password.
Nothing in this policy is designed to limit an employee's right under Section 7 of the National Labor Relations Act, including discussing wages or other terms of employment.

If you have questions or need further guidance, please contact human resources.

Bring Your Own Device

Employees may use their personal electronic devices for work purposes when agreed to in writing, in advance, by the employee and management. Personal electronic devices include but are not limited to personally owned cell/smart phones, tablets, laptops and computers.

Employees must physically secure their device against theft, loss or unauthorized use, and this includes password protection. If the device is lost or stolen, you must immediately contact your supervisor. If the company permits the employee to store or access trade secrets or proprietary business and confidential information on a personal electronic device, time is of the essence in reporting a lost or stolen item so that the company may take the steps necessary to protect this information. The company will not be responsible for replacing lost or stolen personal electronic devices.

Non-exempt employees may not use their personal devices for work purposes outside of their normal work schedule without authorization in advance from management. This includes but is not limited to reviewing, sending and responding to e-mails or text messages, and responding to or making calls. Time spent by non-exempt employees using their own devices
to perform work outside of regular working hours must be included in the company's time tracking system.

Employees are expected to exercise the same discretion in using their personal devices while working as is required for using company owned devices. This includes, but is not limited to, compliance with company policies pertaining to harassment, discrimination, retaliation, trade secrets, proprietary business and confidential information, electronic communications and ethics. Employees must also comply with all applicable state, federal and local laws governing the use of such electronic devices. Failure to follow policies, procedures and/or the law may result in disciplinary action up to and including termination of employment.
Security of Electronic Devices

Each employee provided with a laptop computer, iPad, iPhone, smart phone, tablet or similar device is responsible for the physical security of that device. All devices acquired for or on behalf of the company are company property. The device must be locked up and stored in a secure location when it is not in the immediate possession of the authorized user. In addition, the user must return the device immediately upon request of the company. You must notify your supervisor immediately if the device is lost, stolen, misplaced, or damaged. All work created or performed on the device is company property. The device is subject to inspection by the company at any time without further advance notice. The device must be used in a manner that complies with all company policies including the Acceptable Use of Electronic Communications, Equal Employment Opportunity, No Harassment, Confidentiality of Client Matters, and Protecting Company Information.

Violations of this policy may be grounds for disciplinary action up to and including discharge.
Dress Policy

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

Our clients' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct client contact, you represent the company with your appearance as well as your actions. The properly-attired individual helps to create a favorable image for the company, to the public and fellow employees.

The company maintains a business casual environment. All employees should use discretion in wearing attire that is appropriate for their job.

Personal Hygiene

Maintaining a professional, business-like appearance is very important to the success of our company. Part of the impression you make on others depends on your choice of dress, personal hygiene and courteous behavior. A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. While at work, you are required to be clean, dressed appropriately and well groomed.
Reference Checks

Our company will not honor any oral requests for references. All requests must be in writing and on company letterhead. Generally, we will only confirm our employees' dates of employment, salary history, and job title.

Under no circumstances should an employee provide another individual with information regarding current or former employees of our company. If you receive a request for reference information, please forward it to human resources.
Protecting Company Information

Protecting our company's information is the responsibility of every employee. Do not discuss the company's confidential business or proprietary business matters, or share confidential, personal employee information (such as social security numbers, personal banking or medical information) with anyone who does not work for us such as friends, family members, members of the media, or other business entities. You may be required to sign a non-compete and/or a nondisclosure agreement as a condition of your employment, in accordance with state and federal law.

Confidential information does not include information pertaining to the terms and conditions of an employee's employment, including wages. Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

All telephone calls regarding a current or former employee's position/compensation with our company must be forwarded to human resources.

The company's address shall not be used for the receipt of personal mail.
Document Retention

The company maintains a formal document retention policy and procedure. Your supervisor will explain how that policy applies to you and the work that you perform. You must retain all work products in the manner required and for the time period required by our policy. Never destroy or delete any work product until the retention periods specified by the company's policy have been satisfied. Failure to comply with the company document retention policy and procedure may result in discipline up to and including discharge.
Conflict of Interest/Code of Ethics

A company's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the company, or any of its clients, for private financial gain, to advance personal financial interests, to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities, or engage in activities, investments or associations that compete with the company, interferes with an employee's business judgment concerning the company's best interests, or exploits an employee's position with the company for personal gain.

The company adheres to the highest legal and ethical standards applicable in our business. The company's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the company shall conduct their personal affairs such that their duties and responsibilities to the company are not jeopardized and/or legal questions do not arise with respect to their association or work with the company.

This policy will not be enforced to prevent employees from discussing their wages or other terms of employment.
Parking

Free parking facilities are available to employees. You are required to park within the designated areas.

The company is not responsible for loss, damage or theft of your vehicle. Therefore, we suggest that you lock your vehicle doors.
Cellular Telephones

Employees in certain positions are issued company cellular telephones so they may maintain contact with clients and co-workers.

The company is committed to ending the epidemic of distracted driving. While driving on company time, employees may not use a hand-held cell phone or tablet – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.

Company cellular telephones are for business purposes. Although the occasional use of your company cellular telephone for personal calls may be necessary, incoming and outgoing personal calls are discouraged. Employees must reimburse the company in accordance with applicable state and federal wage and hour laws for any personal telephone calls made or received on a company cellular telephone.

The use of cellular telephones is not a work requirement for most employees. Employees who are not issued a company cellular telephone will not be reimbursed for the use of their personal cellular telephones.

Employees are expected to demonstrate proper care of their cellular telephones. If you lose, break or damage your company cellular telephone, report it to your supervisor at once. All cellular telephones issued by the company must be returned upon leaving our company or upon transferring to a position that does not require a company cellular telephone.

A violation of this policy may result in disciplinary action.
Contact with the Media

All media inquiries regarding the company and its operations must be referred to the president or public relations and marketing manager. The authorization to make or approve public statements on behalf of the company rests solely with the president or public relations and marketing manager. No employees, unless specifically designated by the president or public relations and marketing manager, are authorized to make statements on behalf of or as a representative of the company.

If You Must Leave Us

Should you decide to leave your employment with us, we ask that you provide your supervisor with at least two weeks' advance written notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the company.

Employees who are rehired following a break in service, other than an approved leave of absence, must serve a new initial introductory period whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their reemployment for all purposes, including the purposes of measuring benefits.

Our company does not provide a "letter of reference" to former employees. Generally, we will confirm upon request our employees' dates of employment, salary history, and job title.
All company property, including this Employee Handbook, must be returned at the end of employment. Otherwise, the company may take action to recoup any replacement costs and/or seek the return of company property through appropriate legal recourse.

You should notify the company if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.
Safety in the Workplace
Each Employee's Responsibility

Safety can only be achieved through teamwork at our company. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.

2. Report all workplace injuries as soon as reasonably possible to your supervisor even if no medical treatment is required. It is our sincere hope that you or your coworkers are never injured.

3. The unauthorized use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the company's property is forbidden.

4. Use, adjust and repair machines and equipment only if you are trained and qualified.

5. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.

6. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask your supervisor.
7. Know the locations, contents and use of first aid and fire-fighting equipment.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.
Workplace Violence

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to company property in the event someone, for whatever reason, may be unhappy with a company decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to your supervisor at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the company's investigation, may result in disciplinary action, up to and including discharge.
Workplace Searches

To protect the property and to ensure the safety of all employees, clients and the company, the company reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the company's property. In addition, the company reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the company, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the company.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the company's security procedures or any other company rules and regulations.
Smoking in the Workplace

Florida, New Mexico, New York, and Pennsylvania Employees

Our company is committed to providing a safe and healthy environment for employees and visitors. Smoking is allowed only in designated areas outside the building.

California Employees

Our company is committed to providing a safe and healthy environment for employees and visitors. Smoking, including the use of e-cigarettes, is allowed only in designated areas outside the building.

Violations of this policy may result in disciplinary action, up to and including discharge.
No Weapons in the Workplace
(Florida Employees)

Possession, use or sale of weapons, firearms or explosives on work premises, while operating company machinery, equipment or vehicles for work-related purposes or while engaged in company business off premises is forbidden except where expressly authorized by the company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee’s locked motor vehicle.

If you are aware of violations or threats of violations of this policy, you are required to report such violations or threats of violations to human resources immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.
No Weapons in the Workplace
(All Other Employees)

Possession, use or sale of weapons, firearms or explosives on work premises, while operating company machinery, equipment or vehicles for work-related purposes or while engaged in company business off premises is forbidden except where expressly authorized by the company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

If you are aware of violations or threats of violations of this policy, you are required to report such violations or threats of violations to human resources immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

Substance Abuse

The company has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and the clients we serve. The unlawful or improper presence or use of controlled substances in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the company the following substance abuse policy.

Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any controlled
substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances in the workplace including: on company paid time, on company premises, in company vehicles, or while engaged in company activities. This does not include the authorized use of alcohol at company-sponsored functions or activities.

Your employment or continued employment with the company is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

Consistent with its fair employment policy, the company maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their substance use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. The company will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with the company's policies and applicable federal, state or local laws.

The company further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of company issued lockers, desks or other suspected areas of concealment, as well as an
employee's personal property when the company has reasonable suspicion to believe that the employee has violated this substance abuse policy.

Florida, New Mexico, New York and Pennsylvania Employees
Although the state has legalized marijuana for medicinal purposes, the company is not required to allow the medicinal use of marijuana in the workplace. Use is strictly prohibited on company property and may result in discipline, up to and including immediate discharge.

California Employees
Although the state has legalized marijuana, the company is not required to allow the use of marijuana in the workplace. Use is strictly prohibited on company property and may result in discipline, up to and including immediate discharge.

This policy represents management guidelines. For more information, please speak to human resources.