

COMPANY LOGO

Employee Handbook

November 6, 2000

Version 1.0

Our Company Confidential

Revised: 03/28/2001

Printed: 11/12/2002

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Welcome to Our Company

Thank you for joining Company_Name! We hope you agree that you have a great contribution to make to the the industry by way of Company_Name, and that you will find your employment at Our Company a rewarding experience. We look forward to the opportunity of working together to create a more successful company. We want you to feel that your employment with Our Company will be a mutually beneficial and gratifying one.

You have joined an organization that has established an outstanding reputation for quality. Credit for this reputation goes to everyone in the organization. We hope you, too, will find satisfaction, and take pride in your work here. As a member of Our Company's team, you are expected to contribute your talents and energies to improve further the environment and quality of Our Company.

This Employee Handbook may provide answers to most of the questions you may have about Our Company's benefit programs, as well as Our Company policies and procedures. You are responsible for reading and understanding this Employee Handbook. If anything is unclear, please discuss the matter with your supervisor or Human Resources.

I extend to you my personal best wishes for your success and happiness at Our Company.

Owner's Name

Notice

This Employee Handbook has been prepared to inform you of Our Company's philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee.

The policies in this Employee Handbook, which apply to all employees of Company_Name, are to be considered as guidelines.

- Except for the arbitration policy, Company_Name, at its option, may change, delete, suspend, or discontinue any part or parts of the policies in this Employee Handbook at any time without prior notice as business, employment legislation, and economic conditions dictate.
- Any such alteration shall apply to existing, as well as to future, employees.
- Employees may not accrue eligibility for monetary benefits for which they have not become eligible through actual time spent at work.
- Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.
- No one other than the President of Company_Name may alter or modify any of the policies in this Employee Handbook. Any alteration or modification of the policies in this Employee Handbook must be in writing.
- No statement or promise by a supervisor, manager, or department head, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

This handbook should not be construed as, and does not constitute, a contract nor guarantee of employment for any specific duration.

All employees are employed at will. This means that an employee or Our Company may terminate employment at anytime with or without reason.

This Employee Handbook replaces (supersedes) all other or previous Our Company Employee Handbooks or other Our Company policies whether written or oral.

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Working at Our Company

What You Can Expect From Our Company

Our Company believes in creating a harmonious working relationship between all employees and endeavors to afford all employees the opportunity to reach their maximum potential. In pursuit of this goal, Our Company has created the following employee relations objectives:

1. Provide an exciting, challenging, and rewarding workplace and experience.
2. Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or a disability that does not prohibit performance of essential job functions.
3. Review wages, employee benefits, and working conditions regularly with the objective of being competitive in these areas consistent with sound business practices.
4. Provide paid time off and holidays to all eligible employees.
5. Provide eligible employees with health and welfare benefits.
6. Assure employees, after talking with their manager, an opportunity to discuss any issue or problem with officers of Our Company.
7. Take prompt and fair action of any complaint, which may arise, in the everyday conduct of our business, to the extent that is practicable.
8. Respect individual rights, and treat all employees with courtesy and consideration.
9. Maintain mutual respect in our working relationship.
10. Provide buildings and offices that are comfortable, orderly, and safe.
11. Promote employees on the basis of their ability and merit.
12. Make promotions or fill vacancies from within Our Company whenever practical.
13. Keep all employees informed of the progress of Our Company , as well as Our Company's overall goals and objectives.

14. Promote an atmosphere in keeping with Our Company's vision, mission, and goals.

What Our Company Expects from You

Our Company needs your help in making each working day enjoyable and rewarding. Your first responsibility is to know your own duties and how to do them promptly, correctly, and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and to maintain a good team attitude.

We ask that you:

1. Perform every task to the best of your ability.
2. Contribute to the team environment by partnering with management and co-workers for success.
3. Use Management's "Open Door" Direct Access Policy.

Open Communications

Our Company encourages you to discuss any issue you may have with a co-worker directly with that person. If a resolution is not reached, please arrange a meeting with your supervisor to discuss any concern, problem, or issue that arises during the course of your employment. Any information discussed in an Open Communication meeting is considered confidential. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable. Please remember it is counterproductive to a harmonious workplace for employees to create or repeat corporate rumors or office gossip. It is more constructive for an employee to consult an immediate supervisor with any questions.

Customer Relations

The success of Our Company depends upon the quality of the relationships between Our Company, our employees, customers, suppliers, and the public. Our customers' impression of Our Company and their interest and willingness to purchase service from us is greatly formed by the people who serve them. In a sense, regardless of your position, you are Our Company's ambassador. The more goodwill you promote, the more our customers will respect and appreciate you, Our Company, and Our Company's products and services.

Suggestions

We encourage all employees to bring forward their suggestions and good ideas about how Our Company can be made a better place to work, our products improved, and our service to customers enhanced. All suggestions are valued and listened to. When you see an opportunity for improvement, please discuss it with your supervisor.

Outside Employment

Employees may not take an outside job, either for pay or as a donation of personal time, with a customer or competitor of Our Company ; nor may they do work on their own if it competes in any way with the sales of products or services we provide our customers. Before accepting any outside employment, you are encouraged to discuss the matter with your supervisor.

Work Schedule

Business Hours

Although Our Company provides services to its customers on a 7-day x24 hour basis, our regular office hours are from 8:00 a.m. to 5:00 p.m. The normal workweek consists of five (5) days, each eight (8) hours long, Monday through Friday.

Telecommuting

Generally, Our Company permits telecommuting or “work from home.” Your Manager will decide under what circumstances, and on a case-by-case basis, you will be allowed to work from home.

Absence without Notice

Absence from work for three (3) consecutive days without notifying your supervisor or Human Resources will be considered a voluntary resignation.

Severe Weather and Emergency Conditions

In the event of severe weather conditions or other emergencies, an authorized Our Company representative may decide to close Our Company for the remainder of the day. In such an event, your supervisor will notify you as soon as

possible. No loss of pay will occur as a result of early dismissal for this reason. Likewise, if you report to work and find that Our Company is unexpectedly closed due to an emergency, no loss of pay will occur.

In the event of inclement weather that either prevents or delays normal business hours, a message will be posted in your voice mailbox by 7:00 AM. If no message is posted, Our Company will operate under normal business hours and you should report to work as scheduled.

Meal Room Facility

For your convenience and comfort, Our Company provides a meal room. This area is for everyone's use. It is your responsibility to do your share in keeping this facility clean and sanitary. Please remember your mother does not work here and services to clean-up after you are not provided!

Please remember to use containers with reliable seals and label your food with your name and date. Please remember to remove your food containers from the refrigerator by close of business each Friday. All food and/or food containers stored in the refrigerator after 5:00 PM, each Friday, will be discarded.

Dress Code and Personal Appearance

Our Company's dress code is "business casual." Please understand that you are expected to dress and groom yourself in accordance with accepted social and business standards, particularly if your job involves dealing with customers or visitors in person.

You are expected to be suitably attired and groomed during working hours or when representing Our Company. When working at a customer's site, please dress appropriately according to their corporate culture.

Relatives

Our Company makes every effort to select the best-qualified individual for every job opening. If Our Company employs you and members of your family, one may not supervise the other. If the employees are unable to develop a workable solution, the President of Our Company will decide which employee may be transferred in such situations. Family members include the employee's spouse, child, parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, brother, sister, brother-in-law, sister-in-law, daughter or son of the employee's spouse, and any relative living in the household of the employee.

Should two employees who work together or supervise each other enter into a personal, non-work related relationship, one or both employees may have to be transferred.

Computer Software (Unauthorized Copying)

Our Company does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a federal crime. Penalties include fines up to and including \$250,000, and jail terms of up to five (5) years.

1. Our Company licenses the use of computer software from a variety of outside companies. Our Company does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.
2. With regard to use on local area networks or on multiple machines, Our Company employees shall use the software only in accordance with the software publisher's license agreement.
3. Our Company employees learning of any misuse of software or related documentation within Our Company must notify their supervisor or Human Resources.

According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. Our Company employees who make, acquire, or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination.

Computers, Electronic Mail, and Voice Mail Usage Policy

Our Company makes every effort to provide the best available technology to those performing services for Our Company. In this regard, Our Company has installed, at substantial expense, equipment such as computers, electronic mail, and voice mail. This policy is to advise those who use our business equipment on the subject of access to and disclosure of computer-stored information, voice

mail messages, and electronic mail messages created, sent, or received by Our Company's employees with the use of Our Company's equipment.

This policy also sets forth policies on the proper use of the computer, voice mail, and electronic mail systems provided by Our Company .

Our Company property, including computers, electronic mail and voice mail, should only be used for conducting Our Company business.

Incidental and occasional personal use of Our Company computers and our voice mail and electronic mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages, as described below. Employees do not have any right to privacy regarding any information on their computers, emails, or voice mails.

The use of the electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive and a violation of Our Company's anti-harassment and anti-discrimination policy are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, religious beliefs, national origin, or disability. In addition, the electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Although Our Company provides certain codes to restrict access to computers, voice mail and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for business use, and all computer information, voice mail and electronic mail messages are to be considered as Our Company records.

Our Company also needs to be able to respond to proper requests resulting from legal proceedings that call for electronically stored evidence. Therefore, Our Company must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review all data recorded in those systems. Because Our Company reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that Our Company or its designated representatives will not have a need to access and review this information. Individuals using Our Company's business equipment should also have no expectation that any information stored on their computer -

whether the information is contained on a computer hard drive, computer disks or in any other manner - will be private.

Our Company has the right to and will regularly monitor voice mail or electronic mail messages. Our Company will inspect the contents of computers, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means.

The contents of computers, voice mail, and electronic mail, properly obtained for some legitimate business purpose, may be disclosed by Our Company if necessary within or outside of Our Company .

Given Our Company's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

Our Company's President will review any request for access to the contents of an individual's computer, voice mail, or electronic mail before access being made without the individual's consent unless that access is being made post-termination for access to work materials.

Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

Internet Access Policy

The purpose of accessing the Internet through the Our Company network is to gain business related information and data. The access of pornographic, sexually explicit, terrorist, or other sites related to illegal activities is strictly forbidden. Any misuse of Internet activity will be subject to disciplinary action, including reprimand, suspension, or termination.

Contributions

From time to time, Our Company donates to worthwhile charities and colleges in its own name. Contributions are made only in communities where our employees will benefit. All decisions concerning contributions will be made by an officer of Our Company . Participation by employees is allowed but not expected. No employee will suffer retaliation or adverse employment decisions as a consequence for non-participation in contributory efforts.

Employment

These policies apply to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

At-Will Employment Policy

Your employment with Our Company is at-will. This means that neither you nor Our Company has entered into a contract regarding the duration of your employment. You are free to terminate your employment with Our Company at any time, with or without reason. Likewise, Our Company has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of Our Company .

No employee of Our Company can enter into an employment contract for a specified period, or make any agreement contrary to this policy without written approval from the President.

Arbitration Policy

As a condition of employment, Our Company requires you agree that any controversy or claim arising out of your employment or your termination, including all statutory and common law causes of action (except for workers' compensation claims and unemployment compensation claims), which have not been resolved by informal Our Company procedures or mediation, will be settled by final and binding arbitration. All claims must be submitted within six (6) months from the date of any dispute arising, or within the limitations period of the applicable statute, whichever is longer. Arbitration will be administered by the Judicial Arbitration & Mediation Services Rules (JAMS Rules) for the Resolution of Employment Dispute. You will be responsible for the cost of your own legal representation during mediation or arbitration. Unless otherwise required by law or agreed between Our Company and you, you will be responsible for half the cost of mediation or arbitration.

The arbitrator is empowered to award all appropriate remedies under Texas or federal law. The arbitrator will have exclusive authority to resolve any dispute relating to the validity, interpretation, application, or enforcement of this policy. The Judgment on the arbitrator's award may be entered in any court having proper jurisdiction.

Your agreement to arbitrate waives your right to a jury or bench trial. However, this arbitration policy is not intended to interfere with or preclude the filing of any charges with any city, state, or federal agency, which protects the statutory rights of employees.

Confidential and Trade Secret Information Policy

Upon accepting employment with Our Company, you were asked to sign a Nondisclosure/No Competition Agreement, which generally provides that you will not disclose or use any Our Company confidential or trade secret information, either during or after your employment. We sincerely hope that our relationship will be long-term and mutually rewarding. However, your employment with Our Company assumes an obligation to maintain confidentiality, even after you leave our employ.

Additionally, our customers and suppliers entrust Our Company with important information relating to their businesses. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, Our Company earns the respect and further trust of our customers and suppliers.

If you are questioned by someone outside Our Company or your department and you are concerned about the appropriateness of giving them certain information, you are not required to answer. Instead, as politely as possible, refer the request to your supervisor.

No one is permitted to remove or make copies of any Our Company records, reports, or documents without prior management approval. Disclosure of confidential information could lead to termination, as well as other possible legal action.

Equal Employment Opportunity Policy

Our Company is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender (including pregnancy, childbirth or related medical conditions), age, religion, creed, physical or mental disability, marital status, veteran status or any other factor protected by law. Our Company complies with the law regarding reasonable accommodation for handicapped and disabled employees. Our Company's President has issued the following policy stating Our Company's views on this matter.

It is the policy of Our Company to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Our Company will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or

mental disability. Our Company will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on Our Company .

Management is primarily responsible for seeing that Our Company's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that, by their personal actions, the policies are effective and apply uniformly to everyone.

Any employees, including managers, involved in discriminatory practices will be subject to discipline, up to and including termination.

Anti-Harassment and Anti-Discrimination Policy

Our Company intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility, or other offenses, which might interfere with work performance. Harassment or discrimination, whether verbal, physical, visual, will not be tolerated, particularly against employees in protected classes. These classes include, but are not necessarily limited to race, color, religion, sex, age, national origin or ancestry, disability, medical condition, marital status, veteran status, or any other protected status defined by law.

Discrimination is prohibited based on all legally protected classifications including but not limited to race, national origin, sex, religion, age, veteran status, or disability that, with or without reasonable accommodation, does not impair an individual from performing the essential functions of the job. This policy applies to all terms and conditions of employment such as hiring, compensation, promotion, and termination.

It is Our Company's policy that all employees are responsible for ensuring that the workplace is free of sexual and other forms of harassment or discrimination, including but not limited to, age, race, disability, religious discrimination or harassment. Harassment of any kind is expressly prohibited and will not be tolerated.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

3. Such conduct has the purpose and effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Because of Our Company's strong disapproval of offensive or inappropriate behavior at work, all employees must avoid any action, conduct, or behavior, which could be viewed as sexual harassment, including, but not limited to:

- Unwelcome sexual advances;
- Requests for sexual acts or favors; and
- Other verbal or physical conduct of a sexual nature, like off-color jokes, unwanted touching, or offensive cartoons or pin-ups.

Any employee who believes he or she has been subjected to harassment, discrimination, or retaliation at work by *anyone*, including supervisors, co-workers, customers, or visitors, is strongly encouraged to report the matter promptly to his or her immediate supervisor or manager. If the immediate supervisor or manager is involved, the employee should report the matter to the Human Resources Department or to any other Our Company official. It is important that employees report such incidents because without employees' assistance, violations may go undetected.

In most cases, the Human Resources Department will be responsible for promptly investigating all complaints, and appropriate privacy safeguards will be applied. Confidentiality will be maintained to the extent allowed by the investigation of the situation. Our Company will take appropriate corrective action to remedy all violations of this policy. No employee who brings a sexual harassment complaint to the attention of Our Company will suffer retaliation or adverse employment decisions as a consequence.

Any harassment, discrimination, or retaliation is considered a major violation of Our Company policy and will be dealt with accordingly by corrective counseling and/or suspension or termination, depending upon the severity of the violation. However, it is a violation of Our Company policy to file an intentionally false accusation of harassment, discrimination, or retaliation or to provide false or misleading information or obstruct Our Company's investigation of such claims. Such improper conduct may also result in discipline, up to and including discharge.

Employment Classifications

At the time you are hired, you are classified as full-time, part-time, or temporary. In addition, you are classified as either non-exempt or exempt. All other policies

described in this Employee Handbook and communicated by Our Company apply to all employees, with the exception of certain wage, salary, and time off limitations applying only to “non-exempt” employees. If you are unsure into which job classification your position fits, please ask your supervisor.

Full-Time Employees

An employee who works at least 30 hours per week (the number of hours meeting full-time criteria) is considered a full-time employee.

Unless otherwise specified, the benefits described in this Employee Handbook apply only to full-time employees.

Part-Time Employees

An employee who works less than 30 hours per week (the minimum number of hours specified to be classified as a full-time employee) is considered a part-time employee. If you are a part-time employee, please understand that you are not eligible for benefits described in this Employee Handbook, except to the extent required by provision of state and federal laws.

Regular Employees

Employees hired to work on a regular basis for an indefinite period are classified as “regular” employees. Such employees may be either full- or part-time.

Temporary Employees

From time to time, Our Company may hire employees for specific periods or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule, and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees, interns, and seasonal employees are considered temporary employees.

A temporary employee does not become a regular employee by virtue of being employed longer than the agreed upon specified period.

Temporary employees are not eligible for benefits described in this Employee Handbook, except to the extent required by provision of state and federal laws.

Those temporary employees classified as “non-exempt” (see the section titled “Non-Exempt and Exempt Employees” below,) who work more than forty-hours (40) during any workweek, will receive overtime pay.

Non-Exempt and Exempt Employees

At the time you are hired, you are classified as either “exempt” or “non-exempt.” This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty-hours (40) per workweek. These employees are referred to as “non-exempt” in this Employee Handbook. This means that they are not exempt from (and therefore should receive) overtime pay.

Note: See Wage and Salary Policies in the section of this Employee Handbook titled “Compensation” for a full description of overtime payment policies.

Exempt employees are managers, executives, professional staff, technical staff, outside sales representatives, officers, directors, owners, and others whose duties and responsibilities allow them to be “exempt” from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred, or promoted.

New Employee Orientation

On your first working day, you will meet with Human Resources to complete your employment paperwork, find out more about our benefit programs, and Our Company policy and procedures.

Personnel Records and Administration

The task of handling personnel records and related personnel administration functions at Our Company has been assigned to the Human Resources Department. Questions regarding insurance, wages, and interpretation of policies may be directed to the Human Resources.

Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits, and other matters. If you have a change in information (address, emergency contacts, marital status, professional licenses) please be sure to notify Human Resources and/or your supervisor as soon as possible.

Upon experiencing a family status change, please notify Human Resources within 30 days for benefit modifications, if necessary.

You may see information, which is kept in your own personnel file, if you wish, and you may request and receive copies of all documents you have signed. Please arrange this with Human Resources, if desired.

Standards of Appropriate Conduct

Whenever people gather to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously.

Note that the following list of unacceptable activities does not include all types of conduct that can result in disciplinary action, up to and including termination. Nothing in this list alters the at-will nature of your employment.

1. Violation of any Our Company rule; any action that is detrimental to Our Company's efforts to operate profitably.
2. Violation of security; failure to observe Our Company security practices; failure to report security violations; tampering with Our Company security equipment or software.
3. Disregarding safety regulations, negligence, or any careless action, which endangers the life or safety of another person.
4. Being intoxicated or under the influence of a controlled substance while at work; use, possession or sale of a controlled substance in any quantity while on Our Company premises, except use and possession of medications prescribed by a physician which do not impair work performance.
5. Unauthorized possession of dangerous or illegal firearms, weapons, or explosives on Our Company property or while on duty.
6. Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on Our Company premises or when representing Our Company off premises; fighting, or provoking a fight on Our Company property, or participating in negligent damage of property. Threatening, intimidating, or coercing fellow employees on or off the premises at any time, for any purpose.
7. Insubordination.
8. Theft, destruction, or misuse of property of co-workers, customers, or Our Company .

9. Dishonesty, falsification, or misrepresentation on Our Company records including but not limited to timesheets and expense reports.
10. Violating the non-disclosure agreement; giving confidential or proprietary Our Company information to competitors or other organizations or to unauthorized Our Company employees; working for a competing business while an Our Company employee; and/or breach of confidentiality of personnel information.
11. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
12. Immoral conduct or indecency on Our Company property or at Our Company -sponsored events.
13. Gambling on Our Company premises or using Our Company equipment to participate in such activities.
14. Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your supervisor.
15. Any act of discrimination, harassment, or retaliation in violation of Our Company's anti-discrimination and anti-harassment policy; telling sexist or racist jokes; making racial or ethnic slurs; viewing sexually explicit or racist materials on the internet.
16. Excessive, unnecessary, or unauthorized use of Our Company supplies, particularly for personal use or making excessive personal phone calls.
17. Posting, removing, or altering notices on any bulletin board on Our Company property without the permission of an officer of Our Company .
18. Failure to report an absence or late arrival; excessive absence or lateness.
19. Assault or threat of assault on management, employees, or customers, fighting or using obscene, abusive language, or gestures; or the inability or unwillingness to work harmoniously with others.

Drug-Free Workplace Policy

Our Company has a standard of conduct, which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees on Our Company's site and/or client sites or as a part of Our Company's activities

1. The unlawful manufacture, possession, distribution, or use of controlled substances is prohibited in the workplace.
2. Employees who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate, up to and including termination.

Compensation

The goal of Our Company's compensation program is to attract potential employees, meet the needs of all current employees, and encourage well-performing employees to stay with our organization. With this in mind, our compensation program is built to balance both employee and Our Company needs.

Wage and Salary Policies

Pay Period and Hours

Our Company has two payroll periods per month. The first payroll period extends from the 1st through the 15th of each month. The second payroll period extends from the 16th through the last day of each month.

Pay Cycle

As Our Company uses a Semi-Monthly Pay Cycle, payday is normally on the 15th and the last day of every month for services performed during the 1st through the 15th and the 16th through the end of the month. The semi-monthly pay schedule is made up of twenty-four (24) pay periods per year.

Changes may be made and announced in advance whenever Our Company holidays or closings interfere with the normal pay schedule.

Pay Stub Distribution

A designated Our Company representative will distribute pay stubs. Your paycheck will be directly deposited on the pay dates specified to the checking or savings account, you specified on your hire date.

Direct payroll deposit is the automatic deposit of your pay into the financial institution accounts of your choice. Contact Human Resources for details and the necessary authorization forms.

Computing Pay

Our Company computes your time based on a forty-hours (40) workweek for Non-Exempt employees or a twelve (12) month work year for Exempt employees.

Mandatory Deductions From Paycheck

Our Company is required by law to make certain deductions from your paycheck each time a check is prepared. Among these are your federal, state, and local income taxes and your contribution to Social Security, as required by law. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from Human Resources immediately. Only you may modify your W-4 form.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Overtime Pay

If you are a non-exempt employee, you will be eligible to receive overtime pay of one and one-half (1 ½) times your regular hourly wage for approved hours worked over forty-hours (40) in one (1) week. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, or paid time off (PTO), those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay.

Please note if you are a non-exempt employee on an approved flexible work arrangement, overtime hours will be computed only on those hours worked in excess of a forty- (40) hour workweek.

All overtime must be approved in advance by your supervisor.

Compensatory Time Off

Our Company does not offer compensatory time off (comp time.)

Time Records

By law, we are obligated to keep accurate records of the time worked by employees. This is done on time sheets.

You are responsible for accurately recording your time. No one may record hours worked on another's timecard or timesheet. Tampering with another's time record is cause for disciplinary action, up to and including possible termination, of both employees. In the event of an error in recording your time, please report the matter to your supervisor immediately.

Performance and Compensation Reviews

Because we want you to grow and succeed in your job, Our Company conducts a formal review at least one (1) time per year for each employee. A review may also be conducted in the event of a promotion, change in duties and responsibilities, or for intermittent developmental discussions.

Benefits

Our Company is committed to sponsoring a comprehensive benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits, which will enhance your job satisfaction. We are certain you will agree the benefits program described in this Employee Handbook represents a very large investment by Our Company .

A good benefits program is a solid investment in Our Company's employees. Our Company will periodically review the benefits program and will make modifications as appropriate to Our Company's condition. Our Company reserves the right to modify, add, or delete the benefits it offers.

Eligibility for Benefits

Your eligibility for the benefits described in this Employee Handbook may depend upon your employment status and various other factors. See Employment Classifications for more details on employment status. To determine whether you are eligible for the benefits described herein, you should review the eligibility requirements contained in each benefit's summary plan description.

Insurance Coverage

Group Insurance

Our Company is dedicated to the health and well being of both you and your family. A comprehensive, quality insurance program is available to you and your family.

Generally, if you work at least thirty-hours (30) per week on a regular basis, you become eligible for coverage on the 1st of the month following your completion of thirty-days (30) of employment. To determine the specific eligibility requirements and the duration of any applicable waiting periods with respect to a given benefit, you should review the benefit's summary plan description.

The following benefits are provided, as defined and limited in the literature provided by our insurance company:

- Medical Care Coverage

- Dental Care Coverage
- Vision Care Coverage
- Prescription Medicine Coverage
- Long Term Disability Insurance
- Short Term Disability Insurance (Voluntary Enrollment)
- Group Term Life Insurance / Accidental Death and Dismemberment Insurance

Upon enrolling, you will obtain summary plan descriptions describing your benefits in detail.

Our Company will pay for the full cost for employee coverage; however, dependent coverage will be the responsibility of the employee and will be automatically deducted from the employee's paycheck.

According to the federal Consolidated Omnibus Budget Reconciliated Act (COBRA) of 1985, in the event of your termination of employment with Our Company or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense. Consult Human Resources for details.

Health / Dental / Vision Insurance

Today's many health insurance plans and options can be confusing and complicated. That is why Our Company has taken the time to carefully review the coverage and plans available. We have selected the plans we feel provide the best coverage for our employees. Refer to the literature provided by our insurance companies for details on your health / dental / vision coverage.

Disability Insurance

Generally, if you work at least thirty-hours (30) per week on a regular basis, you will be eligible to participate in Our Company's disability plan. Disability insurance is designed to assist you with your income should you become partially or totally disabled and are unable to perform the essential functions of your job.

Refer to your Summary Plan Description for further details regarding your disability insurance. You may obtain the Summary Plan Description from your supervisor.

Note: Please see the Disability (Including Pregnancy) Leave of Absence Policy in the section titled Unpaid Leave Policy of this Employee Handbook for further information.

Life and Accidental Death and Dismemberment Insurance

Generally, if you work at least thirty-hours (30) per week on a regular basis, our Group Life Insurance covers you. This insurance is payable in the event of your death, in accordance with the policy, while you are insured. You may change your beneficiary whenever you wish by submitting the appropriate documents to Human Resources. Refer to the literature provided by our insurance company for details on your life insurance coverage.

Section 125 Plan

Section 125 is a program made available by the IRS code, section 125, which permits employees to pay their share of qualified benefit costs with pre-tax dollars, thereby reducing taxable income without detracting from benefits. An election to participate in the Section 125 plan is made at the time of new hire enrollment for benefits, during open enrollment (one time per year), or at the time of a family status change. Once an election is made to participate in the Section 125 plan, the election may not be revoked until the next open enrollment period or within 31 days of a family status change.

The following events are considered “changes in status”:

- Changes in legal marital status
- Changes in number of dependents
- Changes in employment status for participant or spouse

Stock Option Plan

Company_Name has a stock option plan under which you may be eligible to receive grants. If you receive a grant of stock options, you receive a copy of the stock option plan and your stock option agreement which will contain all of the legal terms.

Retirement Plan

Under the Company_Name 401(k) Plan, eligible employees may contribute a portion of their income on a pre-tax basis by entering into a salary reduction agreement.

The details regarding eligibility, employee and employer contributions, vesting, administration, and investment of funds held in the Company_Name 401(k) Plan are provided in the summary plan description for the Company_Name 401(k) Plan.

Time Away From Work

Paid Leave Policy

In the interest of maintaining a healthy balance between work and home, Our Company offers eligible, regular, full-time employees paid time off.

Time off is paid using your base hourly rate, excluding overtime compensation, if any.

Holidays

Regular full-time employees are eligible for holiday pay.

Our Company recognizes the following holidays as paid holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

Holiday Policies

All national holidays are scheduled on the day designated by common business practice.

In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday. Only excused absences will be considered exceptions to this policy.

If a holiday occurs during your scheduled paid time off (PTO), you are eligible for the holiday pay.

You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

Paid Time Off

Paid Time Off (PTO) may be taken as vacation time, to allow you to rest, relax, and pursue special interests. PTO may also be used during an employee's own illness, to care for an ill child, or for medical, legal or other personal business appointments which can only be scheduled during business hours. Our Company has provided PTO as one of the many ways in which we show our appreciation to our employees, whom we view as our primary customers.

Only regular full-time employees are eligible to accrue PTO. Part-time employees are not eligible. PTO hours begin accruing on your hire date.

Amount of PTO

Full-time employees are eligible for PTO for each month of service, accruing on your hire date. Accrual is computed as follows:

Years of Employment	Monthly Accrual (in Hours) Jan thru Dec	Total Accrual Per Year (in days)
Less than 5 years	14.00	21
5 to 10 years	18.00	27
More than 10 years	22.00	33

PTO Policies

Except in the instance of illness, all PTO must be scheduled in advance with your supervisor. Every effort will be made to grant your request for PTO at the time you desire. However, PTO cannot interfere with your department's operation and, therefore, must be approved by your supervisor in advance.

Normally, only accrued PTO may be taken. You may not receive advance PTO pay (for time off taken in excess of your PTO accrual balance) without written authorization from your supervisor. Such authorization is at the discretion of your supervisor, and must be granted in advance of your time off. Any amount of advance PTO paid but not accrued at the time of termination of employment will be deducted from your final paycheck.

If you are on an approved leave of absence for less than thirty-days (30), your PTO eligibility will not be affected. If the leave extends beyond thirty-days (30), PTO will not continue to accrue, but will begin again when you return to work.

If you have unused and accrued PTO hours upon the termination of your employment with Our Company , you will be paid for that time at your regular, base hourly rate.

Accumulation Rights

Eighty-hours (80) of PTO may be carried over to the next calendar year. However, employees are encouraged to use their PTO to take regular time off each year. Once your PTO reaches a maximum of 160 hours, further accruals will not continue until some of your PTO is used.

Other Paid Leaves

Funeral (Bereavement) Leave

Up to three (3) working days of leave with pay (not charged to other leave time) shall be granted to regular, full-time employees upon request to make arrangements for and attend funeral services of the employee's spouse, child, parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, brother, sister, brother-in-law, sister-in-law, daughter or son of the employee's spouse, and any relative living in the household of the employee.

With your supervisor's approval, you may take up to one full working day without pay to attend funerals of other relatives and friends. If you prefer, unused PTO days may be used for this purpose.

Jury Duty

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, you must notify your supervisor within forty-eight (48) hours of receipt of the jury summons.

Our Company will permit you to take the necessary time off and we wish to help you avoid any financial loss because of such service. Our Company will pay you your regular pay, not to exceed eight (8) hours per day, for a maximum of five (5) business days.

On any day, or half-day, you are not required to serve, you will be expected to return to work. In order to receive jury duty pay, you must present a statement of jury service and pay to your supervisor. This document is issued by the court.

Unpaid Leave Policy

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with Our Company . It is the policy of Our Company to allow its eligible employees to apply for, and be considered for, certain specific leaves of absence.

Family and Medical Leave Act (FMLA)

In accordance in the Family and Medical Leave Act (FMLA), Company_Name grants leave without pay to eligible employees for up to 12 weeks in a 12-month roll back period. This FMLA leave is a guaranteed period of time eligible employees can be absent from work with job protection. The time off is not paid, unless the employee is taking paid time off concurrently with FMLA leave. A leave of absence under FMLA is not additional leave, but runs concurrently with short-term disability, Worker's Compensation, Long Term Disability, and certain paid leaves. Employees can request or use FMLA leave to cover the time they need to be away from work for any of the following purposes:

- To care for a newborn child or newly adopted or newly placed foster care child, as long as the leave is taken in the year following the child's birth or placement;
- To care for their child, spouse, or parent who has a serious health condition;
or
- To provide employees time to attend to their own serious health condition.

To be eligible for FMLA leave, an employee must have worked for Our Company for at least one year, performed at least 1,250 hours of work during the previous 12 months, and worked at or reported to a worksite which has 25 or more employees within 75 miles of work sites which can be counted together having 25 or more employees.

Please see Human Resources if you have any questions regarding FMLA Leave.

Military Leave of Absence

Employees may be granted a military leave of absence. Military orders calling you to active duty should be submitted to your supervisor as far in advance of your departure as possible.

If you are called for active duty status, you will be granted an extended military leave of absence without pay for the mandatory period of military service. You will be eligible for reinstatement to a position within Our Company in accordance with applicable law.

During annual military training, if you are a regular full-time employee who is member of a reserve unit or the National Guard, you will be paid the difference between your normal compensation and military pay for up to 3 weeks per year.

Please contact the Human Resources Department if you have any questions regarding military leave.

Accepting Other Employment or Going into Business while on Leave of Absence

If you accept any employment or go into business while on a leave of absence from Our Company , you will be considered to have voluntarily resigned from employment with Our Company as of the day on which you began your leave of absence.

Insurance Premium Payment during Leaves of Absence

Our Company will continue to pay its share of insurance premiums for employee coverage for a maximum of six (6) months while you are on a disability leave of absence. Any dependant coverage will continue to be paid by the employee. While you are on any other type of unpaid leave of absence from Our Company , you will be responsible for paying the total premiums for your coverage and that of your dependents. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated. Please consult with Human Resources to set up a payment schedule.

Safety

General Employee Safety

Our Company is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

It is the responsibility of each employee to accept and follow established safety regulations and procedures.

Our Company strongly encourages you to communicate with your supervisor regarding safety issues.

Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions, and health and safety related issues must be reported immediately to your supervisor. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, a **Supervisor and Employee Report of Accident Form** must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

Visitors Entering and Leaving the Premises

If you are expecting visitors, such as clients, customers, or friends, please notify the receptionist. Please do not allow visitors to roam unescorted throughout the facilities.

Parking Lot

You are encouraged to use the parking areas designated for our employees. Please keep in mind that the parking spaces adjacent to or in front of our building(s) are for customers and visitors only. Remember to lock your car every day and park within the specified areas. Please do not park in spaces marked as visitor or in the garage underneath the building. The spaces in the garage

underneath the building are reserved. Our Company has four spaces reserved, which are assigned to four employees each month by a random drawing.

Our Company cannot be and is not responsible for any loss, theft, or damage to your vehicle or any of its contents.

Weapons Policy

Our Company believes it is important to establish a clear policy that addresses weapons in the workplace. Specifically, Our Company prohibits all persons who enter Our Company property from carrying a handgun, firearm, knife, or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not.

Any employee disregarding this policy will be subject to immediate termination.

Fire Prevention

Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify your supervisor if an extinguisher is used or if the seal is broken.

In Case of Fire

If you are aware of a fire, you should:

- Dial 911 or the local fire department.
- If possible, immediately contact your supervisor. Evacuate all employees from the area.
- If the fire is small and contained, locate and use the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.
- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.

When the fire department arrives, direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.

Emergency Evacuation

If you are advised to evacuate the building, you should:

- Stop all work immediately.
- Contact outside emergency response agencies, if needed and if possible before leaving the building.
- Shut off all electrical equipment and machines, if possible.
- Walk to the nearest exit, including emergency exit doors. See the posted exit paths for assistance.
- Exit quickly, but do not run. Do not stop for personal belongings.
- Proceed, in an orderly fashion, to the rear parking lot of the building near the garbage dumpster. Be present and counted during roll call.

Do not re-enter the building until instructed by Our Company management or law authorities to do so.

Safety Housekeeping

You are expected to keep your work area neat and orderly at all times -- it is a required safety precaution.

If you spill a liquid, clean it up immediately. Do not leave tools, materials, or other objects on the floor, which may cause others to trip or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways clear at all times.

Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to your supervisor immediately.

Office areas present their own safety hazards. Please be sure to:

- Leave desk, file, or cabinet drawers firmly closed when not in use.
- Open only a single drawer of a file cabinet at a time.

- Arrange office space to avoid tripping hazards, such as telephone cords or calculator electrical cords.
- Remember to lift things carefully and to use proper lifting techniques.

Restricted Areas

In the interest of safety and security, certain portions of Our Company's facilities may be restricted to authorized personnel only. Such areas will be clearly marked.

Security

Maintaining the security of Our Company buildings is every employee's responsibility. Develop habits that ensure security as a matter of course. For example:

- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave Our Company's premises, make sure that all entrances are properly locked and secured.

The front doors are set to automatically lock and open at preset times, typically standard work hours and a short time on Saturday. All other times require use of your assigned access card, provided to you on your first day. Please remember that even trips to the restrooms require the access card for re-entry when the door is locked.

Smoking

Our Company's facilities are designated as a "smoke free" environment. Smoke only in designated smoking areas outside the building. Please do not smoke in restricted areas.

Please remember to conform to our customer's smoking policies when working at a customer's site.

Violence in the Workplace Policy

Our Company has adopted a policy prohibiting workplace violence. Consistent with this policy, acts, or threats of physical violence, including intimidation,

harassment, and/or coercion, which involve or affect Our Company or which occur on Our Company property will not be tolerated.

Violations of this policy by any individual on Our Company property may lead to disciplinary action, up to and including termination and/or legal action as appropriate.

Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to your supervisor or other management level employee.

Travel Policies and Guidelines

Our Company will reimburse you in accordance with the following guidelines for reasonable and actual travel and living expenses. All employees will be responsible for submitting their own expense reports.

Expense Reimbursement

You must have your supervisor's written authorization (usually by way of a requisition, purchase order, or email approving the expense) before incurring an expense on behalf of Our Company . To be reimbursed for all authorized expenses, you must submit an expense report or voucher accompanied by receipts and it must be approved by your supervisor. Please submit your expense report or voucher each week, as you incur authorized reimbursable expenses.

Expense Report Policy

Employees should be careful when traveling on Our Company business to try to minimize the expenses. In a number of cases, Our Company charges this business expenses to our clients and in all other cases, pay is the expenses itself. In either situation, we expect the amounts charged to be necessary business expenses and to be reasonable and appropriate for the circumstances.

Employees who regularly or frequently travel on Our Company business will be issued credit cards and calling cards. Employees that infrequently travel on Our Company business may use their personal credit cards or request a cash advance to cover trip expenses.

All employees and contractors who travel for Our Company business should submit their expenses using the Our Company Expense Report (which can be found on the Intranet at Under Corporate Guidelines, under the Travel Policies link.

Credit Cards

Our Company employees who frequently travel on business for Our Company will be issued a credit card. Monthly credit card payments are the responsibility of the employee (the bill will be mailed to your home address) and should be made in a timely manner. In turn, Our Company will reimburse employees for

their expense reports no later than two weeks after the reports are submitted and approved.

The credit cards are not to be used for personal expenses and it is expected that the payments to the card company will be made in a timely manner. Our Company will receive copies of the charges made on each card as well as the payment history. Abuse of the privileges associated with these credit cards, will cause the credit card to be revoked.

Calling Cards

Employees who travel on business for Our Company will be issued calling cards. These cards are to be used for making business calls and limited personal calls. When Our Company receives the monthly calling card bill, it will be distributed to the employees. Employees should initial their charges as an indication of approval. Any discrepancies should be brought to the attention of their supervisor immediately. Employees travelling on Our Company business may call home once a day for a short time period using this calling card.

Rental Cars

Our Company does carry insurance for rental cars. Employees should decline any additional insurance when renting a car for Our Company business travel.

Cell Phones

Our Company will reimburse employees for cell phone expense incurred in the course of conducting Our Company business. Please record the charges to your expense report and attach a copy of the applicable invoice with the associated business expenses highlighted. Indicate a business reason for the charges.

Office Communication

To promote better communication between employees who travel, employees should check their personal voice mailbox at least three (3) times a day. Our Company does have an 800 number so that you can check your voicemail without making a long distance call. Instructions to check your voice mail out of office are as follows:

- Dial (888) 708-8870.
- During business hours the receptionist will transfer you to your extension

- During non-business hours, press 1, then your extension.
- When you reach your voice mail, press 81.
- When asked, enter your mailbox and password.

Note: Before you leave for travel you can forward your phone directly to voicemail by pressing the forward button, enter extension 7000, then press the forward button again. In the same manner, your phone may be directed to a co-worker or cell phone as preferred.

To check your email messages while travelling use the VPN capability. If that is not available, use the regular dial-in method via the calling card rather than using the hotel long distance. For dial-in numbers, refer to the Intranet Remote Access information before leaving the office.

Mileage

Our Company will reimburse you for mileage that exceeds your normal workday commute at a rate of \$0.325 per mile. This includes travel to the airport and off-site office visits to clients and customers. Indicate the day of travel, where you traveled to, the purpose of the trip and the miles traveled. All mileage reimbursement to the airport should be consistently charged as follows:

To DFW: \$6.90 round trip
(21.2 miles round-trip from Our Company to DFW)

To Love Field: \$12.68 round trip
(39.0 miles round-trip from Our Company to Love)

Expense Reports

Weekly expense reports should be submitted via email to your supervisor for approval. The supervisor will then forward, again via email, to the accounting department as an indication of approval. Hard copies of the expense reports, with accompanying receipts, should be submitted to the accounting department immediately upon return of travel. This will help to expedite the reimbursement. Each travelling employee needs to submit itemized receipts for the following: airline travel, lodging costs, rental car, and parking. Receipts for all other expenses in excess of \$25.00 must also accompany the expense report. Expenses without the required valid receipt copies will not be considered reimbursable, so please keep track of your receipts! When reporting expenses, the following information is required:

- Dates of departure and return for each trip

- Business reason for travel
- Indicate other individuals, their company and title associated with a particular expense (i.e. taking a client to lunch or dinner)
- Explanation of out-of-the-ordinary expenses

The format of the expense report allows employees to differentiate between meals, lodging, parking etc. If a receipt has several classifications, those should be broken out on the expense report. For example, a meal charged to your hotel room should be classified under meals and not included in the lodging expense.

Should an occasion arise where one person pays for more than his or her own meal, the name(s) of the person(s) are to be written on the expense report and the explanation noted as to the business reason for the expense.

Please note that personal expenses are not reimbursable. This includes: personal hotel shop purchases, laundry, valet, movie charges, health club use and sundry items. Should any of these types of charges be made against the room charge, the amount charged should be deducted from the expense report.

Separation of Employment

Our Company operates under the principle of at-will employment. This means that neither you nor Our Company has entered into a contract regarding the duration of your employment. You are free to terminate your employment with Our Company at any time, with or without reason. Likewise, Our Company has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of Our Company

Termination of Your Employment

Our Company will consider you to have voluntarily terminated your employment if you:

1. Resign from Our Company ,
2. Fail to return from an approved leave of absence on the date specified, or
3. Fail to report to work or call in for three (3) or more consecutive workdays.

You may be terminated for poor performance, misconduct, excessive absences, discrimination, harassment, or other violations of Our Company policies.

Insurance Conversion Privileges

According to the federal Consolidated Omnibus Budget Reconciliated Act (COBRA) of 1985, in the event of your termination of employment with Our Company or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense. See a Human Resources representative for more information.

Exit Interviews

In a termination situation, Human Resources would like to conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about Our Company . During the exit interview, you can provide

insights into areas for improvement that Our Company can make. Every attempt will be made to keep all information confidential.

Return of Our Company Property

Any Our Company property issued to you, such as computer equipment, keys, access cards, parking passes or Our Company credit card must be returned to Our Company at the time of your termination. You will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck, and you may be required to sign a wage deduction authorization form for this purpose.