

GTG Automation Inc.



Employee Handbook
February 2021

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1. INTRODUCTION

Introduction and Purpose of this Handbook

This Employee Handbook is provided for your use as a ready reference and summary of some of the Company's personnel procedures, work rules and the Company benefits. Please understand that the contents of this Handbook constitute only a summary of the Company's procedures, rules, and benefits in effect at the time of publication. It is by no means exhaustive. As provided in the Employee Acknowledgement of Receipt and Understanding, your employment is “At Will”, and nothing in the Handbook creates or is intended to create a promise or representation of continued employment for a definite term. Also, this Handbook cannot anticipate every situation or answer every question about employment matters. For this reason, you should always contact your supervisor or our President if you have a circumstance or question for which you cannot locate an answer in the Handbook.

The Company reserves the right to amend, supplement or rescind any provisions of this Handbook — except for the provision of AT WILL employment and the agreement to arbitrate ~ as it deems appropriate in its sole and absolute discretion. All such amendments, supplements and rescissions will be distributed as soon as practicable. In addition, some rules and policies provided in the Handbook are based on existing law. In the event of a change in applicable law, the Company will comply with such change(s) and this Handbook shall be deemed amended as necessary to comply with such changes in the law. Please keep your copy of the Handbook readily available and insert the updated material promptly so that it remains current.

This Handbook applies to all of the Employees of the Company. Some provisions of the handbook are state specific, and those provisions are clearly set forth as state specific and apply to all Employees of the Company employed in such states.

State Supplement to the Employee Handbook

Your employer is committed to workplace policies and practices that comply with Federal, state and local laws. For this reason, two resources are provided to employees: (1) the Employee Handbook/PEO Policy Guide and (2) the State Supplements to the Employee Handbook.

The Employee Handbook is your primary resource for understanding your company’s business practices, goals, and standards for acceptable workplace conduct. The Handbook applies to all employees of your company and governs the terms and conditions of employment. Please refer to it first to find answers to your employment-related questions.

The State Supplements are intended as a resource to identify specific employment law provisions that are relative to the state in which you work. These two resources should be read together. Where contradictions exist between federal and state law, the law that is more generous to the employee will be applied.

The State Supplement to the Employee Handbook is stored in the same location as the Employee Handbook. As a reminder, Employees who have infrequent or no access to a computer should ask their supervisor or the HR Department for a hard copy.

If You Have A Concern

If you have any questions concerning your job or this Handbook, or if you encounter any work-related problems, we encourage you to discuss your questions or problems with us. We cannot address any of your questions, concerns or problems unless we know about them.

If you have a problem, please talk with your immediate supervisor as soon as possible. Your immediate supervisor is the person responsible for what goes on in your immediate work area and may be in the best position to help you.

If you prefer not to speak with your immediate supervisor or if you feel your immediate supervisor cannot or has not satisfactorily resolved the problem, contact the Human Resources Department. If you have a complaint of harassment, discrimination or accommodation, please refer to the Equal Employment Opportunity policy or the Policy Against Unlawful Harassment and Discrimination in this handbook. Finally, if you still feel the need to speak to other members of the management, we encourage you to contact the President.

The Company takes all concerns and problems seriously that are brought to its attention. We will work to address your concern or resolve your problem as soon as possible under the circumstances. You are encouraged to utilize this procedure without fear of reprisal.

The Company's Personnel Philosophy

The Company's employment objective is to select personnel who meet high standards of personality, character, education and occupational qualifications, who can carry on our work competently, who have capacity for growth and who will become a living part of our organization.

Employment at Will

All Employees who do not have a written, individual employment contract with the Company providing terms to the contrary, and signed by the President of the Company, are employed AT WILL for an indefinite period. This means that the Company can terminate Employees' employment at any time, for any reason not prohibited by law, with or without cause or notice. At the same time, Employees may terminate their employment with the Company at any time, for any reason, with or without cause or notice.

No Company representative is authorized to orally modify the AT WILL policy for any Employee or to enter into any oral agreement contrary to this policy. Company policies and practices are not to be considered as creating any contractual obligation on the Company's part or as stating in any way that termination will occur only for "just cause" or only under any particular set of circumstances. Likewise, use of discretionary methods of progressive discipline or specific statements in the Handbook or other Company documents that certain conduct will be grounds for dismissal are not intended to restrict the Company's right to terminate an Employee at will.

Equal Employment Policy

The Company believes that all persons are entitled to equal employment opportunity and does not discriminate against its Employees or applicants because of race, color, religion, sex, national origin, ancestry, age, marital status, citizenship status, disability, pregnancy, protected medical condition, military status, genetic information, or any other basis prohibited by applicable federal, state or local law. This policy extends to all aspects of our employment practices including, but not limited to, recruiting, hiring, training, discipline, promotion, transfers, compensation, benefits, leaves of absence, termination, and all other terms and conditions of employment.

Qualified Employees with Disabilities: Requests For Accommodation

The Company is committed to complying with the laws protecting qualified individuals with disabilities, including, but not limited to, the Americans with Disabilities Act, including all amendments thereto (“ADA”). The Company will provide a reasonable accommodation for any known physical or mental disability of a qualified individual with a disability to the extent required by law, provided the requested accommodation does not create an undue hardship for the Company and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the individual. If you require an accommodation to perform the essential functions of your job, you must notify your supervisor or the President. Once the Company is aware of the need for an accommodation, the Company will engage in an interactive process to identify possible accommodations that will enable the Employee to perform the essential functions of the job.

If you believe that you have been treated in a manner not in accordance with these policies, please notify the Company immediately, by speaking to the President. The Company takes all complaints of discrimination seriously. You are encouraged to utilize this procedure without fear of reprisal.

These policies extend to all aspects of our employment practices, including but not limited to, recruiting, hiring, discipline, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

2. POLICY AGAINST UNLAWFUL HARRASSMENT AND DISCRIMINATION

The Company has adopted a policy of zero-tolerance with respect to unlawful Employee discrimination or harassment. The Company expressly prohibits harassment of and discrimination against Employees on the basis of race, color, sex, and religion, national origin, ancestry, age, disability, pregnancy, protected medical conditions, citizenship status, military status or any other status protected under local, state or federal law. This policy applies to action by all Employees, including supervisors and managers. The Company prohibits managers, supervisors and Employees from harassing co-workers as well as the Company's customers, vendors, suppliers, independent contractors and others doing business with the Company. In addition, the Company prohibits its customers, vendors, suppliers, independent contractors and others doing business with the Company from harassing our employees.

The Company will take prompt and appropriate action to investigate, prevent, correct and, if necessary, discipline (up to and including immediate termination) behavior that violates this policy. All Employees are responsible to conduct themselves in ways that ensure others are able to work in an atmosphere free from unlawful discrimination and harassment of any kind.

Harassment and Discrimination What Is Harassment?

Examples of Prohibited Sexual Harassment: Sexual harassment includes a broad spectrum of conduct including harassment based on gender, and could, depending on state or local law; include transgender and sexual orientation (meaning one's heterosexuality, homosexuality, or bisexuality). By way of illustration only, and not limitation, some examples of unlawful and unacceptable behavior include:

- Unwanted sexual advances (verbal or visual)
- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances;
- Visual conduct such as derogatory and/or sexually-oriented posters, pictures, or objects, , photography, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, blocking or impeding movement
- offering an employment benefit (such as a raise or promotion or assistance with one's career) in exchange for sexual favors, or threatening an employment detriment (such as termination, demotion, or disciplinary action) for an Employee's failure to engage in sexual activity;
- verbal sexual advances, propositions, requests or comments;
- verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations;
- physical or verbal abuse concerning an individual's actual sex or the perception of the individual's sex;
- verbal abuse concerning a person's characteristics such as vocal pitch, 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; and.
- The cumulative effect of any or all of such conduct.

Sexual harassment can be subtle or direct. It usually involves different genders, but may be committed by someone of the same gender. All forms of unlawful harassing conduct are expressly prohibited.

What is Discrimination?

Examples of What Constitutes Prohibited Discrimination: In addition to the above listed conduct, the Company strictly prohibits discrimination concerning race, color, religion, national origin, age or other legally protected characteristic. By way of illustration only, and not limitation, prohibited harassment concerning race, color, religion, national origin, age or other protected characteristic includes:

- An individual or group of employees being treated less favorably or fairly than others based on race, religion, gender, national origin, disabled or veteran status, or other legally protected characteristics.
- Verbal conduct such as epithets, derogatory jokes, comments, or slurs;
- Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures;
- Slurs, epithets, and any other offensive remarks;
- Jokes, whether written, verbal, or electronic;
- Threats, intimidation, and other menacing behavior;
- Other verbal, graphic, or physical conduct; and
- Other conduct predicated upon one or more of the protected categories identified in this policy.

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

Discrimination of our **customers/clients**, or employees of our **customers/clients**, vendors, suppliers or independent contractors by our employees is also strictly prohibited. Such harassment includes the types of behavior specified in this policy, including sexual advances, verbal or physical conduct of a sexual nature, sexual comments and gender-based insults. Any such harassment will subject an Employee to disciplinary action, up to and including immediate termination.

What Should You Do If You Feel You Are Or Have Been Harassed or Discriminated Against?

If you feel that you are being harassed or discriminated 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 or Greg Griffin. In addition, if you observe harassment by another employee, supervisor, manager or non-employee, please report the incident immediately to the individuals above. Appropriate action will also be taken in response to violation of this policy by any non-employee.

Reporting Harassment or Discrimination

Obligations of All Employees

Your notification of a 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 that we can take whatever steps are necessary to address the situation. This includes discrimination or harassment directly involving the Employee, or where the Employee is only a witness.

How to Report

An Employee who believes he or she has been subjected to discrimination or harassment should report it immediately to his or her direct supervisor, another supervisor within the company. The more promptly an issue is raised, the more likely an appropriate resolution can be reached. Untimely reporting significantly increases the difficulty in conducting an investigation because the precision with which events and statements are remembered fades with the passage of time.

Please understand that the Company takes complaints of discrimination and harassment very seriously. Thus, there is no need to follow any formal chain of command when filing such complaints, and you may bypass anyone in your direct chain of command and file your complaint with the President at any time, particularly if your complaint involves your direct supervisor. Allegations should be reported promptly and may be reported in any manner that effectively communicates the message the Employee wishes to send. This includes reporting in writing, orally, by e-mail, letter, memo, note or any other reasonable means.

The Company encourages all reports to be made in writing in order to have a clear and complete account of the Employee's perception of the situation. The most beneficial written reports will include, at a minimum:

1. The dates and times of all incidents of harassment or discrimination;
2. The names of all perpetrators and victims;
3. A detailed factual description of the harassment or discrimination; and
4. The names of all individuals present during the challenged conduct or who otherwise could corroborate or refute the facts alleged.

If the Employee does not feel that such a step is appropriate, however, the Employee should report the problem elsewhere as discussed in this policy. It is more important to report an incident than the form of the report. An Employee may contact his or her direct supervisor, another supervisor within the company, or the President at any time to ask questions about the Company's harassment and discrimination policy or complaint procedures.

All reports of harassment or discrimination shall be treated as confidential, except where disclosure is required by law or is otherwise necessary to facilitate legitimate Company processes, including the investigation and resolution of allegations.

Where to Report

Reports of harassment or discrimination should be made to the Employee's direct supervisor, another supervisor within the company, or Greg Griffin.

Investigations

In most cases, a prompt investigation will follow as soon as possible after the reporting of behavior believed to constitute harassment or discrimination. Any such investigation will be designed to address the allegations made, but will usually include detailed interviews of the persons directly involved, witnesses, and review of any documentary items that tend to support or refute the allegations.

Investigations will be kept as confidential as practical in keeping with the Company's goal to conduct a thorough review of all facts and events. The Company prohibits Employees from hindering internal investigations and the internal complaint procedure.

In determining whether alleged conduct constitutes harassment, the Company will look at the record (complaint, testimonies, findings, etc.) as a whole and the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incidents occurred. Each allegation will be examined on a case-by-case basis.

Discipline

Any recommendations issued by the Company upon finding a policy violation will be designed to correct the situation and prevent future violations. Any Employee that the Company determines engaged in harassing or discriminatory behavior or activity may be subject to discipline, up to and including discharge. This includes first-time offenders. All disciplinary decisions will be made on a case-by-case basis and in a confidential manner.

Policy Against Retaliation

The Company is committed to prohibiting retaliation against those who report, oppose, or participate in an investigation of alleged wrongdoing in the workplace. By way of example only, participating in an investigation of alleged wrongdoing in the workplace, 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 that is conducting an investigation of the Company regarding alleged unlawful activity;
- Testifying as a party, witness, or accused regarding alleged unlawful activity;
- Associating with another employee who is engaged in any of these activities;
- Making or filing an internal complaint with the Company regarding alleged unlawful activity;
- Providing informal notice to the Company regarding alleged unlawful activity.

The Company strictly prohibits any adverse action/retaliation against an Employee for participating in an investigation of any alleged wrongdoing in the workplace. If you feel that you are being retaliated against you should immediately contact your supervisor or Greg Griffin. In addition, if you observe retaliation by another employee, supervisor, manager or non-employee, please report the incident immediately to your supervisor or Greg Griffin.

Please understand, however, that allegations or statements made in the course of an investigation or enforcement procedure found to be intentionally dishonest or made with disregard for the truth may subject the individual to disciplinary action, up to and including discharge.

Any Employee determined to be responsible for violating this policy will be subject to appropriate disciplinary action, up to and including 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.

Every Employee should keep and regularly review a copy of this policy.

3. CATEGORIES OF EMPLOYMENT

Regular Full-Time

A “regular full-time Employee” is one who is regularly scheduled to work 40 or more hours per week, and has been employed by the Company for at least 60 consecutive calendar days, unless state law requirements differ.

Regular Part-Time

A “regular part-time Employee” is one who is regularly scheduled to work less than 40 hours per week and has been employed by the Company for at least 60 consecutive calendar days, unless state law requirements differ. Unless otherwise stated in an Employee benefit plan, a regular part-time Employee is not eligible for Company-sponsored Employee benefits.

Introductory Employee

An “introductory Employee”, whether “full-time” or “part-time” is one that has been employed for less than 60 consecutive calendar days for the Company. An Introductory Employee is not eligible for Company-sponsored Employee benefits and does not accrue PTO. The 60-day period referenced in this policy is referred to as the “Introductory Period”.

Temporary Employee

A “Temporary Employee” is one who is hired, or is under contract, to work for a specified, defined time to meet a special business need or emergency. A Temporary Employee is not eligible for Company-sponsored Employee benefits, even if the duration of his or her employment extends beyond the original agreed-upon length of time, and even if he or she is an “Employee” of the Company under common law.

Exempt/Non-Exempt

The Federal Fair Labor Standards Act (“FLSA”) provides, among other things, whether employees must be paid a minimum hourly wage and overtime or are exempt from such requirements. Whether an exemption applies depends on an Employee’s job duties as applied to specific tests contained in the FLSA. Neither job titles nor the preference of an Employee or Manager determines exempt status. An Employee’s specific job duties and salary must meet all the requirements of the Department of Labor’s regulations.

4. PAYROLL ADMINISTRATION

Payroll Administrator

The Company utilizes Paylocity, a professional payroll company. Paylocity also handles all payroll taxes. The law requires that federal and state income tax, as well as social security benefits and Medicare (FICA), be deducted from Employee paychecks each pay period. Benefits (such as group health insurance for dependents) will also be deducted from Employee paychecks if selected by the Employee.

If you have any questions regarding your paycheck, please consult Becky Griffin or Paylocity and not your co-workers. Because of the variations in job responsibilities, requirements, working conditions, and authorized deductions, paychecks among Employees will vary.

Pay-Day

Employees of the Company will be paid on a biweekly basis, typically on every other Friday.

Upon termination of employment, the Company will issue the employee's final paycheck in accordance with applicable law.

Paychecks

The Company offers direct deposit for all Employees. In order to receive direct deposit, an Employee must execute a written authorization. The net pay may be deposited directly into any bank account.

Every effort will be made to avoid mistakes in the paychecks. Should an error be discovered, the Employee should take the check to the supervisor or President to be rechecked. In the case of an error, a correction will be made on the next paycheck. If a paycheck is lost or stolen, the Employee should notify a supervisor or the President immediately. The Company will make every effort to issue a replacement check, but the Employee will have to comply with all procedures required by the Company to secure such a check, and the Employee will be responsible for any and all costs incurred to issue a replacement check. Employees are encouraged to take advantage of direct deposit in order to prevent potential paycheck losses.

Working Hours and Time-Keeping

In order to meet the needs of our clients, Employee work-hours may be varied, and will be set by each Employee's supervisor or manager. Employees should consult with their supervisors or the President regarding their schedules and time clock procedures.

Any work that is conducted outside a non-exempt Employee's normal work schedule must be recorded and reported to the Employee's immediate supervisor no later than the start of the next business day. Unless pre-authorized by the Employee's immediate supervisor, working outside of the normal work schedule is prohibited and, although paid, may result in an Employee's discipline, up to and including discharge.

Employees are to accurately report hours worked. Falsification of records is good cause for immediate termination.

Overtime

You may be asked to work overtime and are expected to do so when requested. In such an event, and unless a different amount is required by law, all Hourly or “non-exempt” Employees will be compensated at the rate of one and one-half times your base pay for those hours worked over forty (40) per week. An Employee is not entitled to overtime pay unless the total time actually worked for the week (not counting PTO) is over 40 hours. A workweek begins at 12:00 a.m. on Sunday and ends one week later at 11:59 p.m. on Saturday.

A refusal to work overtime may result in Employee discipline, up to and including discharge. All overtime worked must be either specifically requested or approved by the Employee’s supervisor.

Working non-approved overtime is prohibited and, although paid, may result in an Employee’s discipline, up to and including discharge.

Garnishments, Assignments

The Company is required by law to accept legal assignments and garnishments. While the manner in which Employees use their wages is, of course, a private matter, the courts have the authority to require the Company to withhold a portion of an Employee’s wages to pay a debt, to cover child support, and/or to provide health insurance benefits to a dependent child. The policy on the garnishment of wages applies to all Employees. Modifications or cessation of any garnishments will only be processed under the written direction of a court order or state agency.

5. Time Off Of Work

Paid Time Off

Paid Time off (PTO) is provided by GTG Automation for Employees to be away from work due to vacation, illness or other personal requirements. All full-time regular Employees are eligible for PTO on a pro-rated anniversary year basis. A new employee starts to accrue PTO after the completion of the 60 days of full time continuous employment.

For purposes of accruing PTO, a time period at GTG Automation is assigned. Each employee accrues PTO according to the years working with GTG Automation. See schedule below.

GTG AUTOMATION PTO PLAN					
PLAN	TENURE	ACCUMULATED PER PAY	MAXIMUM ANNUAL ACCRUAL	ANNUAL CARRYOVER	
	0-12 Months	3.08	80	40	
All Employees	13-60 Months	4.62	120	60	
	61 Months +	6.16	160	80	

Employees will not earn PTO while on any type of leave. In an anniversary year, full-time employees will accrue PTO per bi-weekly pay period according to the following schedule:

Holidays

The Company observes nine (9) holidays each year by granting time off with pay to all regular full-time Employees. The following are the holidays that shall be observed in this manner:

January 1	New Year's Day
March/April	Good Friday
May	Memorial Day
July 4	Independence Day
September	Labor Day
November	Thanksgiving Day and the following day
December 24 & 25	Christmas Eve & Christmas Day

Where one of these Holidays falls on a Saturday or Sunday, the Company may observe the Holiday either on the preceding Friday (Saturday Holiday) or Monday (Sunday Holiday). When a paid Holiday falls during an Employee's Vacation Time period, it shall not be deducted from the Employee's vacation accumulation.

To be eligible for Holiday pay, Employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the Holiday, unless scheduled in advance.

Unless otherwise restricted by state law, Holiday pay will not be counted as hours worked for the purposes of determining overtime.

Jury Duty Leave

The Company believes in the responsibility of all citizens to exercise civic responsibility. All Employees summoned for jury duty or subpoenaed to appear in court as a witness will be excused from work. If non-exempt Employees are required to appear in court during scheduled Company work hours, they will be paid the full wages (as if worked) for up to ten (10) working days, and longer if required by state law, less any amount paid to the Employee by the courts. If exempt Employees are required to appear in court during scheduled Company work hours, they will be paid the full wages (as if worked) for up to ten (10) working days, and longer if required by state law, less any amount paid by the courts. Exempt Employees will also receive pay for any days they serve as a juror or witness in a workweek in which they actually perform work. An Employee's jury summons and/or subpoena must be submitted to his or her supervisor within forty-eight (48) hours after they receive it to qualify for such pay.

When the court dismisses the Employee, the Employee is expected to return immediately to work, regardless of the hours remaining in the workday. Employees must keep supervisors informed of the time they will be required to be absent for jury duty.

Attendance Policy

Each Employee's presence in the work place every workday is an important element of the Company's business operations. Therefore, attendance and promptness for work duties are essential functions of each Employee's job at the Company. For this reason, unexplained or unexcused absences, and incidents of unexplained or unexcused tardiness from work will be disciplined by the Company, up to and including discharge.

Absences

An absence is defined as the failure of an Employee to report to work when the Employee is scheduled to work.

1. Excused Absence: occurs when all four of the following conditions are met:
 - a. The Employee provides sufficient notice to his or her supervisor (see the following section for definition of "sufficient notice").
 - b. The reason is found credible or acceptable by his or her supervisor,
 - c. Such absence request is approved by his or her supervisor, and
 - d. The Employee has sufficient accrued PTO to cover such absence.
2. Unexcused Absence: occurs when one of the four conditions in the list above is not met. If it is necessary for an Employee to be absent or late for work because of illness or an emergency, the Employee must notify his or her supervisor no later than 1 hour prior to the beginning of the Employee's work shift, or sooner if possible. Personal misconduct off-the-clock that makes an Employee unavailable for work (such as incarceration) is not considered a good excuse for missing work.

Although an Employee may be terminated at any time for failing to report to work without contacting the Company, if an Employee fails to report for work or call in as required in this policy for three (3) consecutive calendar days they will be considered to have abandoned their job and will be terminated.

When absence is due to illness, the Company may require appropriate medical documentation.

Sufficient Notice

To be considered an excused absence as defined above, sufficient notice must be given to the supervisor. Sufficient notice is:

1. For a scheduled absence of 8 hours or more, Employees must give a notice of one week (7 days).
2. For a scheduled absence of less than 8 hours, Employees must give a notice of two working days.
3. For an emergency absence occurring a) at the beginning of the Employee's shift, Employees must notify their supervisor as soon as possible and b) during the Employee's shift, Employees must notify their supervisor prior to leaving the premises.
4. Supervisors or managers must approve any exceptions to this provision.
5. To be considered sufficient notice, the Employee must either submit the notice in writing, in accordance with the deadlines listed above, or verbally to the Employee's supervisor if the absence is an emergency.

Tardiness

Employees are expected to report to work on time. In the event that an Employee cannot report to work as scheduled, the Employee should notify their supervisor as soon as possible. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Progressive Discipline

An Employee who fails to notify his/her supervisor of any absence in accordance with the Company policy may be subject to corrective action in the form of verbal and or written warnings, and if appropriate under the circumstance, termination of employment.

Three Day Rule

Where an Employee misses more than (3) three days of work in a week due to illness, the Employee must provide a doctor's note accounting for the missed work and must present a fitness for duty report from the doctor that indicates the Employee's ability to resume job duties.

Other Provisions

Where an Employee has properly notified a supervisor, manager, or the President regarding an unexpected illness or family emergency, the Employee may request that his or her absence be considered PTO. Employees should, in such cases, submit a completed PTO request form to the President or a supervisor as soon as practicable after taking a leave of absence and, in any event, no later than 2 work days after returning to work. Before granting the PTO request, the Company may require the Employee to provide a medical or other appropriate verification of the Employee's reasons for the unscheduled absence from work.

Unpaid Leaves of Absence

Military Leave

The Company honors all military service and complies with all state and federal military leave laws, including, but not limited to, Uniform Services Employment and Reemployment Rights Act ("USERRA") and leave rights under the FMLA and/or state law. If you are called to military service (including Reserves and National Guard) you must notify the Company as soon as possible of the dates they will be absent due to military leave. An Employee's eligibility for reinstatement after military duty or training is completed is determined in accordance with applicable federal and state laws. At the Employee's option, accrued Paid Time Off can be substituted for all or a portion of any unpaid military leave. In addition, regular full-time Employees may be eligible for accrual of certain benefits during the period that they are away on military leave. Upon notification, the Company will provide the Employee with a written statement outlining the Employee's rights concerning his or her work and entitlement to Employee benefits.

In addition, spouses and, if applicable, registered domestic partners, or military personnel who are home during a period of military deployment, may be qualified for 10 days of unpaid leave. Please contact your supervisor or the President for more information regarding this potential benefit.

Time Off to Vote

The Company encourages Employees to fulfill their civic responsibilities by participating in elections. In most cases, Employees should be able to vote either before or after their regular work schedule. If Employees are unable to vote in an election during their nonworking hours, the Company will grant up to two hours of unpaid time off to vote. Employees may substitute available Paid Time Off (PTO) for Time Off to Vote. If the requirements of state law conflict with any term of this policy, state law shall apply.

State law permitting, Employees should request this time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

6. OTHER BENEFITS OF EMPLOYMENT

Medical Care Benefits

The Company provides health insurance solely for eligible, regular full-time Employees. These benefits are subject to change or cancellation at the discretion of the Company at any time. For additional information or for answers to questions about such benefits, Employees should review their summary plan descriptions or contact the President

If an Employee does not enroll in a benefit during his or her initial eligibility, Employees may have one opportunity each year to make changes to benefits and that is during the Company's Open Enrollment period. However, an Employee who experiences a qualifying life event may make changes outside of this enrollment period, within 31 days of the event, or as otherwise required by law.

Qualifying life events include marriage, divorce, death, birth/adoption, loss of benefit coverage, or loss of student status. In addition, the IRS may allow an Employee to modify or cancel coverage if his/her spouse's open enrollment includes new coverage options not previously available.

If you experience such an event and wish to make changes to your benefits, notify HR as soon as possible, thereafter, and no later than 31 days after the event

7. DRUG AND ALCOHOL USE AND ABUSE

Drug and alcohol use and abuse in the workplace could adversely affect both the productivity and profitability of our business and the professional, personal and family lives of our Employees, therefore our Company is a Drug Free Workplace. The Company is committed to and will aggressively pursue the goal of this policy.

Drug and Alcohol Testing Policy

Policy

The possession, use, sale, distribution, transportation, or concealment of alcohol, illegal drugs or other controlled substances by an employee while on duty or on Company property or worksites is strictly prohibited. Further, no employee shall be impaired by, either physically or mentally, under the influence of alcohol controlled substances, or drugs, whether legal or illegal (including prescription drugs) (collectively referred to herein as “drugs or alcohol”). Additionally, employees convicted of violating any criminal drug statute must inform the Company of such conviction within five (5) days of the conviction date. The following provisions concerning the abuse of drugs and alcohol (the “Policy”) and testing for such use or substances have been adopted by the Company.

This policy applies to all applicants and employees, including temporary and/or contract employees. Compliance with this policy shall be in addition to any other drug and/or alcohol policies required by federal or state law. Violations of any provision of this Policy may result in disciplinary action, up to and including termination.

Policy Compliance

Compliance with the Company’s Drug and Alcohol Abuse Policy and Testing Program is a condition of continuing employment. Employees acknowledge that they have read and understand the Company’s Policy and they agree and consent to be tested in accordance with the policy via the Employee Handbook Acknowledgment form located at the back of this handbook. Failure to sign the acknowledgement form, consent form, or to undergo testing in accordance with the policy will result in termination or refusal to hire.

Reservation of Rights

The Company reserves the right to change the provisions of this Policy and its accompanying procedural guidelines at any time, with or without notice, in accordance with applicable law. However, if Employer implements changes to this Policy, Employer shall provide at least ten (10) days' notice to its employees and shall provide a copy of its policy to each applicant upon his or her acceptance of employment by:

1. Hand-delivery of a paper copy of the policy or changes to the policy;
2. Mailing a paper copy of the policy or changes to the policy through the U.S. Postal Service or a parcel delivery service to the last address given by the employee or applicant;
3. Electronically transmitting a copy of the policy through an e-mail or by posting on the employer's website or intranet site; or
4. Posting a copy in a prominent employee access area.

Definitions

“Alcohol” means any liquid or other substance that contains ethyl alcohol or ethanol;

“Applicant” means a person who has applied or is applying for a position with the Company (employer) and received a conditional offer of employment;

“Board” means the State Board of Health or equivalent state agency;

“Confirmation test” means a drug or alcohol test on a Sample to substantiate the results of a prior drug or alcohol test on the same Sample and which uses different chemical principles and is of equal or greater accuracy than the prior drug or alcohol test. Where a breathalyzer test is utilized, a confirmation test means second sample test that confirms the prior result. Where a single-use test is utilized, a confirmation test means a second test confirmed by a testing facility based on the same Sample;

“Department” means the State Department of Health or equivalent or similar state agency;

“Drug” means amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or a metabolite of any of the substances listed herein and any other substance banned or illegal to possess under state or federal law;

“Drug or alcohol test” means a chemical test administered for the purpose of determining the presence or absence of a drug or its metabolites or alcohol in a person's bodily tissue, fluids or products. Adulteration of a specimen or of a drug or alcohol test shall be considered as a refusal to test;

“Employee” means any person who supplies labor for remuneration to the Company;

“Employer” means the Company (employer) and/or any of its subsidiaries or affiliated companies;

“Impairment Prohibited” The term “impaired” as used in this Policy means the altering or affecting of an employee’s sight, hearing, balance, reaction, reflex, mobility, or judgment while on Company premises or while performing Company business such that the employee’s ability to perform the essential requirements of the job is diminished or presents a danger to the Employee or others.

“Positive Test” Testing positive for a drug or alcohol as provided in this Policy is prohibited and will normally result in disciplinary action, up to and including discharge.

“Possession” Notwithstanding anything stated herein to the contrary, the proper and appropriate use of prescribed drugs by the person for whom they were prescribed and in the method prescribed, so long as such use does not result in the Employee’s impairment, is not prohibited by this Policy. In addition, the use of alcohol in connection with official and authorized Company events where alcohol is served is not prohibited. The use of alcohol at Company authorized events, however, does not relieve employees from exercising moderation and judgment so as not to represent a hazard or danger to themselves, other employees, the general public, or to damage the Company’s reputation. When and where alcohol is allowed, employees are responsible for maintaining sobriety and control over their actions and behavior, and no Employee that consumes alcohol at such a Company event shall operate a vehicle if the Employee is impaired as defined under applicable state law.

“Prescription Drugs of Others” Bringing a prescribed drug onto Company premises by any person other than the one for whom it is prescribed is prohibited and may result in disciplinary action, up to and including discharge. A prescription drug is any substance prescribed for individual consumption by a

licensed medical practitioner.

“Refusal To Consent To Search” Refusing to consent to a search or inspection conducted pursuant to the provisions of this or other Company policies is prohibited and will normally result in disciplinary action, up to and including discharge.

“Refusal To Consent To Testing” Refusing to execute any consent, release, or other document in connection with this Policy is prohibited and will normally result in disciplinary action, up to and including discharge.

“Refusal To Submit To Testing” Refusing to submit to drug or alcohol testing is prohibited and will normally result in disciplinary action, up to and including discharge.

“Review officer” means a person, qualified by the State Board of Health or similar agency, who is responsible for receiving results from a testing facility which have been generated by an employer's drug or alcohol testing program, and who has knowledge and training to interpret and evaluate an individual's test results together with the individual's medical history and any other relevant information;

“Sample” means tissue, fluid or product of the human body chemically capable of revealing the presence of drugs or alcohol in the human body.

“Tampering” In the event that it is determined by the Review Officer that a sample has been diluted or otherwise tampered with, the subject employee may be, depending upon the circumstances, subject to disciplinary action, up to and including discharge.

“Testing facility” means a facility which provides laboratory services to test samples for the presence of drugs or alcohol.

Testing

The Company believes that drug and alcohol testing is a means of enforcing this Policy. Such testing is intended to protect the health and safety of employees, protect the Company's property, and serve as a deterrent to the abuse of drugs and alcohol by Company employees.

Types of Testing

Applicants and Employees may be required to submit to testing under the following circumstances:

1. Applicant and Transfer/Reassignment Testing: The Company may request or require an applicant to undergo drug or alcohol testing. A refusal to undergo testing or a positive test result as a basis for refusal to hire. The Company may also request or require an employee who transfers to a different position or job, or who is reassigned to a different position or job, to undergo drug or alcohol testing.
2. Reasonable Belief Testing: The Company may request or require an employee to undergo drug or alcohol testing at any time it reasonably believes that the employee may be impaired, including, but not limited to, under the following circumstances:
 - a. drugs or alcohol on or about the employee's person or in the employee's vicinity;
 - b. conduct on the employee's part that reasonably suggests impairment or influence of drugs or alcohol;
 - c. a report of drug or alcohol use while at work or on duty;

- d. information that an employee has tampered with drug or alcohol testing at any time;
 - e. observation of negative, erratic, or unusual performance patterns; or
 - f. Excessive or unexplained absenteeism or tardiness.
3. **Post-Accident Testing:** The Company may require an employee to undergo drug or alcohol testing if the employee or another person has sustained an injury while at work or property has been damaged while at work, including damage to equipment.
 4. **Scheduled, Fitness-For-Duty, Return From Leave and Other Periodic Testing:** The Company may request or require an employee to undergo drug or alcohol testing if the test is conducted as a routine part of a routinely scheduled employee fitness-for-duty medical examination, or is requested or required by the employer in connection with an employee's return to duty from leave of absence, or which is scheduled routinely as part of the employer's written policy; and
 5. **Post-Rehabilitation Testing:** The Company may request or require an employee to undergo drug or alcohol testing for a period of up to two (2) years commencing with the employee's return to work, following a positive test or following participation in a drug or alcohol dependency treatment program.

Testing Methods

Screening

Screening is the initial test performed on specimens to determine the presence or absence of alcohol or drugs.

Confirmation

When a specimen tests positive on the initial screen, the positive test will be confirmed on the same sample.

Sample Collection

Samples shall be collected and tested by individuals deemed qualified under applicable state law and may be collected on the Company's premises or at the facility designated by the notice to the applicant or employee. The collection of samples shall be performed under reasonable and sanitary conditions. A sample shall be collected in sufficient quantity for splitting into two separate specimens, pursuant to the rules of applicable state law and/or agency, to provide for any subsequent independent analysis in the event of challenge of the test results of the main specimen. Samples shall be collected and tested with due regard to the privacy of the individual being tested. In the instances of urinalysis, no representative, agent, or designee of the Company shall directly observe an applicant or employee in the process of producing a urine sample; provided, however, collection shall be in a manner reasonably calculated to prevent substitutions or interference with the collection or testing of reliable samples.

Sample collection shall be documented, and the documentation procedures shall include the labeling of the samples so as to preclude the probability of erroneous identification of test results and an opportunity for the applicant or employee to voluntarily provide notification of any information which the applicant or employee considers relevant to the test, including identification of currently or recently used prescription or nonprescription drugs or other relevant information. Sample testing shall conform to scientifically accepted analytical methods and procedures. A written record of the chain of custody of the

sample shall be maintained from the time of the collection of the sample until the sample is no longer required.

Sample collection, storage, and transportation to the testing facility shall be performed so as reasonably to preclude the probability of sample contamination or adulteration

Test Results

A Review Officer who is qualified under applicable state law is responsible for receiving results from the testing facility. The Review Officer has knowledge and training to interpret and evaluate an individual's test results, as well as the individual's medical history and other relevant information. The Review Officer may be an employee of the testing laboratory.

Positive Test Result

Should an applicant or employee test positive to an initial and confirmatory drug or alcohol test, the applicant or employee shall have the right to explain to the Review Officer, in confidence, any extenuating circumstances which may have caused the results of the test.

Testing Procedures

Notice to Report for Testing

Where state law requires, verbal notification to an employee to report for testing will be accompanied by written notification. The written notification will specify the reason for testing and the date, time, and place to report for testing.

The Collection Site

After an employee has been identified for testing, the process begins at a collection site where a specimen of urine is taken.

Designated collection sites will have all of the necessary personnel, materials, equipment, facilities, and supervision to provide for the collection, security, temporary storage, and transportation of test specimens to a designated drug testing laboratory. The collection site will use procedures that safeguard the employee's right to privacy, guard the integrity of the specimen, and maintain the chain of custody.

Transportation to Collection Site

Employees being tested for Reasonable Belief will not be permitted to drive themselves and will be escorted to the collection site by a Company representative.

What to Expect at the Collection Site

At the collection site, the applicant or employee will complete a form that requests specific questions about the use of over-the-counter medications for cold, cough, hay fever, and appetite suppression and other prescription medications which could test positive.

The applicant or employee will be asked to provide a urine specimen. Providing false or misleading information on such a form shall be independent grounds for discipline, up to and including termination or refusal to hire. Procedures for sample collection will be followed as outlined in the previous section.

Returning to Work Following Reasonable Belief Testing

Employees who are being tested for Reasonable Belief testing will be temporarily suspended without pay pending the outcome of the test results.

Laboratory Testing

After the specimen is taken at the collection site, it will be sent to a laboratory approved under applicable state law where it will be tested for the substances previously listed in this Policy.

Negative Results

If the laboratory results are negative, indicating the absence of drugs or alcohol, the process ends and the Review Officer will notify the Company by phone and in writing. Upon notification of test results, the Company will then notify the employee.

Positive Results

If the laboratory results are positive on the initial screen, the positive test will be followed by a second test on the same Sample to confirm the positive results. If the confirmatory test is positive, the Review Officer will contact the applicant or employee and give the individual an opportunity to explain the positive result in confidence.

Results Pending

Pending results of the confirmation test after an initial test is positive; an employee will be temporarily suspended. The employee will be given an opportunity to explain the results to the Review Officer.

Effect of Positive Result

An applicant whose confirmation test is positive will be refused employment. An employee whose confirmation test verifies a positive result will be subject to disciplinary action, up to and including discharge and such discharge will be considered misconduct for purposes of unemployment compensation.

Confidentiality of Test Results

Records Considered Property of the Company: Unless otherwise required by applicable law, all records of drug and alcohol test results and related information maintained by Employer shall be the property of the Company and, upon the request of the applicant or employee tested, shall be made available for inspection and copying to the applicant or employee. Except as provided in the section below, the Company shall not release such records to any person other than the applicant, employee or the Review Officer.

Circumstances Under Which Records May be Released: Unless otherwise required by applicable law, records of all drug and alcohol test results and related information maintained by the Company may be released by the Company for any of the following purposes:

1. As admissible evidence by the Company or the individual tested in a case or proceeding before a court of record or administrative agency if either the employer or the individual tested are named parties in the case or proceeding;

2. In order to comply with a valid judicial or administrative order; or
3. To the Company's employees, agents and representatives who need access to such records in the administration of an applicable state law, including, but not limited to, laws relating to workplace drug and alcohol testing laws.

No Disclosure of General Health: A testing facility, or any agent, representative or designee of the facility, or any review officer, shall not disclose to the Company or other employer, based on the analysis of a Sample collected from an applicant or employee for the purpose of testing for the presence of drugs or alcohol, any information relating to the general health, pregnancy or other physical or mental condition of the applicant or employee.

Release of Records upon Request: A testing facility shall release the results of the drug or alcohol test, and any analysis and information related thereto, to the individual tested upon written request.

Notwithstanding anything stated herein to the contrary, unless otherwise restricted by applicable law, the Company may provide the results of drug and alcohol testing to another employer for which the tested employee is providing services or is also currently an employer of such employee.

Challenge to Positive Test Results

An individual whose confirmation test result is positive may request a Confirmation test of the original Sample in order to challenge the results of a positive test. The individual requesting such a Confirmation test must pay the cost of the Confirmation test. If, however, the results of the Confirmation test reverse the findings of the challenged positive test, the Company will reimburse the cost of the Confirmation test to the individual.

Consequences of Refusal to Submit to Testing

An applicant who refuses to submit to a drug or alcohol test will not be hired. An employee who refuses to submit to a drug or alcohol test will normally be subject to disciplinary action, up to and including discharge and such discharge may be considered misconduct for purposes of unemployment compensation.

Disciplinary Procedures - Employees

Employees will be subject to disciplinary action, up to and including discharge, for interfering with or violating the provisions of this Policy.

Employee Suspension

The following circumstances may result in an employee being suspended without pay, at the sole discretion of the Company:

1. Employees who are unable to work safely due to impairment resulting from legally prescribed drugs (absent abuse of the prescribed drugs) may be suspended without pay until, in the sole discretion of the Company, the impaired condition has passed if the employee is unable to be temporarily transferred to another job until the impaired condition has passed.
2. Employees who are tested for reasonable suspicion or as a result of an accident will be suspended without pay pending test results. If the test results are positive, the employee may be subject to

disciplinary action, up to and including discharge. If the test results are negative, the employee will be reinstated immediately after the test results are confirmed and will be paid for the time away from work.

All employees who are suspended from work will be paid for the balance of the first day of suspension but will not be paid during the remainder of the suspension period. The suspension period will begin on the first full day not worked.

Employees returning from suspension for violations of this Policy are subject to being substance tested before returning to work as previously described.

Return to Work

Employees who are permitted to return to work after testing positive for drugs or alcohol, participating in a drug or alcohol treatment program, or violating any other provision of this Policy, will be required to execute a Return to Work Agreement. However, nothing in this Policy shall be construed to require the Company to allow an employee to return to work who has violated this Policy. The Return to Work Agreement may include, but will not be limited to, the following:

1. A review and release for work by a designated Company representative and the consulting physician.
2. A plan detailing aftercare and follow-up treatment procedures with an appropriate Company employee or contractor for a specified period of time to be determined by the Company and/or its advisors.
3. A release to return to work statement from an approved treatment specialist which includes prescribed medication or course of treatment.
4. A negative test for drugs, unauthorized substances, and alcohol.
5. Agreement to unannounced screening for substance abuse with negative results.
6. A statement of expected work-related behaviors.
7. Agreement by the employee that violation of the Return to Work Agreement will be grounds for immediate dismissal.

The Agreement may be modified from time to time by the Company in its sole discretion.

Searches and Inspection

Where a manager or supervisor has reasonable suspicion that an Employee has violated the substance abuse policy, the supervisor, or his designee, may inspect vehicles, lockers, work areas, desks, purses, briefcases, and other locations or belongings without prior notice, in order to ensure a work environment free of prohibited substances. An Employee may be asked to be present and remove a personal lock. Locked areas or containers do not prevent the Company from searching that area, thus Employees have no expectation of privacy for personal belongings brought on Company premises. Where the Employee is not present or refuses to remove a personal lock, the Company may do so for him or her, and compensate the Employee for the lock. Any such searches will be coordinated with a representative of management. The Company may use unannounced drug detection methods to conduct searches.

Employees in violation of this policy or found interfering in the investigation and search process will be disciplined up to and including termination of employment.

Use of Legally Obtained Drugs

Notification Required

It is the responsibility of the employee to advise his supervisor of the necessity to take any medication containing a cautionary label regarding the operation of machinery or vehicles or that use of the drug could cause Impairment. If necessary, a medical resource will be consulted.

Use of Prescription Drugs by Any Person Other Than the One for Whom Prescribed

It will be considered an illegal drug and against Company Policy to use or dispense a prescribed drug by any person other than the one for whom it is prescribed.

NOTHING CONTAINED IN THIS POLICY SHALL AFFECT AN APPLICANT OR EMPLOYEE'S RIGHTS UNDER THE AMERICAN DISABILITIES ACT OR SIMILAR STATE LAW. THE COMPANY IS COMMITTED TO COMPLIANCE WITH ALL DISABILITY LAWS. IF AN APPLICANT OR EMPLOYEE HAS OR BELIEVES HE OR SHE HAS A DISABILITY, THE EMPLOYEE SHOULD NOTIFY THE COMPANY OF SUCH A CONDITION.

8. DRIVING FOR THE COMPANY

Employees with jobs requiring regular driving for business as an essential job function must, as a condition of employment, be able to meet the driver approval standards of this policy at all times. For all other jobs, driving is considered only an incidental function of the position, but discipline and/or termination is still possible if the driving standards, guidelines and safety measures are not upheld.

Driver Approval Standards

Drivers must have and maintain a valid driver's license as well as current auto insurance to operate a personal vehicle on company business. Employees are expected to drive in a safe and responsible manner, follow all Company policies relating to driving, and to maintain a good driving record.

Motor Vehicle Records may be obtained on all drivers prior to employment and conducted on an as needed basis thereafter. A driving record that fails to meet the criteria stated in this policy, or is considered to be in violation of the intent of this policy, will prevent the individual from driving on company business and may affect employment if driving is an essential job function for that position.

Criteria that may indicate an unacceptable record includes, but is not limited to:

- Three or more moving violations in a year, including any ticket, charge, or other law enforcement proceeding relating to these.
- Three or more accidents within a year in which the driver is determined to be the primary cause of the accident through speeding, inattention, etc. Contributing factors, such as weather or mechanical problems, will be taken into consideration.
- Three excessive (20 mph+ over limit) speeding violations in the last seven years.
- Any DUI or alcohol-related driving offense in the last seven years.

- Suspended or revoked license.
- Any combination of accidents and/or moving violations described above;
- Loss of, or inability to provide, proof of insurance as required in this Policy.

Employees who operate personal vehicles for company business must maintain auto liability coverage for bodily injury and property damage, with a special endorsement for business use when necessary as determined by their personal insurance agent. The Company assumes that every Employee who accepts a work assignment from the Company that requires driving has read this Driving Policy and meets all of the requirements set forth in it. Each Employee who drives as part of his/her work with the Company must be prepared to provide evidence of the auto liability insurance coverage to the Company upon request.

Driver Guidelines and Report Requirements

All State and Local laws relating to driving and the reporting of infractions, road incidents, and accidents must be obeyed.

Passengers are limited to those individuals who need to ride in the vehicle to conduct employer business, such as other employees, vendor representatives, etc. There are no exceptions to this rule.

Any Employee who has a driver's license revoked or suspended, or has any changes that may affect either their legal or physical ability to drive or their continued insurability shall immediately notify Management by 8 a.m. the next business day, and immediately discontinue driving for business.

Accidents in personal vehicles while on company business must be reported to the police and to Management immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible). Accidents involving the Employee's personal injury must be reported to the President for Worker's Compensation purposes. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.

** Company business is defined as driving at the direction, or for the benefit, of the Company. It does not include normal commuting to and from work.*

Driver Safety

Employees who drive on company business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely. Employees are not permitted, under any circumstances, to operate a personal vehicle for company business when his/her ability to drive safely has been impaired by illness, fatigue, injury, prescription needs, or other impairment. Additionally, Employees shall not operate any personal vehicle while on company business while or after consuming or under the influence of alcohol, illegal drugs or prescription medications that may affect their ability to drive. Failure to follow the company's vehicle policy may result in disciplinary action, including termination of employment.

Cell Phone Use and Driving

The Company is committed to promoting highway safety by encouraging the safe use of cellular telephones by its Employees while they are on Company business. While the Company recognizes that there often is a business need to use cellular phones, safety must be the first priority.

If an Employee needs to make a phone call while driving, the individual should find a proper parking space first. Stopping on the side of the road is not acceptable. The only exception is for genuine emergencies such as an accident or a vehicle breakdown. Employees with hands-free telephones may

make brief phone calls while driving but must park when road conditions are poor, traffic is heavy, or the conversation is involved.

Proper cellular phone use is one part of safe driving. Employees also should remember that while traveling on business, they are expected to follow posted speed limits, practice defensive driving, wear seat belts and take a sufficient number of breaks so they remain alert. The Company also expects its Employees to be properly licensed and reserves the right to request that Employees present a current license for inspection.

In the event a state enacts a law banning the use of cell phones while driving or imposes certain restrictions on the use of cell phones while driving, all Employees driving on behalf of the Company will be expected to be aware of and follow such laws.

9. WORKPLACE INJURIES

It is each Employee's responsibility to immediately report any work-related or on-the-job injury, regardless of how slight, to his or her supervisor. We take any allegation of a work-related injury seriously, working closely with treating physicians to provide our Employees the best possible medical care. Failure to report work-related accidents is a serious matter, and may preclude an Employee's coverage under Workers' Compensation insurance. In addition, any Employee who fails to immediately report an on-the-job incident which leads to the injury of the Employee or a coworker may be disciplined, up to and including discharge. The Company shall not retaliate in any way against an Employee that reports an on-the-job injury.

NOTE: Emergency Rooms are only to be used in life threatening situations.

Drug & Alcohol Policy

As part of the Company's commitment to promote a "Drug-Free" work environment, any allegation of an on-the-job injury will result in an immediate drug test, without exception. Refusal of the drug test on the part of the injured Employee (hourly/salary) may lead to disciplinary action, up to and including termination. Any positive drug result could result in the denial of the claim, and possible disciplinary action, up to and including termination.

Medical Treatment

If you feel that professional medical attention is necessary, please notify your supervisor immediately for the nearest treating physician in your area. The Company encourages all Employees to utilize local preferred-provider clinics. However, if an emergency arises after hours or in a remote location an Emergency Room facility may be used as a last resort. Please be aware that Emergency Room physicians are intended to provide patients temporary relief until they can follow-up with a specialist later. Because Emergency Room physicians are unfamiliar with the essential functions of your job, the Company DOES NOT accept Emergency Room physicians taking Employees off work. If you elect to visit a local Emergency Room for an alleged work-related injury, you will be required to not only submit to a post injury drug test but also follow up with a designated occupational physician the next business day.

Modified Work Procedures

Employees who have elected to seek medical attention are expected to follow the physician's restrictions regardless of whether at home or at work. To ensure you are able to maximize your income while allowing the Company to remain competitive and productive, we expect our Employees to work when modified duty is available.

We ask that following the physician's recommendations you report back to work with any documentation, which the clinic has issued you to ensure that proper job placement can be achieved. If you are unable to follow the restrictions, please contact your immediate supervisor as soon as possible.

Workers' Compensation Compliance

The Company expects all Employees (hourly/salary) who sustain an on-the-job injury and/or illness to report, and document their incident immediately regardless of severity. Failure to report the injury in a timely manner may result in denial of the claim and absences would be considered unexcused.

The Company provides the Employees with the best possible care, using highly trained occupational clinics. Those individuals who elect to seek a professional medical evaluation are expected to follow the physician's treatment plan. This would include, but not be limited to, making all follow-up appointments, physical therapy treatments, and following any physical restrictions REGARDLESS of whether the individual is at work or at home.

Those Employees who fail to comply with their medical treatment plan, such as, but not limited to working outside their restrictions, failing to make their appointment dates, or who misrepresent their physical condition to a member of management, or a medical professional may receive disciplinary action, up to and including termination.

In addition, the Company works closely with law enforcement relating to workers' compensation fraud. The Company reserves the right to prosecute those Employees (hourly/salary) who violate state workers' compensation laws. If you have any knowledge of an Employee making false accusations regarding an alleged work-related claim, please call the 1-866-FRAUD99 WORKERS' COMPENSATION FRAUD HOTLINE number. Rewards are issued to those individuals who provide information that leads to the successful prosecution of the perpetrator.

10. WORKPLACE TECHNOLOGY

All business should be conducted using the company network or company issued devices.

Computers, E-Mail, Voice Mail and the Internet

The following policy governs the use of all Company-owned computers, personal computers used for Company business, e-mail and voice mail systems, and Internet access via Company computers, networks (hard wired or wireless), and/or data lines. Personal computers used for Company business include laptops or home computers that are connected with the Company's network on a regular or intermittent basis. This policy may not be changed except in a written document issued by the President of the Company.

All Company computers, e-mail and voice mail facilities, and Internet access accounts are the Company's property to be used to facilitate the business of the Company. All information that is temporarily or permanently stored transmitted or received with the aid of the Company's computers, e-mail (including personal password-protected web-based e-mail) and Internet remain the sole and exclusive property of the Company. As such, Employees should have no expectation of privacy in connection with their access and use of such equipment and systems.

Employees should not use or access the Company's computers, voice mail, e-mail and Internet systems for other than business purposes or in any manner that is unlawful or in violation of Company policies. These electronic tools are provided to assist Employees with the execution of their job duties and should not be abused.

Company Property

All hardware used in the Company's business and all software that has been installed on Company computers and personal computers used for Company business is Company property and may not be used for any non-business or unlawful purpose. In addition, all data temporarily or permanently received, collected, downloaded, uploaded, copied and/or created on Company computers, and all data temporarily or permanently received, collected, downloaded, uploaded, copied and/or created on non-Company computers used for Company business that relates in any manner to the Company's business is subject to monitoring by the Company, is the exclusive property of the Company. Any such data or information that constitutes a trade secret or confidential or proprietary information of the Company may not be copied or transmitted to any outside party or used for any purpose not directly related to the business of the Company. Examples of such data or information includes, systems, process, know-how, technology, and products developed by the Company, its employees, contractors, or agents, internal reports, financial information regarding the Company's business and forecasts, as well as internal, business related confidential communications (such trade secrets and information referred to collectively throughout this Employee Handbook as "Confidential Information").

Upon termination of employment, an Employee shall not remove any hardware, equipment, software or data from Company-owned computers and shall completely remove all data collected, downloaded and/or created on non-Company computers used for Company business that relate in any manner to the Company's business. Upon request of the Company, a terminating Employee shall provide proof that such data has been removed from all personal computers used for Company business.

Proper Use of Company Property

Employees are strictly prohibited from using Company computers, Company e-mail and Company voice mail systems, and Company Internet access accounts, or personal computers used for Company business, for any Improper Purpose. The Company's Equal Employment Opportunity policy and Policy against Unlawful Harassment and Discrimination extend to the use of the Company's computers, e-mail, voice mail and Internet systems, networks, and personal computers used for Company business ("Company Equipment"). Any Employee who uses Company Equipment in violation of these policies will be subject to discipline, up to and including immediate termination.

It is not possible to identify every type of inappropriate or impermissible use of Company Equipment or Improper Purposes. Employees are expected to use their best judgment and common sense at all times when accessing or using the Company Equipment. In addition to the examples of conduct described as improper elsewhere in this Employee handbook, the following are examples of improper use of Company Equipment, whether conducted by the Employee or others on his/her behalf, and strictly prohibited:

- Capturing, transmitting, or storing sexually suggestive or explicit screen savers or backgrounds;
- Accessing, receiving, transmitting, downloading, storing, or printing pornographic, obscene or sexually offensive material or information;
- Making or transmitting, defamatory statements.
- Altering, transmitting, copying, downloading or removing any Confidential Information of the Company or of the Company's customers. In addition, Employees may not alter, transmit, copy or download proprietary software, databases and other electronic files without proper and legally binding authorization.
- Using Company Equipment in any manner that violates federal, state, or local laws, including, but not limited to, Anti-SPAM laws.
- Employees must honor and comply with all laws applicable to trademarks, copyrights, patents and licenses to software and other electronically available information. Employees may not send, receive, download, upload or copy software or other copyrighted or otherwise legally protected information through the Company's computers, e-mail and Internet systems without prior authorization.
- Soliciting personal business opportunities or conducting personal advertising through the Company's computers, e-mail or Internet systems.
- Engaging in gambling of any kind, monitoring sports scores, or playing electronic games.
- Day trading, or otherwise purchasing or selling stocks, bonds or other securities or transmitting, retrieving, downloading or storing messages or images related to the purchase or sale of stocks, bonds or other securities.
- See also, Social Media, Social Networking and Weblogs Policy for information about proper use of these applications.

Unsolicited E-mail

Electronic mail has become an extremely important and efficient means of communication, particularly in the business world. However, the abuse of electronic mail systems, as well as the receipt and transmission of unsolicited commercial electronic mail places an incredible drain on the Company's servers and network, and imposes significant monetary costs to filter and remove unsolicited e-mails from our system. To eliminate the receipt and transmission of unsolicited commercial electronic mail, the Company complies with the federal "CAN-SPAM" law. All Employees are responsible for complying with the federal Anti-Spam regulations and therefore may not use the Company's computers, servers, network or e-mail system to:

- Transmit unsolicited commercial electronic mail promoting the Company's business, goods, products and services without prior authorization.
- Transmit unsolicited commercial electronic mail promoting the Employee's personal business, goods, products and services.
- Transmit commercial electronic messages to the Company's customers who have elected to "opt-out" of receiving the Company's electronic advertisements.
- Initiate a transmission of a commercial e-mail message that contains or is accompanied by false or misleading information.

In addition, to assist the Company in eliminating the receipt of unsolicited commercial e-mail from outside parties advertising various websites, products or services and to further prevent the receipt of offensive or undesired outside e-mail, you should:

- Not use your Company computer to access any website not directly related to Company business; and
- Delete unfamiliar or suspicious e-mail from outside the Company without opening it.

Monitoring

Employees should expect that any information created, transmitted, downloaded, received, reviewed, viewed, typed, forwarded, or stored in Company computers or personal computers used for Company business, or on the Company's voicemail system may be accessed by the Company at any time without prior notice. Employees should have no expectation of privacy or confidentiality in such data, messages, or information (whether or not password-protected), or that deleted messages are necessarily removed from the system.

The Company's monitoring policy may include, but is not limited to, physical inspection of home drives, memory devices, and handheld devices; review of content passing through the Company's network, data lines, and other systems, review of personal e-mail (including personal web-based password-protected e-mail) and text messages accessed using Company computers and/or Company data connections; key loggers and other input monitoring mechanisms; and use of screen monitoring software, hardware, and video drives.

System Integrity

Because outside storage devices may compromise the Company's systems, Employees are not permitted to use personal storage devices or copies of software or data in any form on any Company computer without first (1) obtaining specific authorization from the President, and (2) scanning the data for viruses. Any Employee who introduces a virus into the Company's system via use of personal software or data shall be deemed guilty of gross negligence and/or willful misconduct and may be held responsible for the consequences, including cost of repair and lost productivity.

Similarly, information is not to be downloaded directly from the Internet onto the Company's computer system. All information downloaded from the Internet is to be placed on a disk and scanned for viruses before being introduced into the Company's system.

Enforcement

Violations of this policy may result in disciplinary action, up to and including termination of employment. Employees who damage the Company's computer system through its unauthorized use may additionally be liable for the costs resulting from such damage. Employees who misappropriate copyrighted or confidential and proprietary information, or who distribute harassing messages or information, may additionally be subject to criminal prosecution and/or substantial civil money damages.

Social Media, Social Networking, and Weblogs Policy

The following policy governs Employee use of social media, including any online tools used to share content, profiles, opinion, insights with others such as personal web pages, message boards, networks, communities and social networking websites, including but not limited to Facebook, MySpace, Twitter, and LinkedIn as well as weblogs ("blogs"). The lack of explicit reference to a specific site does not limit the application of this policy.

The Company respects the rights of all Employees to use media of self-expression and to use forms of social media to share opinions and viewpoints with friends and co-workers. However, use of social media also presents certain risks and responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *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, as well as any other form of electronic communication.

The same principles and guidelines found in the Company policies and these basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects members, customers, suppliers, people who work on behalf of the Company or the Company's legitimate business interests may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read these guidelines, the Company's Attitude & Conduct Policy, the Company's Trade Secrets/Confidential Information Policy and the Discrimination & Harassment Prevention Policy, and ensures your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

Always be fair and courteous to fellow employees, customers, members, suppliers or people who work on behalf of the Company. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy 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 malicious, obscene, threatening or intimidating, or that disparage customers, members, employees, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Company policy.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Company, fellow employees, members, customers, suppliers, people working on behalf of the Company, or competitors.

Post Only Appropriate and Respectful Content

Maintain the confidentiality of Company trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

- Maintain the confidentiality of Company trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate the Insider Trading Policy.
- Do not create a link from your blog, website, or other social networking site to a Company website without identifying yourself as a Company employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for the

Company. 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, fellow employees, members, customers, suppliers or people working on behalf of the Company. If you do publish a blog or post online related to the work you do or subjects associated with the Company, make it clear that you are not speaking on behalf of the Company. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the Company.”

- Refrain from posting or using a picture or likeness of a manager, supervisor, co-worker, vendor or customer without that individual’s express advance permission;

Using Social Media at Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Company Equipment Policy. Do not use the Company email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is Prohibited

The Company prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Employees engaging in use of social media, social networking and blogging activities are subject to all of the Company policies and procedures, including but not limited to the Company’s policies on (i) protecting the confidentiality of Company information, (ii) safeguarding Company property; (iii) the prohibition against unlawful discrimination and harassment; and (iv) the use of the Company’s electronic systems.

Employees have no expectation of privacy while using online social media, social networking sites and/or blogs. Employees should expect that any information created, transmitted, downloaded, exchanged or discussed in online media, social networking sites and/or blogs may be accessed by the Company at any time without prior notice. Employees are personally responsible for the commentary they express and the material they post while engaging in online social networking and blogging activities.

Violations of this policy may result in disciplinary action, up to and including termination of employment.

PLEASE NOTE THAT NOTWITHSTANDING ANYTHING CONTAINED IN THIS POLICY, EVERY EMPLOYEE SHALL MAINTAIN ALL RIGHTS AS GRANTED OR PROVIDED UNDER SECTION 7 OF THE NATIONAL LABOR RELATIONS ACT OR SIMILAR STATE LAWS (COLLECTIVELY, “NLRA”), AND NOTHING IN THIS POLICY SHALL RESTRICT OR AFFECT IN ANY WAY AN EMPLOYEE’S RIGHTS TO PARTICIPATE IN PROTECTED CONCERTED ACTIVITY OR OTHER ACTIVITIES PROVIDED UNDER THE NLRA. THE TERM “PROTECTED CONCERTED ACTIVITY” INCLUDES GENERALLY THE RIGHT OF AN

EMPLOYEE TO DISCUSS THE TERMS AND CONDITIONS OF HIS OR HER EMPLOYMENT WITH ANOTHER EMPLOYEE OR AN OUTSIDE PARTY.

After-Hours Communications

Non-exempt Employees having access to electronic communications after hours may be tempted to respond to emails while off-the-clock as a good will gesture and subsequently fail to report it to their supervisor. Because the law does not permit the donation of labor, all off-the-clock work must be reviewed and approved in advance by management. In order to avoid incurring unnecessary over-time expenses, electronic communications should not be used outside of regularly scheduled work hours unless required by management. This includes a U types of work-related communication; therefore, each non-exempt worker should remember the following points:

- Do not check for, read, send or respond to work-related e-mails outside of your normal work schedule unless specifically authorized based on your job duties or you have been directed by management to do so.
- Any work that is conducted outside an Employee's normal work schedule must be recorded and reported to the Employee's immediate supervisor no later than the start of the next business day.
- Employees using electronic communications for work-related correspondence during unauthorized times may be subject to discipline for violating this policy.

Personal Use of Company Equipment

Telephones

Personal calls in the workplace during work hours can be distracting and oftentimes decrease productivity, therefore excessive use can lead to discipline, up to and including termination of employment.

The Company relies heavily on its telephones and lines are limited. When on duty, phones are to be used for business/job related purposes and for personal emergencies only. In the category of emergency phone use the Company will try to make an exception for critical events so long as their occurrence is infrequent. Examples include communicating with physicians and medical labs regarding health advisement issues, lab tests, etc. relating to yourself or a member of your immediate family; communicating with a mechanic who may be working on your car and needs to talk to you about whether you will allow a certain repair to be made or tell you when your car will be ready for pick up; receiving a call from a service agent to confirm a delivery schedule or service visit when this cannot be done after hours, on weekends or on personal break time; and other reasons conforming to the nature of these previously stated examples. Employees are expected to make every effort to handle personal matters while off duty. To avoid misunderstandings regarding personal emergency calls please alert your supervisor when there are foreseen emergency interruptions expected to occur. In the event an emergency makes it necessary to leave immediately, Employees are expected to notify their supervisor right away.

Under no circumstances are Employees permitted to use Company telephones to call "900" lines or similar pay-per call services. Employees may be personally liable for unauthorized calls and will be subject to discipline, up to and including immediate termination.

Excessive personal telephone usage will subject an Employee to discipline, up to and including discharge.

The policy on the personal use of Company business phones also applies to personal cell phone use (outgoing/incoming calls, texts, games, email, etc.) during work hours.

Facsimile and Copy Machines

Any non-business use of the facsimile and copy machines must be approved in advance by management. Employees are prohibited from using these machines for the purpose of transmitting, receiving or copying materials, which may be deemed offensive or insulting. Any Employee, who receives such materials via facsimile transmission, the mail, or from any other source, should report the transmission immediately to the President.

Personal Mail

Company postage meters and letterhead may not be used for personal correspondence.

Cellular Phones, PDAs, and Other Handheld Electronic Devices

While at work, Employees are expected to exercise the same discretion in using personal cellular phones, PDAs, and other handheld electronic devices as is expected for the use of all Company devices and equipment (such devices are referred to collectively as “handheld devices”). Excessive personal use of these handheld devices during the workday can interfere with Employee productivity and be distracting to others. A reasonable standard is to limit personal calls, and personal text messaging, instant messaging, emailing and other means of electronic communications during work time to no more than three per day as needed during work hours or as needed during meal and rest periods. Employees are, therefore, asked to use these handheld devices for personal use outside of scheduled work time, and to ensure that friends and family members are aware of the Company's policy. Flexibility will be provided in circumstances demanding immediate attention. The Company is not be liable for the loss of or damage to personal cellular, PDAs, tablets, and other handheld electronic devices (such devices referred to as “handheld devices”) brought into the workplace. The Company reserves the right to deny the use of a handheld device if the device unreasonably interferes with or, in the sole judgment of the Company, jeopardizes the Company’s electronic or other networks or functionality.

Personal Use of Company-Provided Handheld Devices

The Company reserves the discretion to issue a Company-owned handheld device to an Employee for work-related communications. These handheld devices should be used in accordance with this policy. The Company reserves the right to deduct from an Employee paycheck any charges incurred for an Employee’s personal or unauthorized use of the handheld devices.

Recording Devices

To maintain the security of our premises and systems, and the privacy of our Employees and customers, the Company prohibits photographing or recording (video or audio) Company employees or customers without their permission. This prohibition includes the use of cell phones equipped with cameras and audio and video recording capabilities. This prohibition does not apply to the extent an employee is attempting to discuss terms and conditions of his/her employment.

Employees may not use any handheld device in a manner that violates our No Harassment Policy, Equal Employment Opportunity Policy, and Confidentiality Policy, to disseminate Company trade secrets or to violate any law.

Any permitted use of handheld devices not prohibited by this policy must not be malicious, obscene, harassing threatening, bullying, or intimidating (referred to throughout this Employee handbook as an “Improper Purpose”). Examples of such Improper Purposes include actions that violate any law, or are intended to physically harm someone or his/her reputation, or to contribute to a hostile work environment on the basis of race, sex, gender, disability, religion, or other status protected by law or Company policy. Employees who violate this policy are subject to discipline, up to and including immediate termination of employment.

11. OTHER PERSONNEL PROCEDURES

Attitude & Conduct

As an Employee of the Company, regardless of the department or area of employment, your work is extremely important. It is up to you to assist in any way to make the work environment as pleasant as possible by maintaining a cheerful attitude, quiet surroundings, a pleasant word, a smile, cooperation with other departments, cooperation with co-workers and prompt efficient service. Exhibiting a “can do” attitude is very important to the achievement of Company goals.

Conduct that is considered disorderly and unacceptable and good cause for immediate termination includes (but is not limited to) such acts as:

- Physically harming others.
- Verbally abusing others.
- Using intimidation tactics and making threats.
- Sabotaging another's work.
- Stalking others.
- Making malicious, false or harmful statements about others.

Acts or omissions of an employee relating directly to a customer that unreasonably harms the interest of the Company.

Changes in Personal Status

Employees must report any change in marital status or dependents as this can effect Employee benefit programs for which they may be eligible. Serious benefit-related implications may arise if the Company is not made aware of such changes within 31 days of its occurrence.

Changes in exemptions, address, telephone number, etc. should be directed to the HR or the President at the Company by way of phone, in-writing or email in order to keep personnel records correct.

Conflicts of Interest

Our policy forbids Employees from engaging in any other business which competes with the Company. Company policy also forbids a financial interest in an outside concern, which does business with or is a competitor of the Company (except where such ownership consists of securities of a publicly owned

corporation regularly traded on the public stock market). Rendering of directive, managerial, or consulting services to any outside concern which does business with or is a competitor of the Company, except with the knowledge and written consent of the President of the Company, is also prohibited. If an Employee thinks that there is a possibility that any business venture of theirs may conflict with this policy, it is their responsibility to notify the President and obtain his/her approval in writing.

Discharges

The Company may discharge an Employee at any time with or without cause and with or without notice. Without waiving its right to terminate an Employee AT WILL, in its discretion, the Company may utilize progressive discipline. Through progressive discipline, the Company attempts to provide Employees with notice of deficiencies and an opportunity to improve. However, the approach we take to discipline may vary in the Company's discretion on, among other things, the gravity of the offense, the circumstances under which it occurred, your duties, your length of service, and your overall work record, including any prior misconduct. Thus, progressive discipline steps are not guaranteed, and there are many instances that could result in severe disciplinary steps (up to and including discharge) for a first or one-time infraction. As previously stated, by utilizing progressive discipline in some circumstances the Company is not waiving or limiting its right to discharge for any or no reason at all, at any time, with or without notice.

Types of behavior and conduct that the Company considers inappropriate and which could lead to disciplinary action up to and including immediate termination of employment without prior warning, at the sole discretion of the Company, include, but are not limited to the following:

1. Reporting to work or working intoxicated or under the influence of drugs. Employee failing to notify the direct supervisor of prescription drug use that could inhibit the Employee's ability to perform the job safely.
2. Possession, use, distribution, manufacture, sale, or dispensation of any controlled substance or illegal drugs.
3. Unauthorized use or consumption of alcohol on Company premises or while engaged in Company business.
4. Stealing from clients, the Company or fellow Employees.
5. Using Company property without proper authorization.
6. Excessive absenteeism or tardiness.
7. Failure of an Employee to notify the Company that the Employee will be absent from work.
8. Altering a time card, attendance sheet or the falsification of any Company record.
9. Falsification of employment applications or resumes or any Company pre- or post-employment forms, or any other form of dishonesty.
10. Leaving Company property during work hours unless such absence is part of a concerted work stoppage or similar activity protected under state or federal law.
11. Disorderly conduct, including fighting; acting in an obscene manner or using obscene, abusive, or threatening language or horseplay.
12. Using tobacco in an area where tobacco is prohibited.
13. Defacing, damaging or misusing property of the Company, other employees, vendors, customers, etc.
14. Unauthorized possession or use of firearms, fireworks, or any other weapon in the work facility or, where state law permits, on Company property or while engaged in Company business.
15. Soliciting, distributing literature, or conducting unauthorized meetings of any kind on Company time or property during working hours without the prior consent of the Company.

16. Posting, removing, or tampering with the bulletin boards or notices posted on bulletin boards without authorization, or defacing any posted signs, displays, or property.
17. Excessive use of Company equipment (phones, computer, copy machine, printer, etc.) for personal matters.
18. Carelessness or inefficient performance of job duties, including the failure to maintain proper standards of performance or interfering with the work of other Employees.
19. Disobeying safety regulations, including failure to promptly report to supervisory personnel unsafe work conditions or work-related accidents.
20. Insubordination, such as failure to follow a legal and proper instruction of supervision or management.
21. Failure of an Employee to accept that individual's share of overtime work to meet Company and department needs.
22. Failure to observe "good housekeeping" practices by not cooperating in keeping facilities clean.
23. Failing to observe Company security regulations or the law.
24. Violation of Company Policies
25. Defamation of a co-worker or other employee or customer.

Gambling

Gambling is prohibited on Company property, or through the use of the Company's property.

Gifts and Gratuities

Employees may not request or accept any gift or gratuity of any kind from a customer or supplier without the express written authorization of the President.

Hazardous and Toxic Materials

If an Employee's job requires that they use hazardous or toxic materials, they are expected to comply with all laws, rules and regulations concerning their safe handling and disposal. If an Employee has any questions about the materials they work with or the proper safety or disposal procedures to follow, they should discuss them with their supervisor before taking any action.

Inclement Weather/Emergency Closings

Should inclement weather arise, the Company will take every precaution to ensure that Employees remain safe. The company will notify Employees if the operation will be closed due to inclement weather or for other reasons. In the event that adverse weather arrives unexpectedly, and you have not been informed on the status of the operation, please contact your immediate supervisor for information.

If the Company is open for business, Employees are encouraged to proceed to work as scheduled. Should an Employee determine they are unable to travel to work, they should immediately notify their supervisor. The Employee will be expected to use available Paid Time Off for the time missed.

If the Company closes during normal business hours, Employees will be expected to use available Paid Time Off for the time missed.

Any work performed by the Employee from the Employee's home, must be approved by their immediate supervisor beforehand.

No Smoking

All of the Company facilities are smoke free, including company vehicles. Therefore, no smoking is permitted anywhere inside the facilities. If necessary, Employees may smoke outside during breaks in the designated smoking areas. Employees are expected to keep designated smoking areas clean, and to properly discard cigarette and cigar butts.

No Soliciting

In order to prevent outside contacts from influencing or disrupting the work environment, the Company prohibits solicitations and distributions by non-employees, including all salespersons and collectors. Any unauthorized solicitation should be reported to a supervisor of the President.

Off-Duty Social and Recreational Activities

The Company may sponsor social or recreational activities for its Employees. An Employee's attendance at such social activities, however, is completely voluntary and is not work-related. Neither the Company nor its insurer will be liable for the payment of workers' compensation benefits for any injury that arises out of an Employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the Employee's work-related duties.

Off-Duty Use of Facilities

Employees are prohibited from being on the Company premises or making use of Company facilities while not on duty. Employees are expressly prohibited from using Company facilities, Company property or Company equipment for personal use.

Outside Employment

The Company recognizes the most important resource is its Employees. The ability to achieve the Company's long-term goals is dependent upon the efforts of a cohesive and disciplined team. Accordingly, Employees intending to engage in another job during hours other than those involved in their regular jobs will be required to obtain permission beforehand from the President. Such outside employment should not conflict with an Employee's ability to perform his or her functions at the Company. In no event shall an Employee become employed with a competitive Company during the Employee's employment with this Company.

Outside Inquiries Concerning Employees

All inquiries seeking information about another employee from outside sources should be directed to the President so as to protect the privacy of the employee and to verify the accuracy of any information provided.

Personal Appearance

The appearance of an individual has a great bearing upon the manner in which his or her services are accepted by clients of the Company or the public in general. It should be a matter of personal pride with every Employee to keep clean and neat at all times while he or she is in the employ of the Company.

Personnel Files

The Company's President maintains personnel records in the manner required by federal and state law. With reasonable notice, and upon proper written request, you may inspect your personnel records, unless state or federal law protects the confidentiality of the records. Requests may be made to the President during normal business hours.

Protection of the Company's Trade Secrets and Confidential information

As part of their employment with the Company, Employees may be exposed to and/or provided with trade secrets ("Trade Secrets") and Confidential Information of the Company relating to the operation of the Company's business and its customers (collectively referred to as "Trade Secrets/Confidential Information").

"Trade Secrets" mean information, including a formula, pattern, compilation, program, device, method, technique or process, that: (1) derives independent economic value, actual or potential, from not being generally known to the public or to other persons or entities who can obtain economic value from its disclosure or use; and (2) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. The Company's Trade Secrets are (1) not generally known to the public or to the Company's competitors; (2) were developed or compiled at significant expense by the Company over an extended period of time; and (3) are the subject of the Company's reasonable efforts to maintain their secrecy.

As part of the consideration Employees provide to the Company in exchange for their employment and continued employment with the Company is their agreement and acknowledgement that all Trade Secrets/Confidential Information developed, created or maintained by them shall remain at all times the sole property of the Company, and that if the Company's Trade Secrets/Confidential Information were disclosed to a competing business or otherwise used in an unauthorized manner, such disclosure or use would cause immediate and irreparable harm to the Company and would give a competing business an unfair business advantage against the Company.

Employees will not, except as required in the conduct of the Company's business or as authorized in writing by the Company, disclose or use during their term of employment or subsequent thereto any Trade Secrets of the Company or the Company's Confidential Information. Examples of Confidential Information include the following: information regarding the development of systems, processes, products, pricing, know-how, technology, internal reports, procedures, or other internal business-related communications. All Trade Secret and Confidential Information is the sole property of the Company and shall not be copied without written permission of the Company and, to the extent such property is in Employee's possession after termination of employment, Employee shall return the property to the Company or at the Company's request at any time.

An Employee who violates this policy is subject to disciplinary action up to and including discharge. Egregious incidents may result in immediate termination.

"QUIET Please"

The Company desires to maintain a relatively quiet working environment for all Employees. Work should be performed with a minimum amount of noise.

Safe Work Environment

The Occupational Safety and Health Act of 1970 (“OSHA”) clearly states our common goal of safe and healthful working conditions. Certain Company facilities must maintain safety procedures and must train Employees about safety in the workplace. Where the Company has established workplace rules, safety meetings, and training aimed at promoting safety in the workplace, Employees must, without exception, follow the rules and participate in training and safety meetings. Where rules require that protective clothing be worn, or apparatus be utilized, Employees must wear the clothing and use the apparatus. Failure to follow this policy will result in discipline, up to and including discharge.

Use and Care of Company Property

Our Company believes that a professional work place is essential to the growth and overall well-being of the Company and its Employees. The workplace is a reflection of our professionalism. Therefore, it is expected that all Employees will act responsibly with regard to the care of the work place. Buildings, equipment and supplies are the property of the Company. Cooperation is expected when Employees are asked to share this property. Company property is not to be removed at any time for personal use. As a citizen of the community and an Employee of the Company, it is the responsibility of each Employee to help keep the cost to a minimum and to assist in maintaining the quality of the building, furniture and equipment by following the “housekeeping rules” that are promulgated from time to time. All Employees enjoy cleanliness of surroundings. Housekeeping is everybody's job, and it is essential for workplace safety.

Visitors

Personal visits by friends or relatives during work hours can be disruptive to our operations and are strongly discouraged. If an Employee receives a non-business-related visit from a friend or relative, he or she must notify their supervisor at the time of their guest’s arrival and departure. Non-employees are strictly forbidden from entering unauthorized areas.

Because of liability, insurance, and operational considerations, the Company discourages nonbusiness-related visitors from coming on to Company property. Employees who are leaving the facilities with a non-employee should ask such visitors to meet them in the Company parking lot, rather than entering Company facilities.

Weapons

Subject to applicable law, the possession of weapons, such as firearms or knives (other than pocket knives), on the Company’s premises, whether during normal work hours or otherwise, is strictly prohibited. Violation of this policy (unless otherwise protected by law), or the commission of violence of any type on Company property, will be cause for immediate discharge.

Texas Employees: The Company believes it is important to establish a clear policy that addresses weapons in the workplace. The carrying of a weapon of any kind into the workplace is considered a violation of the company’s anti-weapon policy. Weapons are not permitted on the premises outside of the person’s locked vehicle. Violation of this policy or the commission of violence of *any type on company property will be cause for immediate termination*. Persons with a valid license to carry a concealed weapon must comply with this policy unless a written exception is on file from the President of the Company. Persons whom have a valid license to carry a concealed weapon need to make sure they have their license on them at all times.

Working From Home and Remotely

The Company understands that certain circumstances arise that cause an Employee to need or desire to work from home. Employees must request permission in advance from their supervisor before doing so. Supervisors will grant or deny permission to work from home on a case-by-case basis. Under no circumstances are Employees permitted to work at home without prior permission. Any attempt to do so, with or without reporting such time, will result in disciplinary action in accordance with the company's discipline policy.

Non-exempt Employees will be required to manually record all hours worked and report those hours to their supervisor electronically (if available), or otherwise on the following business day. All policies and rules of the Company stated in this Handbook or otherwise published by the Company, including, but not limited to, policies regarding overtime work and securing prior authorization or such work, shall apply equally to work performed at home or remotely away from the office. Hours worked in excess of those specified per work week, in accordance with state and federal requirements will require the advance approval of the supervisor. Failure to comply with this requirement can result in the Employee losing the privilege to work from home.

Workplace Searches and Inspections

In order to protect the safety and property of all of our employees, the Company reserves the right to inspect Employees' lockers, desks, cabinets, briefcases, toolboxes, purses, personal computers, personal motor vehicles and any other personal belongings brought onto Company property. Employees are expected to cooperate in any search. Failure to cooperate will result in disciplinary action up to and including termination of employment.

All files and records stored on Company computers are the property of the Company and may be inspected at any time. Company computers are for business purposes only and should not be used for non-work related matters. Use of Company computers for unauthorized purposes is prohibited. Electronic mail and voice mail messages are to be used for business purposes only and are considered Company property. The Company may access its computers at any time with or without prior notice and the Employee should not assume that any data stored in Company computers is confidential.

Workplace Violence

The Company has a zero tolerance for violent acts or threats of violence against our employees, applicants, customers or vendors.

The Company does not allow fighting, threatening words or conduct. No Employee should commit or threaten to commit any violent act against a co-worker, applicant, customer or vendor. This includes discussions of the use of dangerous weapons, even in a joking manner.

Any Employee who is subjected to or threatened with violence by a co-worker, customer or vendor, or is aware of another individual who has been subjected to or threatened with violence, is to report this information to his/her supervisor or manager as soon as possible.

All threats should be taken seriously. Please bring all threats to our attention so that we can deal with them appropriately. All threats will be thoroughly investigated, and all complaints which are reported to management will be treated with as much confidentiality as possible.

Break and Lunch Policy

GTG Automation provides full and part time employee with rest breaks and lunch breaks to ensure you are able to remain productive at work. These breaks can be used for any reason such as restroom use, socializing with other on break co-workers, smoking in designated approved areas, coffee breaks, checking social media, telephone breaks or short naps. As we currently do not have a dedicated break room for you to use, please use good judgment and respect while taking breaks in common areas as to not cause a distraction to other workers not on break.

Rest Breaks

Rest breaks are to be no longer than 15 minutes. Here's how it works:

- Breaks are offered 2 times a day for full time employees who work 6 hours or more daily.
- They are offered only once a day for part time employees who work 5 hour or less daily.
- Rest breaks are on the clock, meaning you don't have to clock-out for a rest break.
- Breaks can be taken any time after your first 2 hours on the job on a given work day.
- Employees are to remain in the building or on the property during their rest break.
- No more than 1 person at a time in the same position is to break together to ensure continuous coverage for business needs at all times.
- Please let your supervisor know when a rest break is needed to ensure work is covered while you're on break.

Lunch Breaks

Lunch breaks work similarly to rest breaks except that they are 1) longer than rest breaks, and 2) the amount of time that you're on a lunch break is not paid time.

Employees are allowed to choose the amount of time they take for lunch, between 30-60 minutes. Here how it works:

- Employees who work 6 or more hours a day are provided a lunch break.
- Part time employee or those who work 5 hours a day or less, do not get a lunch break.
- If lunch is provided by GTG, additional time should not be taken.
- You must clock out and record your lunch break on your timesheet.
- Lunch breaks are typically taken after the first 3-4 hours on the job, depending on your schedule. Work with your supervisor to determine the best time to take your lunch break.
- If you leave the premises for your lunch, it is expected that you will not eat meals at your desk prior to your break and that you complete your meal, etc. before returning to work to respect the 60 minutes maximum time allowed so that you are not distracted prior or upon your return to paid time.

Emergency Breaks

We understand there are times when an employee has an emergency, such as when they feel ill or have to take an urgent phone call. Talk to your supervisor in these situations so that your emergency can be accommodated.

Break Time Policy Violations

While our break time policy is generous, breaks will be monitored to ensure that work does not suffer. Therefore, the company reserves the right to discipline any employee found abusing our break time policy by, for example, taking too many breaks, taking breaks that are too long, taking a full 60 minute lunch hour and then taking more time to each lunch at your desk when your return, disturbing staff that are not on break, or abusing the use of emergency break time. Disciplinary actions for failure to comply with the above stated policy could include warning up to and including discharge.

Regulatory Notes: *Texas labor laws do not have any laws requiring an employer to provide a meal period or breaks to employees; thus, the federal rule applies. The federal rule does not require an employer to provide either a meal (lunch) period or breaks. However, if an employer chooses to do so, breaks, usually of the type lasting less than twenty (20) minutes, must be paid. Meal or lunch periods (usually thirty (30) minutes or more) do not need to be paid, so long as the employee is free to do as they wish during the meal or lunch period.*

FLSA and Job Descriptions

The Fair Labor Standards Act regulates wages, overtime pay and workplace rules for companies that gross at least \$500,000 per year in enterprises that involve interstate commerce, along with schools, hospitals, residential health care institutions and public agencies. Workers whose job duties involve interstate commerce and communications, as well as some domestic service employees, also may be covered by some provisions of the FLSA. The law defines two categories of workers -- exempt and non-exempt -- and most of its provisions apply only to non-exempt employment.

Exempt vs. Non-Exempt Workers

The FLSA classifies most workers who earn their pay on the basis of an hourly wage as non-exempt employees. Simply earning a non-hourly salary doesn't classify an employee as exempt, however. Exempt workers must earn more than \$455 each week or \$23,000 per year, and perform executive, administrative or professional duties that involve supervising others; rely on advanced degrees, special training or talents; and contribute to operating a business rather than simply making what it produces. The ranks of the exempt also include skilled computer professionals, outside salespeople and movie-theater employees. Other FLSA exemptions apply to workers in specific fields and industries. Some state laws raise the salary requirements for exempt status.

Fraternization Policy

A GTG Automation Fraternalization Policy is being adopted to better reflect our expected values in providing a workplace culture that positively adds to the sense of teamwork and camaraderie while addressing the impact of things related to employee relationships that can go wrong in the workplace resulting in friction and conflict, loss of company goodwill, risk of potential lawsuits or violations of law.

Andrews is a small close-knit community and GTG Automation supports our community through sharing of these communal norms and values. Our business reputation and related goodwill in the community has a direct impact on our business relationships and our ability to both retain and attract employees while ensuring positive ongoing operations and performance for the future.

What is Workplace Fraternalization?

Establishing friendships or potential romances with other employees, vendors, supplies, delivery personnel or other people employees engage with during the course of employment and carrying out tasks or activities for the organization that may extend to both on and off duty interactions.

When is Workplace Fraternalization good?

When it builds upon a culture that encourages teamwork, collaboration and sharing of ideas that leads to creativity and innovation.

So.... when is it bad?

When relationships blur 'lines' and cause friction or conflict at work... when parties in the relationship have feelings that change and go awry, they make others uncomfortable or distracted, affect the mood within the organization or present a threat to our reputation or a risk to the operations and business at large. It may start with simple gossip, lead to job dissatisfaction or low morale to charges of sexual harassment, years or decades after the fact.

Consequences of Dating and Affairs

A manager or supervisor who dates or becomes romantically involved with an employee creates a serious problem for the company. Dating an employee, and extramarital affairs, even when the employee is not in a reporting relationship, creates serious consequences for the company. It can affect the careers of both employees with regard to advancement opportunities, choices of jobs, and assignments. Employees have different definitions and understanding of what constitutes a close relationship, a friendship, or romantic involvement. If there is any question as to the appropriateness of a situation, talk with Greg Griffin for clarification. The goal of implementing policies consistently and fairly will help inform your choices. Failure to seek guidance or disclose relationships may be considered evidence of intent to conceal a violation of the policy upon investigations into such matters.

Fraternization Policy and Guidelines

- Company employees may date and develop friendships and relationships with other employees – both inside and outside of the workplace – as long as the relationships don't have a negative impact on their work, the work of others or the company reputation or operations or explicated noted as forbidden.
- We are a small company in a small town so the impact is more immediate and relevant so should not be undertaken lightly or without due consideration of the potential consequences of choices including the tendency to place in doubt the reliability, trustworthiness or sound judgment of the persons involved.
- Any relationship that interferes with the company culture of teamwork, the harmonious work environment, or the productivity of employees, will be addressed by applying a progressive discipline policy up to and including employment termination.
- Adverse workplace behavior – or behavior that affects the workplace that arises because of personal relationships – will not be tolerated.
- Anyone in a managerial or supervisory role needs to heed the fact that personal relationships with employees who report to them may be perceived as favoritism, misuse of authority, or potentially, sexual harassment.
- For the same reason, no employee may date another employee who is separated by more than one level in the chain of command. This includes an employee who reports to their boss's counterpart in another department.
- Additionally, any fraternization is prohibited with any employee who reports to the manager or whose terms and conditions of employment – such as pay raises, promotions, and advancement – are potentially affected by the manager.
- The fraternization that is prohibited by this policy includes dating, romantic involvement, and sexual relations: close friendships are discouraged in any reporting relationship.
- No employee may use company equipment or facilities for furtherance of non-work-related activities or relationships without the express advance permission of GTG Automation's management.
- Friendships and social contacts, between employees and others they may come in contact with in due course of activities, are not a matter of concern as long as they are consistent with the above guidelines.

12. LIST OF COMPANY FACILITIES AND

OFFICES

Mailing Address

P.O. Box 247

Andrews, TX 79714

Main Office

700 SW Ave A

Andrews, TX 79714

West Annex

1207 W Broadway

Andrews, TX 79714

Plumbing Building

501 E Broadway St

Andrews, TX 79714

Fab Shop

607 W Broadway

Andrews, TX 79714

Acknowledgment of Receipt and Understanding

By signing below, I acknowledge that I have received a copy of the Employee Handbook for GTG Automation (the “Company”). I also acknowledge that I have been provided and understand the copy of GTG Automation’s Drug and Alcohol Abuse Policy and Testing Program (the “Policy”). I understand that this Handbook is intended as a guide, not a contract, and is not a guarantee of any rights, privileges or conditions of employment. I further understand that the provisions of the Handbook, with the exception of the “Employment at Will” policy, may be modified or eliminated at any time.

I understand that it is my responsibility to read the handbook and that I can view the most up-to-date version of the handbook, as well as the State Supplement to the handbook (a guidebook pertaining to the laws in the state in which I work), on-line at any time. And that I’ll find both items in the Company Documents section of the Resource Library. I understand that the latest revision of the Employee Handbook and State Supplement available online supersedes all previous versions. I also realize that I may ask my supervisor or the HR Department for a hard copy of the handbook if I have infrequent or no access to a computer.

The relationship between you and the Company is referred to as employment at will. This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Company. No representative of the Company has authority to enter into any agreement contrary to the foregoing employment at will relationship. Nothing contained in this handbook creates an express or implied contract of employment.

Printed Name

Signature _____ Date _____

COPY #1 (Company Copy)

Duplicate copies of the acknowledgment of receipt and understanding are included so that one copy may be retained by the Employee and the other by the Company in the Employee's personnel file.

Acknowledgment of Receipt and Understanding

By signing below, I acknowledge that I have received a copy of the Employee Handbook for GTG Automation (the “Company”). I also acknowledge that I have been provided and understand the copy of GTG Automation’s Drug and Alcohol Abuse Policy and Testing Program (the “Policy”). I understand that this Handbook is intended as a guide, not a contract, and is not a guarantee of any rights, privileges or conditions of employment. I further understand that the provisions of the Handbook, with the exception of the “Employment at Will” policy, may be modified or eliminated at any time.

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Printed Name

Signature _____ Date _____

COPY #2 (Employee Copy)

Duplicate copies of the acknowledgment of receipt and understanding are included so that one copy may be retained by the Employee and the other by the Company in the Employee's personnel file.