

PROJECT CONSULTING GROUP

Employment Policy & Procedure Handbook

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WELCOME

Dear Employee:

WELCOME TO OUR PROJECT CONSULTING GROUP TEAM!

We are pleased to welcome you to PROJECT CONSULTING GROUP (PCG). You have joined an exciting organization with an outstanding reputation for quality services. As an employee, you play an important role in our efforts to serve our customers. We hope that your association with PROJECT CONSULTING GROUP will be satisfying and enjoyable.

This handbook sets forth the general administrative policies of PROJECT CONSULTING GROUP. It applies to all employees. When there is a change in a policy, we will update this handbook as soon as we can. Please feel free to consult us whenever you have questions at 104 Main St N, Ste 100, Stillwater, MN 55082. Our telephone number is 612-330-0123.

The material in this handbook is not exhaustive. Although we have attempted to cover matters of general applicability to employees, we know that it doesn't cover every situation that may arise from day to day. We reserve the sole and exclusive right to make changes at any time, with or without notice, and to interpret these policies and procedures at the discretion of the company.

NO PROVISION IN THIS HANDBOOK IS INTENDED TO CREATE A CONTRACT BETWEEN PROJECT CONSULTING GROUP AND ANY EMPLOYEE, OR TO LIMIT THE RIGHTS OF THE COMPANY AND ITS EMPLOYEES TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE FOR ANY LAWFUL REASON. THIS HANDBOOK IS A GENERAL STATEMENT OF POLICY, TO BE MODIFIED AND APPLIED BY THE COMPANY AT ITS DISCRETION.

We wish you a successful career with PROJECT CONSULTING GROUP.

NATURE OF EMPLOYMENT

EMPLOYMENT AT WILL

This Handbook is intended to assist you in becoming familiar with our policies, procedures and benefits. It does not constitute a guarantee that your employment will continue for a specified period of time or end only under certain conditions. Unless expressly modified by a written agreement, employment with PROJECT CONSULTING GROUP is a voluntary employment-at-will relationship for no definite period of time, and nothing in this Handbook constitutes an expressed or implied contract of employment or guarantee of any benefit. You have the right to terminate your employment relationship for any reason with or without cause or notice at any time and PROJECT CONSULTING GROUP may do the same.

From time to time, PROJECT CONSULTING GROUP may unilaterally, in its discretion, amend, supplement, modify or eliminate one or more of the benefits, work guidelines or policies, with or without prior notice. However, PROJECT CONSULTING GROUP will attempt to provide advance notice prior to the implementation of any such changes or modifications by distributing such changes to you and/or posting them on the official bulletin board.

No supervisor or manager has the authority to amend or modify this Handbook. Any final decision regarding the interpretation of our policies rests with our President. Only our President has the authority to make any individual agreement (or, where applicable, collectively bargained agreement) contrary to this policy, and any such individual agreement must be in writing and signed by the employee and the President.

Nothing in this Handbook, including, but not limited to, its confidentiality, information security, visitors, distribution, no solicitation, and electronic communications (email, voicemail, internet use, social media, etc.) policies, is intended to interfere with or restrict employees' rights to lawfully engage in or refrain from engaging in protected, concerted activity under the law such as pursuing grievances, criticism or complaints about wages, benefits, working conditions or employer policies, supporting or opposing union organizing, and/or collective bargaining, or other lawful group action, without fear of reprisals.

EQUAL EMPLOYMENT OPPORTUNITY

PROJECT CONSULTING GROUP believes in providing equal employment opportunities for all employees. PROJECT CONSULTING GROUP will not violate any law prohibiting discrimination for or against any employee or applicant for employment on the basis of race, color, religion, creed, age, sex, national origin, ancestry, marital status, pregnancy, familial status, disability (including those related to pregnancy or childbirth), membership or non-membership in a labor organization, sexual orientation or gender identity, status with regard to public assistance, genetic information, membership or activity in a local human rights commission, complaining in good faith to PROJECT CONSULTING GROUP or a public authority, or any other characteristic protected under local, state, or federal statute, ordinance, or regulation. Applicants and employees will be evaluated solely on the basis of their conduct, their compliance with PROJECT CONSULTING GROUP's policies, practices, and legitimate expectations, and their performance and experience.

If you believe that you have been unlawfully discriminated against, you must bring this to the attention of your supervisor or our Equal Opportunity Officer, Alyssa Thomas (Alyssa.Thomas@pcg-usa.com). Employees can bring complaints, ask questions, and raise concerns under this policy without fear of reprisal.

This policy applies to all aspects of an employee's employment with PROJECT CONSULTING GROUP, including, promotions, demotions, transfers, recruitment, advertising, layoffs, terminations, compensation, hiring and training, and to all applicants. All employees and applicants are responsible for understanding, adhering to, and strictly enforcing this policy.

ZERO TOLERANCE OF HARASSMENT

1. Harassment Policy Statement

As indicated above, PROJECT CONSULTING GROUP is committed to providing a work environment that is free of unlawful discrimination. This policy includes the prohibition of harassment based upon any of the characteristics listed in our Equal Employment Opportunity Policy above. Many harassment situations in the work environment involve sexual harassment. However, complaints alleging harassment based upon other protected characteristics will be handled in the same manner as complaints alleging sexual harassment. The “work environment” includes all of PROJECT CONSULTING GROUP’s premises, and any other locations where Company-sponsored activities take place, any off-site location where Company business is conducted, and on social networking sites if PROJECT CONSULTING GROUP, its customers, suppliers, or employees are referenced or included in communications. “Sexual harassment” is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual’s employment;
- b. Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual’s employment; or
- c. Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creates an intimidating, hostile, or offensive work environment, and PROJECT CONSULTING GROUP knew or should have known of the existence of the harassment and failed to take timely and appropriate action.

If you believe that you are being subjected to harassment, you must:

- | | |
|---------|---|
| First: | Tell the harasser to stop, if you feel comfortable doing so. |
| Second: | Make a record and immediately report the incident to your supervisor or to the Equal Opportunity Officer. |
| Third: | If the conduct continues, this should also be immediately reported to the above individuals. |

Any reported incident will be investigated. Complaints and actions taken to resolve harassment will be handled as confidentially as possible, given PROJECT CONSULTING GROUP’s obligation to investigate and act upon reports of such harassment. Employees may bring complaints, ask questions, and raise concerns without fear of reprisal under this policy. All employees are responsible for understanding, adhering to, and strictly enforcing this policy. Any violation of this policy may result in discipline, up to and including termination. Making false allegations is also a violation of this policy.

2. Investigation and Recommendation

PROJECT CONSULTING GROUP will, upon receipt of a report or complaint alleging harassment or other inappropriate conduct, authorize an investigation. PROJECT CONSULTING GROUP will generally respond to an employee’s complaint within ten (10) to fourteen (14) days.

In determining whether the alleged conduct constitutes harassment or other inappropriate conduct, PROJECT CONSULTING GROUP may consider the surrounding circumstances, the nature of the alleged statements or conduct, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes harassment or other inappropriate conduct requires consideration of all the

facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint or report is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint or report. The investigation may also include any other lawful methods deemed pertinent by the investigator.

In addition, PROJECT CONSULTING GROUP may take immediate steps, at its discretion, to protect the complainant, witnesses, or other employees pending completion of an investigation.

3. Prohibition Against Retaliation

All forms of unlawful retaliation are prohibited, including any form of discipline, reprisal, intimidation or other form of retaliation for participating in any activity protected by law. Employees shall not retaliate against any person who complains of or reports alleged harassment or other inappropriate conduct or retaliate against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a harassment complaint.

If you are subjected to any conduct that you believe violates this policy, you must promptly speak to, write, or otherwise contact your direct supervisor or, if the conduct involves your direct supervisor, the Equal Opportunity Officer within ten (10) days of the offending conduct. Additionally, any manager or supervisor who observes retaliatory conduct must report the conduct to the Equal Opportunity Officer so that an investigation can be made and corrective action taken, if appropriate.

4. Discipline and Other Appropriate Action

PROJECT CONSULTING GROUP may take any appropriate action it deems necessary in response to complaints which are confirmed by investigation or for other violations of this policy. If investigations into employee allegations reveal other people were discriminated against and/or harassed, corrective measures will extend to all affected parties. Such action may include: discipline, such as verbal or written warnings; paid or unpaid suspensions; demotions; transfers; ineligibility for promotions, benefits, or raises; counseling or other required conditions for retaining employment; termination; as well as general reminders of this policy.

CONFIDENTIALITY

As the result of your employment at PROJECT CONSULTING GROUP, you will acquire and have access to the confidential information belonging to the company and clients of a special and unique nature and value, relating to such matters as the company's personnel and compensation information; accounts; trade secrets; procedures; manuals; financial cost and sales data; supply sources and resources; contracts; price lists; accounts and bookkeeping practices; office policies and practices; financial information, data, records, and reports; sales data and expense information; business plans, general and specific; prospect names and lists; existing and potential business opportunities; confidential reports; customer lists and contracts; labor relations strategies, marketing strategies, new materials research, proprietary production processes, research and development strategies, scientific data, formulas and prototypes; technological data and prototypes; litigation and other legal matters, as well as information specific to the company's and clients products.

As a condition of employment, you must agree that all such information is the exclusive property of the company and clients, and that you will not at any time divulge or disclose to anyone, except in the responsible exercise of your job, any such information, whether or not it has been designated specifically as "confidential." Any employee who discloses trade secrets or confidential business information will be subject disciplinary action, up to and including possible termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which PROJECT CONSULTING GROUP wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of PROJECT CONSULTING GROUP. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of PROJECT CONSULTING GROUP's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to an officer of PROJECT CONSULTING GROUP as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which PROJECT CONSULTING GROUP does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving PROJECT CONSULTING GROUP.

The equipment, software, materials, products, designs, plans ideas, and data of PROJECT CONSULTING GROUP are the property of PROJECT CONSULTING GROUP and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such an action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including possible termination of employment and legal action.

This policy on confidentiality does not conflict with your Non-Solicitation Agreement.

COMPANY EQUIPMENT – ACCESS & USAGE

PROJECT CONSULTING GROUP provides access to office equipment (computers, printers, facsimile transmissions “fax machines”, electronic mail (e-mail), voice mail, Internet and Intranet for employees to facilitate the company’s efficiency and productivity. PROJECT CONSULTING GROUP expects that all those employees who exercise this privilege will do so responsibly and for business-related purposes. This policy has been developed to assist users of office equipment, e-mail, Internet and Intranet in the appropriate use of network technology. This policy covers any and all company equipment that is considered a wire and communication device as defined by the Electronic Communication Privacy Act (ECPA). PROJECT CONSULTING GROUP adheres to the guidelines of both the ECPA and Minnesota Statute and will refer to the same for interpretation when applying this policy.

USER ID’S AND PASSWORDS

Employees who are assigned user ID’s and passwords are expected to keep them in a confidential manner. Only an officer of the company and/or originator of the user ID or password and the corporate controller are authorized to have access to this information. Employees are prohibited from sharing their user ID or password with unauthorized individuals.

COPYRIGHT PRIVILEGE

PROJECT CONSULTING GROUP and its clients retain the copyright to any material created and/or electronically posted by an employee in the course of his/her job.

PERSONAL USE OF COMPUTERS

Employees should refrain from using computers for personal use during business hours unless requests to use computers for personal use have been approved by a corporate officer in advance, and is limited to lunch, break times, or after regularly scheduled working hours. A PROJECT CONSULTING GROUP corporate officer may also need to be notified under these circumstances when personal break times are in effect. PROJECT CONSULTING GROUP reserves the right to occasionally review computer documents, with or without employee notification.

Some examples of inappropriate use of computers and Intranet include, but are not limited to, the following:

- Obtaining access to documents without management permission
- Obtaining access to another’s documents or voice mail/e-mail without their permission
- Loading software not purchased or approved by a corporate officer

In these situations, documents include any kind of file that can be read on a computer screen as if it were on a printed screen.

E-MAIL, INTERNET, AND INTRANET USE

E-Mail, Internet, and Intranet use on computers must be limited to job-related work activities. Use for non-job related work activities on PROJECT CONSULTING GROUP premises or equipment must be requested and approved in writing in advance of use. PROJECT CONSULTING GROUP has the authority and capability to regularly review employees’ e-mail, Internet and Intranet records.

Employees should have no expectation of privacy in use of PROJECT CONSULTING GROUP equipment, e-mail, Internet or Intranet. PROJECT CONSULTING GROUP owns the equipment and software making possible the employee’s e-mail, Internet and Intranet usage and permitting employees to use them in the performance of their job duties. Internet records are to be treated like shared paper files, with the expectation that anything in them is available for review by a corporate officer.

PROJECT CONSULTING GROUP will occasionally audit, intercept, access and disclose all internal and external e-mail information sent through the Internet and Intranet accounts provided by PROJECT CONSULTING GROUP, with or without notification. Any visit made to an external website may be tracked. All business postings in Internet Chat Rooms must be requested and approved by a corporate officer in advance.

INAPPROPRIATE USE OF E-MAIL, INTERNET AND INTRANET SERVICES

E-Mail, Internet and Intranet users at PROJECT CONSULTING GROUP must refrain from displaying or distributing material (text, audio or video) which is inappropriate, or which is in any way inconsistent with PROJECT CONSULTING GROUP policies.

Some examples of inappropriate and prohibited use of the Internet include, but are not limited to:

- Participation in online games
- Accessing sexually-oriented/pornographic sites, viewing sexually explicit material and posting any messages in sexually explicit newsgroups.
- Participation in unauthorized business-related chat groups.
- Posting any non-business or unauthorized business on-line messages to newsgroups or competitors.
- Downloading software without permission
- Creating links from the corporate site to non-business or personal sites on the web.
- Any action that violates federal or state law/regulation.
- Any use that is not specifically for business purposes.

E-Mail communications should be professional in tone and content. The E-Mail system is not to be used to create any offensive or disruptive messages. Among those which are considered inappropriate and offensive are the following, but not limited to:

- Any messages which contain sexual implications or comments that could be viewed as discriminatory, harassing and/or threatening.
- Any messages which address someone's age, sexual orientation, religious or political beliefs, national origin or disability in what could be viewed as an offensive manner.
- E-Mail should not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without prior written authorization from management.
- Sending chain letters through e-mail in unacceptable behavior.
- Any action that could damage the image and reputation of PROJECT CONSULTING GROUP is not acceptable.

VOICEMAIL

Like e-mail, voice mail communications should be professional in tone and content. The voice mail system is not to be used to create any message, which could be viewed as offensive or disruptive. Among those which are considered inappropriate and offensive include, but are limited to the following:

- Any messages which contain sexual implications or comments that could be viewed as discriminatory, harassing and/or threatening.
- Any messages which address someone's age, sexual orientation, religious or political beliefs, national origin or disability in what could be viewed as an offensive manner.

PROJECT CONSULTING GROUP will occasionally audit, intercept, access and disclose voice mail messages, with or without employee notification.

CONCLUSION

PROJECT CONSULTING GROUP expects all employees to comply with this policy and to use good judgment in their use of our various systems. A PROJECT CONSULTING GROUP officer should be notified of unsolicited, offensive materials seen or received by any employee on any of our systems. An employee's usage of equipment and communication systems may be suspended immediately upon the discovery of a possible violation of this policy. Failure to abide by this policy may result in immediate discipline, up to and including termination of employment.

BUSINESS TRAVEL EXPENSES

PROJECT CONSULTING GROUP will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by an officer of the company.

Employees whose travel plans have been approved should make all travel arrangements through the designated travel agency.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by PROJECT CONSULTING GROUP. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare
- Car rentals fee, only for compact or mid-size cars
- Fares for shuttle or airport bus service, where available or costs of public transportation for ground travel
- Taxi or ride-share fares
- Mileage costs for use of personal cars, only when less expensive transportation is not available
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings
- Cost of meals, no more lavish than what would be eaten at the employee's own expense
- Tips not exceeding 20% of the total cost of the meal or service
- Charges for internet, printing, fax, and similar services required for business purposes
- Charges for laundry and valet services, only on trips of five or more days (personal entertainment and personal care items are not reimbursed)

Any employee who is involved in an accident while traveling on business must promptly report the incident to a corporate officer. Vehicles owned, leased or rented by PROJECT CONSULTING GROUP may not be used for personal use without prior approval.

Cash advances to cover reasonable anticipated expenses may be made. Employees should submit a written request to a corporate officer when travel advances are needed.

When travel is completed, employees should submit a completed travel expense report within five days. Receipts for all individual expenses should accompany reports.

Employees should contact an officer of the company for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues. Abuse of this Business Travel Expense Policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

EMPLOYMENT CLASSIFICATIONS

Following are the definitions of the employment classifications. This will help you understand your employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

- PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than **thirty (30)** hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they will generally be ineligible for all of PROJECT CONSULTING GROUP's other benefit programs (except for PTO).
- REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work for PROJECT CONSULTING GROUP full-time. Generally, they are eligible for PROJECT CONSULTING GROUP's benefit package, subject to the terms, conditions, and limitations of each benefit program.
- TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond the initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless notified of a change. While temporary employees receive all legally-mandated benefits, they are ineligible for all of PROJECT CONSULTING GROUP other benefit programs.
- "EXEMPT" AND "NON-EXEMPT" At the time of hire, all employees are classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per work week. These employees are referred to as "non-exempt" in this handbook. This means that they are not exempt from (and therefore should receive) overtime pay.

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

EMPLOYMENT RECORDS

PERSONNEL DATA

It is the responsibility of each employee to promptly notify PROJECT CONSULTING GROUP of any changes in personnel data. Personal mailing addresses, telephone numbers, names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data is changed, notify PROJECT CONSULTING GROUP or complete a status change form.

DEFINITION

A “personnel file” includes all documentation as required by federal or state laws. A “personnel file” generally includes: applications for employment; wage and salary information; notes of warning, discipline or termination; benefits information; leave records; job titles; attendance records; performance evaluations; dates of promotions or job changes and transfers; and other related documents. A “personnel file” generally does not include: written references; information regarding investigations; educational records; medical information; and other related documents.

PERSONNEL FILES LOCATION AND ACCESS

PROJECT CONSULTING GROUP maintains personnel files on each employee, which are held at the PROJECT CONSULTING GROUP office. Personnel files are the property of PROJECT CONSULTING GROUP, and access to the information they contain is restricted. Generally, only supervisors and management personnel of PROJECT CONSULTING GROUP who have a legitimate reason to review information in a file are allowed to do so.

EMPLOYEE REVIEW OF THEIR PERSONNEL FILE

Employees who wish to review their own personnel file should contact an officer of PROJECT CONSULTING GROUP. With reasonable advance notice, employees may review their own personnel files in PROJECT CONSULTING GROUP offices and in the presence of an individual appointed by PROJECT CONSULTING GROUP. Employees may obtain photocopies of personnel files and add comments to be included in the personnel file as provided by statute.

MEDICAL INFORMATION

Medical information regarding employees is maintained in separate confidential files.

REFERENCES AND VERIFICATIONS

All requests for references, confirmation or verification of information on current or former employees must be referred to PROJECT CONSULTING GROUP. This is necessary to ensure that written authorization has been provided by the employee in question. This applies to written and verbal requests and covers all employees and all forms of employment information.

EMPLOYEE WORK RULES

USE OF TELEPHONES

To assure effective telephone communication, employees should always speak in a courteous and professional manner.

Employees should practice discretion in using telephones when making local or long-distance personal calls and will be required to reimburse PROJECT CONSULTING GROUP for any charge from their personal use of the telephone unless previously approved by the company.

USE OF OFFICE EQUIPMENT

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Please notify the appropriate person if any equipment, machines or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

SMOKING

In keeping with PROJECT CONSULTING GROUP's intent to provide a safe and healthful work environment, smoking is permitted only in specified areas of the client company.

PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image PROJECT CONSULTING GROUP presents to its customers, business clientele, and other employees. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

WORK SCHEDULES AND ATTENDANCE

Regular attendance and punctuality are part of your job responsibility. Management has the right to expect that employees will be present, ready to work, when and where they are assigned.

PROJECT CONSULTING GROUP demands reliable performance and will act when that demand is not met.

NOTIFICATION REQUIREMENT

In case of an emergency or sudden illness notify PROJECT CONSULTING GROUP and the client company as soon as practicable and, if possible, prior to your scheduled starting time.

In non-emergency situations notify PROJECT CONSULTING GROUP and the client company at least twenty-four (24) hours prior to your scheduled starting time.

PROJECT CONSULTING GROUP may request appropriate verification for any absence of three (3) or more consecutive days. Such verifications may include car repair bills, doctor's excuse, etc.

UNEXCUSED ABSENTEEISM AND TARDINESS

Any absenteeism or tardiness which is unjustified in the opinion and discretion of PROJECT CONSULTING GROUP and not protected by law will be considered an unexcused absence or tardiness and may result in discipline, up to and including termination.

Failure to report to work as scheduled for two (2) consecutive days, without properly notifying a corporate officer may be considered a termination of employment.

EXCEPTIONS

Exceptions will be made to this policy only upon the discretion of management and applicable Federal and State laws.

PAYDAYS

PROJECT CONSULTING GROUP will comply with all applicable federal, state, or local laws in paying employees wages earned.

PAYROLL SCHEDULE

Consultants Pay Checks are issued twice per month on the 15th and the last day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. When a pay date falls on a weekend or a holiday, the check will be paid on the closest business day (example - a Saturday pay date would be paid on Friday).

Office Staff Pay Checks are issued twice per month on the 15th and the last day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. When a pay date falls on a weekend or a holiday, the check will be paid on the closest business day (example - a Saturday pay date would be paid on Friday). Commission earnings are paid once per month at the end of the month and reflect the client billed client paid hours from the previous month.

DIRECT DEPOSIT

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to PROJECT CONSULTING GROUP. Processing initial direct deposit requests generally takes two weeks. It is the employee's responsibility to verify his/her direct deposit amounts. Employees will receive an itemized statement of wages when PROJECT CONSULTING GROUP makes direct deposits.

PERFORMANCE EVALUATION

Performance evaluations are scheduled approximately every year, subject to the discretion of PROJECT CONSULTING GROUP's officers. Generally, performance reviews will correlate with the anniversary of the employee's original date of hire as outlined in the Offer Letter for Hire.

EMPLOYEE CONDUCT/DISCIPLINARY ACTION

To ensure productive and efficient operations and provide the best possible work environment, PROJECT CONSULTING GROUP expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

DISCIPLINE

PROJECT CONSULTING GROUP may issue progressive warning notices in the case of poor performance or violation of company rules. However, some situations will be grounds for immediate discipline or termination, including but not limited to the following:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records or other company records
- Possession, distribution, sale, transfer, use or under the influence of cannabis, alcohol or illegal drugs in the work place, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the work place. Use of foul and/or abusive language which is disruptive in the work place
- Negligence or improper conduct leading to damage of employer or customer property. Improper, careless, negligent, destructive, or unsafe use or operation of equipment
- Insubordination or other disrespectful conduct Failure to follow supervisor's directives
- Violation of established safety policies and procedures or any violation that may threaten another's safety Sexual or other unlawful or unwelcome harassment or discrimination
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the work place Acts of dishonesty
- Disruptive behavior
- Action(s) which may be detrimental to the client or customer relations
- Breach of PROJECT CONSULTING GROUP confidentiality policy or non-compete agreement
- Unacceptable absenteeism or tardiness.
- Working on personal matters during working time.
- Sleeping during working hours.
- Unauthorized use of telephones, facsimile, mail, email, copiers, computers, "smart phones" or other equipment of PROJECT CONSULTING GROUP.
- Any other inappropriate conduct as determined by management

EMPLOYEE COMPLAINT PROCESS

PROJECT CONSULTING GROUP has established a complaint procedure for all employees who are not covered by collective bargaining agreements. This procedure is to be utilized by employees to register complaints or problems concerning work conditions, the interpretation or application of policies and practices, disciplinary actions the employee feels are not justified, compensation, terms of employment, or other matters relating to their employment. This procedure is subject to change by management.

PROCEDURE

Problems or complaints should be resolved through supervisory levels in the matter as set forth below:

- a. In most cases, you must first talk with your supervisor if you have any concerns, complaints, or questions regarding your employment at PROJECT CONSULTING GROUP. Often, an informal discussion of such issues will lead to their quick, effective resolution. Be polite, but direct about your concern. If you have a concern, complaint, or question that isn't resolved after you have had such an informal discussion, you should proceed to Paragraph b. If you don't feel comfortable approaching your supervisor about your concern, go to Paragraph e(i) and follow the instructions there.
- b. Please give your written complaint to your supervisor within 14 calendar days of the date the problem arose (unless you are following Paragraph e(i)). Your supervisor will forward a copy of your complaint to PROJECT CONSULTING GROUP's management.
- c. Your written complaint should indicate:
 - (i) Your name, position or department, and shift, if applicable;
 - (ii) What you are unhappy about. State clearly what happened, who was involved, when it happened, why you believe it happened, and why it is a problem for you;
 - (iii) Provide any other information you think is relevant to your complaint; and
 - (iv) Describe what you think should be done to correct the problem.
- d. We will generally investigate and respond to your complaint within 10 to 14 days. This period may be extended, depending on the facts and circumstances of each case (such as the number of people who need to be interviewed or facts to be investigated).
- e. Please keep the following additional guidelines in mind:
 - (i) If you have a complaint or concern and you don't feel comfortable for any reason discussing it with your supervisor or submitting a written complaint to him or her, you must bring your complaint (verbally or in writing) to the Equal Employment Officer.
 - (ii) Don't be afraid to speak for yourself. This is an informal procedure and you should present your concerns in your own words. Formal representation of employees by other employees or non-employees is unnecessary.
 - (iii) Retaliation against employees who raise concerns or complaints is prohibited and may result in discipline up to and including termination.

DISCRIMINATION AND/OR HARASSMENT COMPLAINTS

Employees are expected to comply with the Zero Tolerance of Harassment Policy contained in this manual.

ACCOMMODATING PERSONS WITH A DISABILITY

PROJECT CONSULTING GROUP prohibits discrimination against a qualified individual with a disability. This includes, but is not limited to, discrimination with respect to application, hiring, promotion, termination, compensation, benefits, training, and all other aspects of employment in accordance with applicable federal and state laws.

DEFINITIONS

“Disability” is defined as a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such an impairment, has a record of such an impairment, or is regarded as having such an impairment is a “disabled individual.” A “qualified person with a disability” means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for. The definition of disability will be interpreted in accordance with applicable federal and state laws.

REASONABLE ACCOMMODATION

The Company seeks to reasonably accommodate qualified individuals with disabilities. Such reasonable accommodation may take the form of making existing facilities readily accessible to or usable by individuals with a disability, restructuring jobs, modifying schedules, acquiring or modifying equipment, adjusting training materials, adjusting employment policies, and the like. Generally, such reasonable accommodation will be made unless it creates an undue hardship for the company or causes harm to the safety of the employee or others. Reasonable accommodations will be provided in accordance with applicable federal and state laws.

SAFETY

The Company will place qualified individuals with disabilities only in those positions in which they do not pose a direct threat to the health or safety of others. A direct threat means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.

TIME OFF WORK

Time off of work to accommodate a disability will be managed in accordance with the Family and Medical Leave Act. Further requests for time off will be reviewed on an individual basis.

REQUESTING ACCOMMODATIONS

The employee has an obligation to notify a corporate officer of any accommodation needs. The officer has the obligation to notify PROJECT CONSULTING GROUP upper management of any requests for accommodation.

CONFIDENTIALITY

All information obtained concerning the medical condition or history of an applicant or employee will be maintained in separate medical files, and will be treated as confidential information that will only be disclosed as necessary

DISCIPLINE

Any employee who violated the Company’s policy concerning reasonable accommodation for the disabled may be subject to discipline, up to and including termination.

REPORTING VIOLATIONS

Any suspected violations of this policy must be reported to PROJECT CONSULTING GROUP. PROJECT CONSULTING GROUP will undertake an investigation for the purpose of determining the facts off the alleged incident. PROJECT CONSULTING GROUP prohibits any retaliatory actions toward the affected person or witness for the purpose of the investigation.

PREGNANCY ACCOMMODATIONS

Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law (Minnesota Statutes § 181.939) gives pregnant and lactating employees certain legal rights. Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept an accommodation. Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk. It is against the law for an employer to retaliate, or to take negative action, against a pregnant or lactating employee for exercising their rights under this law. Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075 for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit dli.mn.gov/newparents.

NURSING MOTHER BREAKS

PROJECT CONSULTING GROUP will also provide reasonable break times each day to an employee who needs to express milk. These breaks will run concurrently with the break times already provided to the employee. PROJECT CONSULTING GROUP will not reduce an employee's compensation for the time used for the purpose of expressing milk. PROJECT CONSULTING GROUP will also make reasonable efforts to provide a clean, private, in close proximity to the work area, other than a bathroom or a toilet stall, that is shielded from view and free from intrusion from coworkers and the public and that includes access to an electrical outlet, where the employee can express milk in privacy. For additional information about your rights related to pregnancy and lactation, please see the "Pregnancy Accommodations" policy.

SUBSTANCE USE AND ABUSE

PROJECT CONSULTING GROUP is strongly committed to providing a safe workplace for its employees and promoting programs with a high standard of health. Consistent with this commitment, PROJECT CONSULTING GROUP will strive to maintain a work environment that is free from the effects of alcohol, illegal drugs or any controlled substance. Reporting to work under the influence of illegal drugs or alcohol, or the possession, storage, transfer, dispensation, distribution, manufacture, or use of any illegal drug, alcohol, or controlled substance while on PROJECT CONSULTING GROUP premises, at PROJECT CONSULTING GROUP's work site or in Company vehicles is strictly prohibited. These activities may create unsafe working conditions, result in serious violation of PROJECT CONSULTING GROUP's work rules, and can jeopardize your co-workers and PROJECT CONSULTING GROUP.

1. Alcohol

Consumption of alcohol on PROJECT CONSULTING GROUP premises (including PROJECT CONSULTING GROUP parking lots), within Company vehicles, or on any project or job site is prohibited, except for refreshments served by designated personnel during Company sponsored events conducted for our customers and during occasional officially sanctioned Company sponsored employee functions. On those occasions, all employees are expected to act responsibly and to exercise prudence in the amount of alcohol they consume.

2. Drugs

Drugs are defined as (i) illegal controlled substances as defined by Minnesota law ; (ii) legal controlled substances that are being used or possessed illegally; or, (iii) legal controlled substances that could adversely affect the ability of the Employee to perform his or her job safely. Employees are prohibited from possessing, storing, transferring or using drugs, or reporting for work under their influence. The only limited exception to the prohibition against drugs is prescription drugs used in accordance with a valid prescription. An employee who is taking any drug or medication that may affect their ability to work safely, or could reasonably impair their job performance, is responsible for informing Human Resources before beginning work. Employees will be subject to disciplinary action up to and including termination if such notice is not provided. An employee who is deemed incapable of working safely, or performing their job duties, will not be permitted to work.

3. Cannabis

Cannabis is defined as tetrahydrocannabinols, cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products. Employees cannot consume, use, possess, sell, transfer, or be impaired by cannabis in the course of: (i) reporting for or remaining on duty; (ii) performing (or being about to perform) any work tasks, including, but not limited to, Safety-Sensitive duties; (iii) being on PROJECT CONSULTING GROUP's or a customer's premises; or, (iv) operating a Company vehicle, machinery or equipment used in the service of PROJECT CONSULTING GROUP. An employee who is deemed incapable of working safely, or performing their job duties, will not be permitted to work.

EMPLOYEE BENEFITS

Eligible employees at PROJECT CONSULTING GROUP are provided a wide range of benefits. A number of the programs (such as Social Security, worker's compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

The following benefit programs are available to eligible employees:

- Training
- Company Events
- Medical Insurance
- Dental Insurance
- Life Insurance
- Short-term Disability
- Long-term Disability
- 401K
- Flexible Spending Account

Details of the above benefits will be given to you by an officer of the company.

- Paid Time Off
- Holidays
- Personal Leave
- Family Medical Leave
- School Conference and Activities Leave
- Military Leave
- Time off to Vote
- Jury Duty Leave
- Funeral Leave

Details of the above benefits can be found elsewhere in the employee handbook

PAID TIME OFF

PROJECT CONSULTING GROUP's PTO policy is meant to provide employees with a single and flexible paid time off program which addresses the varying needs of our employees to take vacation time, attend to employee and/or family illness and other personal matters, while meeting PROJECT CONSULTING GROUP's need to effectively conduct business and meet customer needs and expectations.

Eligibility

PROJECT CONSULTING GROUP provides PTO to all employees who are reasonably anticipated to work at least eighty (80) hours in a calendar year.

Granting of PTO for all Consultant Employees

Beginning at the commencement of employment and each subsequent January 1, all consultant employees are awarded eighty (80) hours of PTO to use throughout the year. PTO for consultant employees may not be carried over from year to year.

PTO cannot be taken prior to the grant of the time, but may be taken as it is granted. PTO benefits are paid at the employee's base rate in effect the pay period immediately preceding the request. Base rate does not include commissions; shift differentials that are in addition to an hourly rate; premium payments for overtime work; premium payments for work on Saturdays, Sundays, holidays, or scheduled days off; bonuses; or gratuities.

Granting of PTO for all Salaried Office Staff Employees

Beginning at the commencement of employment, all salaried office staff employees will accrue 1.73 hours of PTO for every thirty (30) hours worked, up to a maximum of one hundred twenty (120) hours in the first year. On the first January 1 following the commencement of employment and each subsequent January 1, employees will be frontloaded PTO based on the following schedule:

- Employees with one (1) or more years of service will be awarded one hundred sixty eight (168) hours of PTO.

PTO for salaried office staff employees may not be carried over from year to year. Exempt employees are deemed to work forty (40) hours in each work week for purposes of accruing PTO, except that such an employee whose normal work week is less than forty (40) hours will accrue PTO based upon the employee's normal work week. PTO cannot be taken prior to the grant of the time, but may be taken as it is granted. PTO benefits are paid at the employee's base rate in effect the pay period immediately preceding the request. Base rate does not include commissions; shift differentials that are in addition to an hourly rate; premium payments for overtime work; premium payments for work on Saturdays, Sundays, holidays, or scheduled days off; bonuses; or gratuities.

Granting of PTO for Hourly Office Staff Employees

Beginning at the commencement of employment, all hourly office staff employees will accrue one (1) hour of PTO for every thirty (30) hours worked, up to a maximum of forty-eight (48) hours in a 12-month period (measured from the employee's anniversary date). Employees may not accrue more than forty-eight (48) hours of accrued PTO in a calendar year. Hourly office staff employees may carry over accrued but unused PTO into the following year. The total amount of accrued but unused PTO may not exceed eighty (80) hours at any time. Once an hourly office staff employee reaches eighty (80) hours of accrued, but unused PTO, the employee will no longer accrue PTO.

PTO cannot be taken prior to the grant of the time, but may be taken as it is granted. PTO benefits are paid at the employee's base rate in effect the pay period immediately preceding the request. Base rate does not include commissions; shift differentials that are in addition to an hourly rate; premium payments for overtime work; premium payments for work on Saturdays, Sundays, holidays, or scheduled days off; bonuses; or gratuities.

Use and Scheduling of PTO

Employees may use PTO as it is accrued. Employees may use PTO for vacation, illness and other personal and family needs. PTO cannot be used for activities which constitute a conflict of interest or are in competition with PROJECT CONSULTING GROUP. As a general rule, PTO need not be used for purposes covered by other paid leave including Company paid holidays and funeral leave for immediate family members. Accrued, but unused PTO must be used for all full- or partial-day absences and must be used in the same increment of time for which the employee is paid. Employees may use PTO in fifteen (15) minute increments.

In addition to the reasons above, PTO may be used for time off related to:

- an employee's own physical or mental illness, injury, medical condition;
- an employee's needs to visit the doctor for diagnosis, care, treatment of a mental or physical illness, injury, or health condition, or preventative care;
- caring for a family member, "any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship," or up to one individual annually designated by the employee who has an illness, injury, medical condition, or who needs to see a doctor for diagnosis, care, treatment of a mental or physical illness, injury, or health condition, or preventative care;
- the need to make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member;
- domestic violence, assault, or stalking situations resulting in an illness, injury or medical condition that requires the employee to seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking, or to obtain psychological or other counseling, seek relocation, seek assistance from a victim services organization, take related legal action for the employee or one of the above-listed individuals in domestic violence, assault or stalking situations;
- the employee's inability to work or telework because the employee is prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness related to a public emergency;
- the employee's inability to work or telework because the employee is seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or PROJECT CONSULTING GROUP has requested a test or diagnosis;
- when it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease;
- the closure of PROJECT CONSULTING GROUP due to weather or other public emergency;
- the employee's need to care for a family member whose school or place of care has been closed due to weather or public emergency; and
- any other reason allowed under state or local safe and sick time laws.

Foreseeable PTO usage **must** have supervisory approval. Foreseeable PTO will generally be approved on a first-come, first-approved basis. Except in unforeseeable emergencies, PTO requests must be scheduled at least seven days in advance with the employee's supervisor. Generally, an employee's scheduling requests for PTO will be approved; however, PROJECT CONSULTING GROUP reserves the right to deny PTO requests or reschedule approved PTO in its sole and absolute discretion. In certain circumstances, such as unforeseen PTO usage of more than three (3) days, PROJECT CONSULTING GROUP may request reasonable documentation substantiating the need for the leave.

Employees should notify PROJECT CONSULTING GROUP as soon as possible when seeking to use PTO in emergency situations (such as serious illness, injury, emergency surgery, or severe weather/no travel advised).

PTO Use Will Run Concurrently with Paid and Unpaid Leave Time

Available PTO must be used for all full- or partial-day absences, including Family and Medical Leave Act Leave, Parental Leave, School Conference and Activity Leave, and other personal leave. Once PTO hours are exhausted, unpaid leave may be granted only for unavoidable absences, such as those covered by the FMLA, or other legally mandated leaves.

Termination and Rehire

Accrued, but unused PTO will not be paid out upon termination, unless required under state law. If an employee was not paid out accrued but unused PTO upon termination, accrued but unused PTO will be reinstated for employees rehired within 180 days after a job separation.

HOLIDAYS

PROJECT CONSULTING GROUP'S offices are closed on the following holidays. Holiday Schedules are set up each year to make the most of three-day weekends. In the event a holiday falls on a Saturday, it will be observed on the preceding Friday. If the holiday falls on a Sunday, it will be observed on the following Monday.

The following holidays per year:

New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Day After Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
Day After Christmas	December 26

FAMILY AND MEDICAL ACT (FMLA)

PROJECT CONSULTING GROUP offers Family and Medical Leave of Absence (FMLA) leave to eligible employees for: the birth, adoption, or foster care placement of a child; for the employee's serious illness; for the serious illness of the employee's spouse, child or parent; or to care for a covered servicemember with a serious illness or injury incurred in the line of duty.

Employees are eligible for up to twelve (12) weeks FMLA leave in a twelve (12) month period if they have worked for PROJECT CONSULTING GROUP at least twelve (12) months prior to the commencement of the leave and have worked at least 1,250 hours during the twelve (12) month period prior to the leave. The right to FMLA leave in a twelve (12) month period is calculated a "rolling" twelve (12) month period measured backward from the date of any FMLA usage.

An employee is not eligible for FMLA if both:

- The employee works at a facility with fewer than 50 employees.
- PROJECT CONSULTING GROUP has fewer than a total of 50 employees within 75 road miles of that facility.

An eligible employee is entitled to twenty-six (26) weeks of leave to care for a covered servicemember undergoing medical treatment, recuperation or therapy for a serious illness or injury incurred in the line of duty. A covered servicemember is: (1) a current member of the Armed Forces (including National Guard or Reserves); or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five year period prior to the first date the eligible employee takes FMLA leave to care for the veteran. If an employee takes leave to care for a covered servicemember, they are entitled to twenty-six (26) weeks of FMLA leave during one (12) month period; however, they are only entitled to a combined total of twenty-six (26) weeks for all leave taken during that (12) month period measured forward from the date of an employee's first FMLA leave to care for the covered servicemember begins. The leave shall not exceed twelve (12) weeks in duration if an employee takes leave for: the birth, adoption or foster care placement of a child; the employee's own serious illness, or the serious illness of the employee's spouse, child or parent; or a qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on (or has been called to) active duty.

If the FMLA leave is to care for the employee's spouse, child or parent with a serious health condition, or to care for a covered servicemember (who is the spouse, child, parent or next of kin of the employee) with a serious illness or injury incurred in the line of duty, or if the FMLA is due to the employee's own serious health condition, the leave may be taken intermittently or on a reduced leave schedule, but only when medically necessary. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, continuing treatment may be met by: (1) a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider; (2) one visit to a health care provider and a regimen of continuing treatment; or (3) other equivalent conditions. An employee must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt PROJECT CONSULTING GROUP's operations. The employee must provide medical certification in support of a leave due to serious illness, or for "caregiver leave" for the ill or injured servicemember. PROJECT CONSULTING GROUP reserves the right to require a medical certification, recertification or confirmation thereof from a health care provider of PROJECT CONSULTING GROUP's choice and at its expense.

If the FMLA leave is for a qualifying exigency because the spouse, child or parent of the employee is on (or has been called to) active duty, the leave may be taken intermittently or on a reduced leave schedule. Exigencies include various events (i.e., military event, counseling sessions) and arrangements (i.e., alternative child care, financial/legal arrangements) associated with deployment. Employees requesting such leave may be required to supply PROJECT CONSULTING GROUP with supporting certification or recertification.

If the FMLA leave is foreseeable, the employee must notify PROJECT CONSULTING GROUP at least thirty (30) days prior to the first day of the FMLA leave. If thirty (30) days' notice is not possible, or if the leave is not foreseeable, the employee should notify PROJECT CONSULTING GROUP as soon as practicable and, in any event, within two business days of learning of the need to take FMLA leave. The employee must provide the anticipated start date and return date of the leave as well as sufficient information for PROJECT CONSULTING

GROUP to determine if the leave qualifies for FMLA protection. PROJECT CONSULTING GROUP will notify the employee whether the employee is eligible for FMLA and whether the leave will be designated as FMLA protected.

FMLA leave is not paid leave by PROJECT CONSULTING GROUP. If the employee has PTO grants available, the employee must use the PTO time or other accrued paid time off for the FMLA leave and such time will count both as FMLA leave and as PTO. Certain employees may be eligible for short-term disability pay in the event of a serious illness of the employee, but the receipt of short term disability or workers' compensation benefits in the event of a work-related injury or illness during FMLA leave shall not extend the FMLA leave beyond the twelve (12) or twenty-six (26) week limit.

The employee shall not be granted PTO or other leave grants during the FMLA leave, nor will the employee receive holiday pay for any holidays which occur during the FMLA leave. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

PROJECT CONSULTING GROUP will continue to provide group health insurance benefits to employees on FMLA leave, provided they were eligible for such benefits prior to the leave. The employee shall continue to be responsible for the employee's portion of the premium, which shall be deducted from any pay received by the employee during the FMLA leave. If the employee does not receive compensation from PROJECT CONSULTING GROUP during the FMLA leave, the employee shall pay the premium to PROJECT CONSULTING GROUP on or before the time it would be made if by payroll deduction. If the employee does not return to work at the end of the FMLA leave, the employee may elect, if eligible under COBRA, to continue, at his/her own cost, group health insurance at the full group rate cost of such coverage, including the portion paid by PROJECT CONSULTING GROUP for employees, but must reimburse PROJECT CONSULTING GROUP for PROJECT CONSULTING GROUP's premium payments paid during the FMLA leave in such cases of non-return.

Upon returning from an FMLA leave, the employee shall be restored to the same position held prior to the leave, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. The employee shall retain eligibility for group benefits as prior to the leave, including group health insurance, even if the employee did not pay the employee's portion during the FMLA leave, but PROJECT CONSULTING GROUP retains the right to recover any unpaid employee portion of group health insurance for the period of the FMLA leave, or other amounts due PROJECT CONSULTING GROUP from the employee, upon the employee's return to work.

If the FMLA leave was for the employee's own serious illness, the employee must submit a medical certification to PROJECT CONSULTING GROUP which states that the employee is able to resume work, and perform all the essential duties of his/her position without restrictions, before the employee may be restored to his/her same position. PROJECT CONSULTING GROUP reserves the right to require a medical certification or confirmation thereof from a health care provider of PROJECT CONSULTING GROUP's choice and at its expense.

Your rights to FMLA leave are legally protected and do not affect other discrimination laws or supersede other laws granting greater benefits. If you have any questions or concerns about your FMLA leave rights or your rights under state or federal leave law, please raise them with Human Resources. You may also bring them to the U.S. Department of Labor or to a private attorney. If you have any questions about your entitlement to leave, please contact Human Resources for more information.

LEAVES

MILITARY LEAVE

PROJECT CONSULTING GROUP will comply with all federal, state or local laws requiring military leave.

Unpaid Leave

An unpaid leave of absence is granted to any reservist called to duty or volunteering for duty. The length of leave, in most cases, is four years.

Return to Employment

Upon return for military leave employees are entitled to re-employment. Prior notice is requested, although not required. Upon re-employment, PROJECT CONSULTING GROUP cannot guarantee the exact position, however, seniority status and pay will be the same as previously held, unless the employee would have been laid off while on leave.

Benefits

Reservists are entitled to the same benefits as other employees on leave.

PARENTAL AND SCHOOL CONFERENCE/ACTIVITIES LEAVE

1. Parental Leave of Absence

PROJECT CONSULTING GROUP offers unpaid Parental Leave of Absence (PLA leave) to employees for the birth or adoption of a child, prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions. All employees are eligible for up to twelve (12) weeks of PLA leave. PLA leave is not paid by PROJECT CONSULTING GROUP, but PROJECT CONSULTING GROUP will continue to make group health insurance coverage available to the employee while on leave of absence at the employee's cost. Also, employees must use any accrued paid time off with PLA leave under this policy, provided that such use does not increase the twelve (12) weeks of leave available under the policy. Any leave granted under this Parental Leave Policy will run concurrently with any similarly qualified leave under the FMLA.

PLA leave must begin within 12 months of the birth or adoptions, unless the child must remain in the hospital longer than the mother, in which case the leave must begin within 12 months after the child leaves the hospital.

An employee returning from a PLA leave longer than one month must notify a supervisor at least two weeks prior to returning from leave to confirm the date of return. Upon returning from PLA leave, the employee shall be restored to the same position held prior to the leave, or to a position with comparable duties and hours at the same rate of pay the employee had been receiving when the leave commenced, together with any automatic adjustments in that pay rate occurring during the leave. The employee shall also retain available pre-leave employment benefits.

2. School Conference/Activity Leave

Employees may take unpaid leave up to a total of sixteen (16) hours during any twelve (12) month period to attend pre-school or school conferences, observations or activities related to the employee's child, if such conferences, observations or activities cannot be scheduled during non-work hours.

When School Conference/Activity Leave cannot be scheduled during non-work hours, and the need for the leave is foreseeable, the employee must provide reasonable prior notice to PROJECT CONSULTING GROUP of the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt PROJECT CONSULTING GROUP's operations. Employees may use accrued paid time off for school conference/activity leave under this policy.

TIME OFF TO VOTE

PROJECT CONSULTING GROUP complies with all federal, state and local laws requiring voting leave.

Employees are encouraged to vote and permitted the necessary time off. You will be allowed a reasonable period of time to vote in the morning in case you are unable to vote before or after working hours.

JURY DUTY

PROJECT CONSULTING GROUP complies with all applicable federal, state and local laws regarding jury duty.

Coordination of Jury Duty with Work Assignment

If an employee is temporarily excused from jury duty, the employee is expected to return to work.

Paid

PROJECT CONSULTING GROUP encourages employees to fulfill their civic responsibilities by serving jury duty when required and will grant a paid leave for the duration of the jury duty. Employees will receive one-half (1/2) their compensated rate for time spent on jury duty up to two (2) weeks.

FUNERAL LEAVE

When death occurs in the immediate family, an employee may request up to **three (3) days** off with pay. Unusual circumstances, such as extended travel or other complications, may warrant additional time off at the discretion of the company.

Definition

The immediate family is considered to include the employee's spouse, domestic partner, children, step-children, parents, parents-in-law, grandparents, and siblings.

Pay

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Relatives/Close Friends

Time off to attend the funeral of other relatives or close friends may be requested. Prior approval by a corporate officer is required. The time may be granted without pay at the discretion of the officer.

LEAVE OF ABSENCE -- PERSONAL

PROJECT CONSULTING GROUP complies with all applicable federal, state and local laws regarding “personal leaves of absence.” It is the policy of the Company to allow employees to take a “personal leave of absence” without pay, provided the reasons for such leaves are approved by management. Approvals for “personal leaves of absence” will be determined on a case-by-case basis.

DEFINITION

A “personal leave of absence” generally will not exceed **thirty (30) days**. A corporate officer has discretion to grant longer leaves if they deem necessary.

ELIGIBILITY

Under most circumstances only one personal leave of absence is allowed in any three (3) year period, beginning with the date of the leave. The leave must be pre-approved by a corporate officer. Exceptions to eligibility may be made by corporate officers.

EMPLOYEE SENIORITY

The employee’s seniority remains intact during a “personal leave of absence.” However, the employee’s return from “leave of absence” is always subject to and contingent upon availability of current opening for which he or she is qualified.

TERMINATION OF EMPLOYMENT

PROJECT CONSULTING GROUP complies with all applicable federal, state and local laws regarding the termination of employees. Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination such as resignation, termination, layoff, and retirement are routine.

EMPLOYEES AT WILL

All employment with PCG is "at will", meaning that either you or PCG may terminate employment at any time for any reason.

VOLUNTARY TERMINATION OR RESIGNATION

If you elect to terminate your employment, please make every effort to give PROJECT CONSULTING GROUP two (2) weeks' notice. At the discretion of PROJECT CONSULTING GROUP, you may be asked to leave before the expiration of the notice.

EMPLOYEE BENEFITS

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

RETURN OF COMPANY PROPERTY AND/OR CONFIDENTIAL INFORMATION

It is the responsibility of each employee to return all company property and all confidential information on their last day of employment. Employees may be billed directly for all company property not returned. Employees have the obligation to cease any use of confidential information upon the termination of his/her employment.

BENEFITS CONTINUATION (COBRA)

PROJECT CONSULTING GROUP complies with all applicable federal, state and local laws regarding the continuation of benefits.

CONSOLIDATED OMNIBUS RECONCILIATION ACT (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under PROJECT CONSULTING GROUP's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

EMPLOYEE PAYS PREMIUM FOR BENEFITS

Under COBRA, the employee or beneficiary pays the full cost of coverage at PROJECT CONSULTING GROUP's group rates plus an administration fee.

WRITTEN NOTICE

PROJECT CONSULTING GROUP provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes ineligible for coverage under PROJECT CONSULTING GROUP's health insurance plan. The notice contains important information about the employee's rights and obligations.

ADDITIONAL INFORMATION

Additional information can be received from PROJECT CONSULTING GROUP.

Bench Guidelines

Background

Though we try to minimize the amount of time consultants spend between engagements there will be times when it happens – at 90+%, our utilization rates are among the highest in the industry. This document describes consultant's responsibilities regarding bench time.

Definition

“Between Assignments” or “Bench” is defined as the time when a consultant does not have a current engagement with a client and is waiting for another assignment.

Expectations of consultants

1. PTO

For a lot of consultants, bench-time is a perfect time to take some much-needed PTO. If you would like to request to utilize PTO while on the bench, please submit a written request via email to your People Leader. Your People Leader will review the request and respond accordingly. PTO requests are considered on a case by case basis and approval depends on numerous criteria including, but not limited to: length of employment with PCG, if you achieved or exceeded your goal of 2000 billable hours over the past 12 months, number of days of PTO used in the past 12 months, number of days on the bench in the past 12 months, etc.

Please Note: During PTO the consultant must be available for phone calls, interviews or other activities related to re-marketing.

2. Bench Plan

One key ingredient to a successful transition from the bench to your next engagement is creating a solid bench plan and then executing it. During your first day on the bench, please work with your People Leader to create your plan. Your plan should include:

- a. Updating your resume if you haven't already.
- b. Looking through your network to identify any potential opportunities.
- c. Having check-ins with your People Leader and the sales team.
- d. Identifying any projects or internal efforts that you can assist with.
- e. Identifying ways to improve your skills while on the bench. This can be as simple as reading a book, studying a new domain, or taking a free online course. There are many, many ways that you can easily leverage your time on the bench to improve your skills and ultimately your value to our clients.

Questions about this policy?

Please contact your People Leader.

Additional Policies and Guidelines

In addition to adhering to all policies and guidelines set forth within this handbook, employees are also responsible for adhering to any additional policies and guidelines as posted online in the Employee Resources section of MyPCG.com.

The Employee Resources section of MyPCG.com can be accessed at the following address:

<https://mypcg-usa.com/c9f4bcd6703a4c16aa60ab315>

ADDENDUM TO EMPLOYEE HANDBOOK

Below is the Minnesota State required notice to employees regarding the Minnesota sick and safe time law. The company complies with this law as set forth in the Paid Time Off (PTO) policy of the Employee Handbook.

Earned Sick and Safe Time Employee Notice

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year or employees must receive at least 48 hours of earned sick and safe time in a year, frontloaded on the first day of the year. A year for purposes of the employee's earned sick and safe time accrual is the 12-month period following the employee's date of hire or the calendar year.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, inform their supervisor as far in advance as possible, but at least seven (7) days in advance. In situations where an employee cannot provide advance notice, the employee should contact their supervisor as soon as they know they will be unable to work.

Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or dli.laborstandards@state.mn.us or visit the department's earned sick and safe time webpage at dli.mn.gov/sick-leave.

This document contains important information about your employment. Check the box at the left to receive this information in this language.

Spanish/Español	Este documento contiene información importante sobre su empleo. Marque la casilla a la izquierda para recibir esta información en este idioma.
Hmong/Hmoob	Daim ntawv no muaj cov xov tseem ceeb hais txog thaum koj ua hauj lwj. Khij lub npauv ntawm sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob.
Vietnamese/Việt ngữ	Tài liệu này chứa thông tin quan trọng về việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ.
Simp. Chinese/简体中文	本文件包含与您的雇用相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。
Russian/русский	Данный документ содержит важную информацию о вашем трудоустройстве. Отметьте галочкой квадрат слева для получения этой информации на данном языке.
Somali/Soomaali	Dukumentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadi sanduuqan haddii aad rabto inaad macluumaadkan ku hesho luqaddan.
Laotian/ລາວ	ເອກະສານນີ້ມີຂໍ້ມູນທີ່ສໍາຄັນກ່ຽວກັບການຈ້າງງານຂອງທ່ານ. ກວດເບິ່ງກ່ອງທີ່ຢູ່ເບື້ອງຊ້າຍເພື່ອຮັບຂໍ້ມູນນີ້ໃນພາສາລາວ.
Korean/한국어	이 문서에는 귀하의 고용 형태에 관련된 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요.
Tagalog/Tagalog	Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito.
Oromo/Oromoo	Waraqaan kun waayee hojii keetii odeeffannoo barbaachisoo ta'an qabatee jira. Saaxinnii karaa bitaatti argamu kana irratti mallattoo godhi yoo afaan Kanaan barreeffama argachuu barbaadde.
Amharic/አማርኛ	ይህ ደብዳቤ ስለሰራተኛችሁ በሚመለከት አስፈላጊ መረጃ የያዘ ነው። ይህንን ደብዳቤ በስተግራ በኩል ባለው ቋንቋ ተተርጉሞ እንዲሰጥኩ ከፈለጉ በዛው በስተግራ በኩል ባለው ባጥን ውስጥ ምልክት ያድርጉ።
Karen/ကညီကျိာ်	လၢဝံၣ်လၢဝံၣ်မိတၢ်ခါအံၤလၢဝံၣ်တၢ်ဂ့ၢ်တၢ်ကျိၤအကၢၤနီၣ်လၢအတၢ်သးဒီးန့ၢ်တၢ်ဖဲတၢ်မၤန့ၣ်လၢဝံၣ်. တၢ်နီၣ်တၢ်ခါလၢအတၢ်သးဒီးန့ၢ်တၢ်ဂ့ၢ်တၢ်ကျိၤလၢအကၢၤနီၣ်တၢ်ခါအံၤလၢဝံၣ်တၢ်ဂ့ၢ်.
Arabic/العربية	يحتوي هذا المستند على معلومات مهمة حول عملك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة.

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ZERO TOLERANCE OF HARASSMENT

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COMPANY EQUIPMENT – ACCESS & USAGE

USER ID'S AND PASSWORDS

COPYRIGHT PRIVILEGE

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This will acknowledge that I have received a copy of the Company's Employee Handbook, which includes all policies described above. Further, I acknowledge that I have read and understand the Employee Handbook and I understand and agree to follow the policies and rules as specified therein. I understand that I am responsible for reviewing and understanding any future changes, additions, or deletions to this Handbook. I understand that the Employee Handbook does not alter the at-will nature of my employment nor create a contract or a guarantee that my employment will continue for a specified period of time or end only under certain conditions.

Date

**Employee's Name
(printed)**

Employee Signature

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