



22nd Century Technologies Inc.

EMPLOYEE HANDBOOK

2019 (Rev 2.1.1.9)

POLICIES & PROCEDURES

Employee Handbook Disclaimer

This Handbook is designed to acquaint you with 22nd Century Technologies Inc. (hereafter referred to as “TSCTI” or “Company”) and provide you with information about working conditions, benefits, and policies affecting your employment. While every attempt has been made to create these personalized policies consistent with federal and state law, if an inconsistency arises the policy(s) will be enforced consistent with the applicable law.

The information contained in this Manual applies to all employees of TSCTI. Following the policies described in this Handbook is considered a condition of continued employment. However, nothing in this Handbook alters an employee’s status. The contents of this Handbook shall not constitute nor be construed as a promise of employment or as a contract between TSCTI and any of their employees. This handbook is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

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

Changes in Policy

This Employee Handbook supersedes and replaces all previous policies and procedures including, but not limited to, all memoranda or written policies which may have been issued on the subjects covered in this handbook.

Since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the Company, and after those dates all superseded policies will be null.

Employees Working from Client’s Office

TSCTI may require that employees perform work connected with a client's assignment at the client's office. Employees must follow any policies and guidelines as specified by the client in addition to the policies and guidelines described in this handbook.

Additional Questions regarding Company Policies

If you have any questions regarding Company policies which are not covered in this handbook or you need clarification. Please contact the Human Resources (HR) Department.

Contact Information

Employees can contact Human Resource Department at ecare@tscti.com

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Welcome to 22nd Century Technologies Inc.

Dear Employee,

It is a pleasure welcoming you to 22nd Century Technologies, Inc. (TSCTI). You are joining an outstanding team of professionals and associates dedicated to delivering a high-quality professional services for Federal, State and Local agencies. TSCTI believes that you will demonstrate the highest standards of dedication and ethical conduct in the performance of your duties.

This employee handbook has been prepared to provide you with general information concerning your benefits, rights, and responsibilities as an employee. As a new member of the TSCTI team, we are counting on you to help us meet the challenges that lie ahead and bring a “can do” spirit of enthusiasm for achieving the highest standards of performance in the professional services industry. At TSCTI, we believe that each employee contributes directly to the growth and success of the Company, and hope that you take pride in being a member of our team.

Employees should become familiar with the contents of the Employee Handbook as it answers many questions about your employment at TSCTI.

Should you have any questions concerning this handbook, your employment or benefits, please feel free to discuss them with the TSCTI - Human Resources Team.

Again, welcome!

Satvinder Singh
President

About TSCTI:

22nd Century Technologies Inc. (TSCTI), founded in 1997, is a Small Disadvantage Business with over 21 years of experience providing IT services and solutions to Federal, State, and Local government agencies and fortune listed companies. Our process and services are appraised at CMMi Level 3 and certified by ISO 9001:2015, ISO 20071:2013 and ISO 20000-1:2011. TSCTI has its presence across 49 states in the US. The following are industry recognitions received by us:

- Top 500 Diversity Owned Businesses in the U.S
- Top 100 8(a) Businesses in the U.S
- Top 100 Subcontinent Asian American Businesses in the U.S
- Top 100 Diversity Owned Businesses in New Jersey
- Top 100 Privately-held Businesses in New Jersey
- Forbes Best Software company to work
- Washington Technology in Top 25 8(a) Companies
- Washington Technology Fast 50 Federal Contractor
- Inc. 500 fastest growing
- Five-Time Inc. 500 Honor ROLL Award
- CRN 100 fast growth
- Software Magazine Fastest Growing

1. Employment

1.1 Nature of Employment

Your relationship with TSCTI is that of an employee-at-will. Your job status does not guarantee employment for any specific length of time. Your employment with TSCTI is entered into voluntarily and both you and TSCTI are free to end the employment relationship at any time, for any reason, with or without cause. Your employment at-will status with TSCTI may be altered only with written authorization by the management of TSCTI. If you have any questions about this, please feel free to contact the HR Department.

If your position requires additional pre-employment criteria, such as Background Check, drug Test or other Test and if you have been offered employment before any such investigation or test is completed, your employment is contingent upon a satisfactory result on all required tests.

1.2 Equal Employment Opportunity

In compliance with the E.O 50 Section 3(i) (Rules Sec. 1-14 (c)), It is the policy of TSCTI, to provide equal opportunity in employment to all employees and applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, or citizenship status in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off and termination, and all other terms and conditions of employment.

The policy further permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans. The lowering of bona fide job requirements, performance standards, or qualifications to give preference to any employee or applicant for employment is not permitted or required. 41 CFR 60-300

No person shall, on the basis of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, or citizenship status, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in any TSCTI program or activity.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or HR Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment

22nd Century Technologies will afford **reasonable accommodation** to qualified applicants and employees with a known disability, unless providing such accommodation creates an undue hardship on the company's operations. Any employee who is a disabled person may voluntarily inform their supervisor of any physical or mental disability and may suggest methods of reasonable accommodation. This information is confidential and will be used only to evaluate reasonable accommodation alternatives to permit you to perform the essential functions of the job in a safe and efficient manner.

Any employee who believes that he/she is having difficulty in continuing to meet the performance requirements of the job due to a physical or mental disability is encouraged to advise his/her supervisor regarding the nature of the disability, the work limitations covered by the disability and any suggested reasonable accommodation.

1.3 Immigration Law Compliance

TSCTI complies with the Immigration Reform and Control Act of 1986 and is committed to employing only those individuals who are authorized to work in the United States. As a condition of employment, each new employee must properly complete, sign and date the first section of the Immigration and Naturalization Services (INS) Form I-9. Employees must also present the original necessary document(s) to prove identity and Employment eligibility.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the HR Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

1.4 E-Verify

It has been the policy of TSCTI to E-Verify every W-2 employee within three days of their start date. E-Verify is a United States Government program that compares information from an employee's Employment Eligibility Verification Form (I-9) to data from U.S. Government records. This is a valuable tool for ensuring that an employee is legally entitled to work in the U.S.

2. General Policies and Procedures

2.1 Protecting Company Information

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

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

2.2 Business Ethics and Standards of Conduct

The purpose of this policy is to set forth the TSCTI's Standards of Conduct and the disciplinary process to address employee's unacceptable behavior, conduct, and related employment issues in the workplace, or outside the workplace. It is also expected that employee's conduct should not impact one's ability to do his/her job and/or influences the Organization's overall effectiveness.

Employees are expected to:

- Demonstrate professionalism and support TSCTI's Commitment to excellent customer service at all times.
- Exercise courtesy, respect and tact when dealing with fellow employees, clients, and vendors regardless of age, race, color, religion, sex, national origin, marital status, disability or sexual orientation or any other factor unrelated to the impartial conduct of business.
- Comply with a proper order of an authorized supervisor.
- Give undivided loyalty to the interest of the company, including protection of company proprietary and confidential information.
- Promptly report any financial or non-financial developments that could possibly have an effect on the operations or financial condition of company, and the related reporting thereof.
- Not permit company funds to be (a) contributed to candidates for federal, state or local office or (b) used to form and/or support committees who support such candidates.
- Protect all company, customer and supplier assets and use them only for appropriate company approved activities.
- Comply with all applicable laws, rules and regulations without exception.
- Not to discuss their salary and remuneration with any other co-worker or competition business. The salary and remuneration should only be discussed with employee's supervisor or HR/Accounting department.
- Promptly report any violation of this policy or any illegal activity to employee's supervisor or HR/Accounting department.
- Employee will assist the Company in every proper way to obtain and enforce United States and foreign proprietary rights relating to any and all inventions and original works.
- Not retaliate against any employee who comes forward to raise genuine concerns in good faith under this policy or any other company policy.

All employees are urged to become familiar with company's and client's policies and standards of conduct and are expected to follow these faithfully in doing their own jobs and conducting the company's business.

Conversely, this policy is also designed to enable Management to fairly and effectively discipline and/or terminate employees whose conduct and/or performance does not improve or where the misconduct and/or unacceptable performance is of such a serious nature that a first offense warrants termination.

Compliance with this policy of business ethics and conduct is the responsibility of TSCTI employee. While not intended to list all the forms of behavior that are considered unacceptable in the workplace, and may result in disciplinary action, including termination of employment.

Examples of rule infractions or misconduct:

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records;
- Working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of company-owned or customer-owned property;

- Limit discussions with other employees to matters that concern their department and level of responsibility. Long, personal discussions with fellow employees are discouraged during working hours. Such disruptions of work will only offend executives and other employees.
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment;
- Excessive absenteeism or any absence without notice;
- Unauthorized use of telephones, or other company-owned equipment;
- Using company equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
- Unauthorized disclosure of business “secrets” or confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

2.3 Conduct at Client's Office

TSCTI may require that employees perform work connected with a client's assignment at the client's office. The importance of professional conduct when working in a client's office cannot be emphasized enough.

The following is a general and non-exhaustive list of guidelines you should keep in mind when working at a client's office:

- While working at a customer site representing TSCTI, it is critical that you not only act with regard to TSCTI Code of Ethics but also within the parameters of the customers' code of ethics.
- TSCTI customers have individual policies regarding employee use of their networks, the Internet, and their hardware, software, and equipment. It is critical that you familiarize yourself with your customers' policies in these areas.
- Although these ethical codes vary, most clients have specific rules regarding Internet access for work-related activities only. You should not be using the Internet for what may be perceived as non-work related activities, you must respect the boundaries of the client.
- Limit discussions with client employees to matters that concern their department and level of responsibility. Long, personal discussions with fellow employees or client personnel are discouraged during working hours on the client's worksite. Such disruptions of work will only offend client executives and client employees.
- Do not discuss internal affairs with client personnel during working hours on the client's worksite.
- Avoid comments or criticisms involving other companies and their particular work or fees.
- Refrain from discussing shortcomings or idiosyncrasies of client employees.
- Avoid conversations involving client matters in all places that would violate client confidentiality.
- Avoid discussing procedural problems with management while client employees are present.
- Do not discuss your bill rate / pay rate / remuneration with the client.
- Do not borrow money from a client unless the client's business involves lending money.

2.4 Confidentiality of Client Matters

Our professional ethics require that each employee maintain the highest degree of confidentiality when handling client matters. To maintain this professional confidence, no employee shall disclose client information to other clients, friends, or members of one's own family.

Questions concerning client confidentiality may be addressed with your supervisor. You may be required to sign a confidentiality agreement by our client, in accordance with any state and federal laws.

2.5 Care of Client Records

When possible, an employee must obtain all material from client records and then return the material back to the client. Material should be returned in the same condition or better than when it was received. Under no circumstances will outside requests for client material be fulfilled unless prior written permission is received from your supervisor.

2.6 Conflict of Interest

Employee should not engage in any activity directly or indirectly that might create a conflict of interest for the company or for themselves individually, or competitive or adverse to the business interests of TSCTI.

Employees must never use their positions with the company, or any of its clients, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

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

2.7 Outside Employment

Any additional remunerated activities, performed outside working hours, must be the subject of prior agreement by the Company. You need to document the activity and receive approval before starting the outside employment. Please keep in mind that your primary employment is with TSCTI and that you should not spend time for your outside employment during TSCTI working time.

2.8 Anti-Discrimination Policies

TSCTI's anti-discrimination policy and the Personnel Regulations expressly prohibit any TSCTI employee from discriminating against any employee or applicant for employment with regard to recruitment, application, testing, certification, appointment, assignment, performance evaluation, training, working conditions, promotion, demotion, discipline, layoff, discharge, or retirement on the basis of race, color, sex, marital status, creed, religion, national origin, age or disability. TSCTI's policy also expressly prohibits any employee from retaliating against any employee with regard to recruitment, application, testing, certification, appointment, assignment, performance evaluation, training, working conditions, promotion, demotion, discipline, lay-off, discharge, or retirement because the employee:

- Has used or has participated in the TSCTI's grievance procedure.
- Has complied with any law of the United States or of the State of employment.
- Has reported any violation of any such law to a governmental authority.
- Has reported any incident of fraud, abuse, or gross mismanagement to the Board of Directors, Supervisors or Managers.

2.9 Anti-Harassment Policy

The harassment by any TSCTI employee or applicants for employment on the basis of race, color, sex, gender, marital status, creed, religion, national origin, age, disability, political or union affiliation or pregnancy, childbirth or other related medical condition, including, but not limited to, sexual harassment (all as defined and protected by applicable law and regulations) is illegal and will result in disciplinary action.

Such harassment may include, but is not limited to;

- Teasing or making jokes
- Continued or repeated verbal abuse
- Use of epithets
- Degrading comments about an individual or any aspect of his or her appearance
- Display of offensive objects or pictures and
- Other conduct that an individual might reasonably find to be offensive relating to any of the grounds set forth above.

This anti-harassment policy applies to TSCTI employees, vendors, and any other person doing business with the TSCTI. Any TSCTI employee who feels that he or she has been subjected to any form of harassment from another TSCTI employee, vendor, or any other person doing business with the TSCTI may file a complaint.

2.10 Sexual Harassment

Sexual harassment of any form will not be tolerated. Sexual harassment is generally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical of a sexual nature when:

- Submission to the conduct is either an explicit or implicit term or condition of employment.
- An employee's reaction to, or rejection of, such conduct is used as a basis for employment decisions affecting that employee.
- Conduct that has the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment is not limited to demands for sexual favors. It may also include, but is not limited to, such actions as:

- Sexually oriented verbal "kidding," "teasing," or jokes;
- Repeated offensive sexual flirtations, advances, or propositions;
- Continued or repeated verbal abuse of a sexual nature;
- Graphic or degrading comments about an individual or any aspect of his or her appearance;
- The display of sexually explicit or sexually suggestive objects or pictures;

- Subtle or overt pressure for sexual activity; and
- Inappropriate physical contact.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal. Any supervisor who becomes aware of possible harassment should promptly inform the HR Department Representative who will handle the matter in a timely and confidential manner.

2.11 Relationship at Work Place

Any relationship that interferes with the company culture of teamwork, the harmonious work environment or the productivity of employees will be addressed by applying the progressive discipline policy. Adverse workplace behavior or behavior that affects the workplace that arises because of personal relationships will not be tolerated. Employees may date, develop friendships and relationships both inside and outside of the workplace as long as the relationships do not negatively impact work and violates client policy.

The exception to this policy relates to managers and supervisors. Anyone employed in a managerial or supervisory role needs to heed the fact that personal relationships with employees who report to him or her may be perceived as favoritism, misuse of authority, or potentially, sexual harassment. Even if no improper conduct occurs, the relationship may cause gossip, hard feelings, dissatisfaction, and distraction among other employees in the workplace. The relationship may appear to other employees as an inappropriate use of position power. Additionally, any fraternization 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, is prohibited. The fraternization that is prohibited by this policy includes dating, romantic involvement, and sexual relations; close friendships are discouraged in any reporting relationship.

2.12 Social Media and Online Activities

The company has in place policies that govern use of its own electronic communication systems, equipment, and resources which employees must follow.

The elsewhere mentioned principles, guidelines and policies found in this Employee Handbook applies to your activities online. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects clients, vendors, suppliers, people who work on behalf of the company or its legitimate business interests may result in disciplinary action up to and including immediate discharge.

The following is a general and non-exhaustive list of guidelines you should keep in mind:

- Always be fair and courteous to fellow employees, clients, vendors, suppliers or people who work on behalf of the company. Posting work, client, or fellow employees complaints to a social media outlet or blogs or similar platform is prohibited. Your posts, complaints or criticism, using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, and threatening or intimidating, that disparages clients, employees, vendors, 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, age, gender, national origin, color, disability, religion or any other status protected by federal, state or local law or company policy. Inappropriate postings that may include discriminatory remarks, harassment, retaliation, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and it is subjected to disciplinary action up to and including immediate discharge.

- Never post any information or rumors that you know to be false about the company, fellow employees, clients, vendors, suppliers, and people working on behalf of the company or competitors.
- Maintain the confidentiality of company trade secrets and proprietary 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.
- Do not create a link from your blog, website or other social networking site to the company's website without identifying yourself as a company employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for the company. 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, clients, vendors, 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 22nd Century Technologies, Inc."
- You must refrain from using social media while on working time or while using equipment we provide, unless it is work-related as authorized by your supervisor, or other member of management.
- Do not use any company email addresses to register on social networks, blogs or other online tools utilized for personal use.

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

If you have questions or need further guidance, please contact your HR Department.

2.13 Solicitations and Distributions

Solicitation for any cause during working time and in working areas is not permitted. Employees are not permitted to distribute non-company literature in work areas at any time during work hours.

2.14 Personal Property

TSCTI is not responsible for loss or damage to your personal property. Valuable personal items, such as purses, wallets, phones and all other valuables should be kept in a secure place.

2.15 Complaint Procedure

The TSCTI is strongly committed to maintaining a workplace that is free from illegal discrimination, harassment, or retaliation. TSCTI strongly encourages the reporting of all incidents of discrimination, harassment or retaliation prohibited by the terms of the policies set forth, regardless of the identity of the offender. Any TSCTI employee who believes that he or she has been the victim of illegal discrimination, harassment, or retaliation in violation of the terms of the policies, should immediately notify one of the following in order:

1. His or her immediate supervisor;
2. Another supervisor in his or her chain of command;
3. His or her department Head;
4. HR Department

The TSCTI will promptly conduct an investigation and will maintain confidentiality to the extent possible given the TSCTI's duty to investigate such complaints. Anyone who is determined to have engaged in discrimination, harassment, or retaliation in violation of any law or of the policies, will be subject to appropriate disciplinary action, up to, and including, termination from TSCTI employment.

3. Operational Policies

3.1 Employment Classification

REGULAR FULL-TIME employees are those who are regularly scheduled to work TSCTI's full-time schedule. Generally, they are eligible for TSCTI's benefits package, subject to the terms, conditions, and limitations of each benefit program. Typically, eligibility is extended to employees who have completed their introductory period and work Thirty (30) or more hours per week. TSCTI Paid Time Off Benefits supersede all State/City mandated paid time off benefits and as such the state/city jurisdiction mandated Paid Time Off benefits will not apply to Regular Full Time Employees in addition to TSCTI Paid Time Off benefits.

TEMPORARY EMPLOYEES are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

PART-TIME employees are those who work continuously for a specified number of hours per week which is less than a regular schedule of thirty (30) hours per week.

Sick leave, vacation time and personal leave are pro-rated in proportion to the percentage of time worked (i.e., an employee who works half-time earns half as much vacation, personal and sick leave as a full-time employee with the same length of service). Part-time employees receive a day off with pay if the holiday falls on a day that they are normally scheduled to work and receive pro-rated holiday pay benefits.

SERVICE CONTRACT ACT (SCA) employee includes any employee engaged in performing services on a covered contract other than a bona fide executive, administrative, or professional employee who meets the exemption criteria set forth in [29 CFR Part 541](#)

EXEMPT and **NON-EXEMPT** jobs are governed by the Fair Labor Standards Act (FLSA). TSCTI follows the FLSA standard rules unless specified otherwise.

3.2 Personnel Record Change

It is the responsibility of each employee to promptly notify TSCTI of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the HR Department.

For Security Cleared employees, please follow NISPOM guidelines to report changes to your personnel data and any security related incidents to Company's FSO

3.3 Employee Privacy

Employees who have access to personal information about co-workers must take every precaution to ensure it is not misused or improperly disclosed.

Because Company equipment, supplies, and property belong to TSCTI, the Company reserves the right to search employee desks, computer files, mail, voice mail, e-mail, Internet usage, lockers, and personal vehicles (with the employee's permission) on Company property at any time, with or without notice.

3.4 Background Investigations

Employment verification is an important step in the process of bringing new Employees on-board. *Background investigations include but not limited to reference checks, a criminal history record check, and when appropriate, a financial (credit) report or driving history check.* The minimum background check includes investigation of criminal history and reference checks. Depending on the nature of the position and client requirements for which the candidate is being considered, other, additional checks will be conducted. Our jobs for state and federal government clients may require you to undergo a background check, and an extensive investigation for a security clearance.

All persons conditionally offered employment in sensitive positions need background checks. Failure to comply shall disqualify the person from employment.

3.5 Medical Examinations

Positions that are required by state or federal law to undergo special tests (which may include drug and alcohol testing), must satisfactorily complete a medical examination in conjunction with appointment to their respective positions.

You may be required by your department head to take a medical examination at any time if it appears that your job performance may be adversely affected for medical reasons.

3.6 Social Security Card

As a condition of employment, new employees are required to present an original Social Security card to their department's payroll contact, who then must forward a copy of it to the Payroll Division with the rest of the appointment paperwork. A copy of the Social Security card is required to ensure that taxes and Social Security deductions withheld from an employee's pay are accurately recorded under the name and Social Security number registered with Social Security Administration (SSA).

3.7 New Employee Orientation / Induction

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the company, and prepared for their position. The Orientation Program assists new employees in understanding organization values and culture, and as a result encourages commitment to the Organization. New employees must attend the Orientation program within one *month* of joining. The formal employee orientation is conducted by a HR representative, and includes an overview of the company and policies. This employee handbook is utilized to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. A representative from HR Department will be available during office hours to assist the employees with any queries.

3.8 Office Hours

Employees are expected to be at their work area, ready to begin work at their scheduled time as specified for the location the employee works at or as directed by the supervisor. If a particular job function dictates a different work schedule as determined by your supervisor, you will be informed as to the hours of work required for such position. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. For the employees who are working in Client sites, the policies prevailing on the client side will be applicable.

3.9 Leave and Attendance

TSCTI expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on the Company. If you are unable to report for work for any reason, notify your supervisor before regular starting time. Should undue tardiness become apparent, disciplinary action may be required.

Employees are expected to comply with Rules and regulations governing hours of work, absences, use of leaves. Employee are prohibited from:

- Failing to report to work as scheduled without proper notice to supervisor/manager
- Leaving work without informing or without permission
- Arriving late for work on a consistent basis

Any absence from work without prior notification will be a leave without pay. Employees are required to inform his/her immediate supervisor of any absence from work or if arriving late to work. It is the responsibility of all employees to contact all affected parties if they will be absent or late.

3.10 Absence without Notice/ Intimation

When you are unable to work owing to illness or an accident, please notify your supervisor and HR department both. This will allow the Company to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and the company is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and your access will be removed from the Company's or its client's systems. If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform your supervisor of the situation.

3.11 Relocation Assistance

TSCTI may, at its discretion, pay for certain costs directly related to relocation when relocation assistance is negotiated at the time of offering a position and included in the Employment agreement.

3.12 Company Supplies, Other Expenditures

Only authorized persons may purchase supplies in the name of company. Employees whose regular duties do not include purchasing may not incur any expense on behalf of the company without a properly approved purchase order, the Company is not obligated for any purchase.

Corporate Credit Cards

TSCTI may issue company credit cards to certain employees for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit cards. Use of company-issued credit cards is a privilege, which the Company may withdraw in the event of serious or repeated abuse. Any credit card the Company issues to an employee must be used for business purposes only, in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. The Company will not regard expenses for one's own business-related use, such as lodging and meals while on company-approved business trips, as personal purchases, as long as such expenses are consistent with the Company's travel and expense reimbursement policy. If any employee uses a company credit card for personal purchases in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee, and will be recovered in full from the employee's next paycheck; any balance remaining will be deducted in full from subsequent paychecks until the wage advance is fully repaid. The Company may charge interest, or finance charges in such cases. In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a company credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense.

3.13 Expense Reimbursement

Employees may be reimbursed for reasonable approved expenses incurred in the course of business as per the expense reimbursement policy. However, a prior approval on the type of and limit of expense is required. You should contact your Supervisor in advance if you have any question about whether an expense will be reimbursed.

For any business related expense reimbursements and detailed information please contact your Supervisor or HR Department.

3.14 Federal/State Shutdown Policy

As per the effect of a shutdown policy, Federal or State halts the funding of all the projects and work in progress and only Employees or agencies deemed "necessary for safety of life or protection of property" would remain on the job at Federal level / State level whichever is the case and the rest of the workforce (including TSCTI employees) is put on a forced unpaid leave (it may be supplemented with available vacation balance). If such a situation arises, as per the government's notification, we will inform our employees who so ever are affected by it. On reversal, another notification via e-mail will be sent to the affected employees.

3.15 Client Shutdown Policy

Client shutdown is where one specific client declares that it is shutting down operations for a particular period of time for economic reason or inclement weather or any other cause. If such situation arises, as per the client's notification, we will inform our employees who so ever are affected by the same. If the client decides to put our employees on forced leave, the client's decision will prevail.

3.16 Employee Referral Program

TSCTI offers paid bonuses for employees who assist the company in filling certain vacant positions. You can get this policy from the HR department.

3.17 Inclement Weather-related and Emergency-related Closings

We realize that bad weather or hazardous commuting conditions may occasionally make it impossible for employees to report to work on time. However, you are expected to make a diligent effort to report to work when conditions have improved. If you determine that you are unable to report to work because of the conditions, inform your supervisor as soon as possible. During this period, your absence will be deducted against vacation time (if balance is available) otherwise it will be treated as advance pay, unless approved by your supervisor or TSCTI client. Please contact HR for further clarification, if needed.

3.18 Dress Code

Your dress and personal appearance play an important role in how the public perceives us as a company. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image TSCTI presents to customers and visitors. During business hours or when representing TSCTI, you are expected to present a clean, neat appearance. You should dress and groom yourself according to your position and accepted social standards.

TSCTI expects all employees to dress appropriately for a business environment on normal business days. The following are general guidelines of what the company considers as business casual attire:

Women and Men Blazer/shirt jacket, Vests, Sweaters, Collared shirts, Cotton shirts, Turtlenecks, Denim shirts, Pants, Trousers, Suits, For Women: Trousers/Skirts/dresses of a reasonable length. We maintain a traditional and conservative approach to dress attire in the office with some flexibility.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

3.19 Use of Computer, Phone, and Mail

TSCTI's or its Client's property, including computers, phones, electronic mail, and voice mail, should be used only for conducting TSCTI's or its client's business. When it comes to using your cell phone at work, employees are expected to be mindful and follow the general guidelines of the workplace. TSCTI's e-mail system and access to the Internet, when provided, are TSCTI property. TSCTI reserves the right to monitor Internet usage at any time for any legitimate business reason. Employees' access to the Internet is limited to TSCTI business only and will be granted based upon business needs on a case-by-case basis.

3.20 Use of Internet

Employees are responsible for using the Internet in a manner that is ethical and lawful. Use of the Internet must solely be for business purposes and must not interfere with an employee's productivity or conduct during work hours. Employees should restrict themselves from using messengers and social networking website for any purpose other than business related while at work.

Examples of unacceptable behavior

- Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material.
- Using the computer to perpetrate any form of fraud, or software, film or music piracy.
- Using the internet to send offensive or harassing material to other users.
- Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such license.
- Hacking into unauthorized areas.
- Publishing defamatory and/or knowingly false material about the company, your colleagues and/or our customers on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format.
- Revealing confidential information about the company in a personal online posting, upload or transmission - including financial information and information relating to our customers, business plans, policies, staff and/or internal discussions.
- Undertaking deliberate activities that waste staff effort or networked resources.
- Introducing any form of malicious software into the corporate network.

Company-owned information held on third-party websites

If you produce, collect and/or process business-related information in the course of your work, the information remains the property of TSCTI. This includes such information stored on third-party websites such as webmail service providers and social networking sites, such as Facebook and LinkedIn.

Over ruling all of the above mentioned scenarios, will be the policies prevailing and in-force at the client site.

3.21 Use of Computer Software

TSCTI licenses the use of computer software and related documentation (collectively, the “Software”) from a variety of outside companies. Almost all computer software and related documents are copyrighted and, accordingly, are subject to the provisions of the Federal Copyright law. Unless authorized by the copyright owner, TSCTI or its employee does not have the right to reproduce the Software. Any duplication of copyrighted software, except for backup purposes or as specifically authorized by the applicable license agreement, is a violation of the Federal Copyright law.

Employees of TSCTI must not copy the Software, nor should employees give the Software to any outside third party, including clients. Employees must use the Software only in accordance with the applicable license agreement, a copy of which is available upon request from the IT Department.

Software should only be installed by authorized personnel. In addition, only the IT Department may remove or copy the Software. If an employee is uncertain whom to contact, please contact your manager.

3.22 Performance Management Process

Performance management is designed to be a year-round partnership between you and your supervisor with continuous communication throughout the planning, coaching, reviewing and rewarding phases. Performance management considers “what” you accomplish over the review period as well as “how” you go about accomplishing your work. Each employee will be evaluated through the TSCTI Performance Evaluation Process. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle. Merit-based pay adjustments may be awarded by TSCTI in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors considered in the performance evaluation process.

3.23 Grievances

Should you encounter a problem concerning a condition of employment or treatment by management or other employees, bring the matter to the attention of your supervisor. If you are unable to resolve the matter to your satisfaction after informal discussion, you may investigate the possibility of using the TSCTI’s grievance procedure. The grievance procedure consists of a series of meetings with various levels of management in an attempt to resolve the complaint. Not

all matters are covered by the grievance procedure. Some non-grievance issues include the contents of personnel regulations and ordinances and the setting of wages, salaries and benefits. Timeliness of filing complaints is critical. In most cases, the grievance must be initiated within 20 business days of the event. Discrimination complaints are also filed with the HR Department. Employees, including those who are probationary, are eligible to assert discrimination on the basis of age, sex, sexual harassment, race, color, religion, national origin, disability, and marital status, political or union affiliation.

3.24 Disciplinary Action

You may be disciplined for violation of TSCTI rules, insubordination, or for other just cause. Types of disciplinary action include oral and written reprimands, suspension, disciplinary demotion or dismissal. Unless you are involved in a serious offense, you may expect to be counseled before more serious action is taken. An employee who has completed the initial probationary period and is suspended, demoted or dismissed is entitled to receive advance written notification of the proposed disciplinary action.

4. Employee Benefits Program

4.1 Employee Benefits

In addition to good working conditions and competitive pay, it is the TSCTI's policy to provide a combination of supplemental benefits to all employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include paid time-off benefits, such as vacations and holidays, insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet your present and future requirements.

SCA employees are paid fringe benefits as per the contract and in accordance with the Wage and Hour Division (WHD) of US Department of Labor.

4.2 Insurance Benefits

The company makes group life, health, dental and vision benefits available to eligible employees and their family members. Insurance benefits are paid in part by the company. The remainder of the costs is the employee's responsibility. Employees can receive details about benefits provided, contribution rates and eligibility from the HR Department.

4.3 401K

A 401(k) savings plan is an investment vehicle that allows you to save money for retirement while at the same time reducing your taxable income. All dollars that you deposit into your 401(k) account are done so on a pre-tax basis via payroll deduction. The 401(k) plans allow you to elect what percentage of your pay, you want to contribute and to direct the investment of those contributions in your plan account. Because your 401(k) plan is automatically deducted from your pay before federal and state tax withholdings are calculated, you save tax dollars now by having your current taxable income amount reduced.

- The company contributes 2% of your annual salary or **50 %** of your 401k contribution during the year "**WHICHEVER IS LESS**" with a 6 year vesting schedule. Vesting is based on your Hire date and is retro-active to when you were hired.

- An employee may contribute up to the allowable maximum limit as per IRS Rules.

4.4 Worker's compensation Insurance

All TSCTI employees are covered by the provisions of the Worker's Compensation Act. TSCTI provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

Your assignment supervisor will notify TSCTI and we will follow the actions as per the defined protocol. Subject to the applicable legal requirements, workers' compensation insurance provides benefits after a waiting period.

If you are injured in a work-related accident or sustain a work-related illness, no matter how slight, you must report it to your Supervisor at the time the accident occurs. This will enable an eligible employee to qualify for coverage as quickly as possible. Failure to do so may result in your claim being denied.

Neither TSCTI nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by TSCTI.

Any time off from work due to work-related injury does not continue to accrue benefits (e.g., sick leave or vacation leave etc.). Questions regarding particular benefits should be directed to the HR Department.

4.5 Training and Professional Development

Employees will be eligible for education reimbursement after completing one year of employment. TSCTI will reimburse 50% of the employee cost spent on Training/Certification "mandatory for the assigned job" or 3% of annual salary whichever is less. This reimbursement is refundable to the Company in case your employment is terminated with TSCTI within 12 months of the completion of this training/certification.

4.6 Paid time-off benefits and Leave policies

4.6.1 Holidays List

Employees working at a Client location may observe the holidays listed by the Client however it should be limited to a maximum of ten (10) Paid Holidays per annum and any additional holiday will be adjusted against accrued paid time off.

4.6.2 Vacation

Vacation leave is available to full time employees to provide opportunities for rest, relaxation, and personal pursuits. Vacation time is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

A regular full-time employee is eligible to receive paid time off as specified in the employment agreement. Employees must earn and accrue vacation benefits before it can be used. Employees may consult the HR Department regarding the amount of vacation leave they accrue each pay period. No vacation leave can be taken without prior approval by the employee's immediate supervisor. In case of Insufficient leave balance, employee can borrow advance vacation up to 24 against future vacation hours after getting pre-approved by HR Department.

Unpaid vacation will not contribute in the vacation accrual; the vacation accrual will be prorated in such scenarios. The maximum accumulation of vacation that can be carried over from one calendar year to another is eighty 80 hours. Excess accrued vacation leave shall be forfeited at the end of calendar year.

Terminating employees cannot use vacation in lieu of providing notice of their intention to resign. The unused vacation leave will be lost or forfeited upon notice of termination. If you separate from the company with a negative vacation balance, the cash equivalent of that time will be deducted from your final paycheck.

4.6.3 Sick Leave

Regular full-time employees are eligible to receive paid sick leave if they are ill or injured as described in the employment letter. Employees may consult the HR Department regarding the amount of sick leave available to them.

Employees working in New York City, California, Arizona, Connecticut, Massachusetts, Maryland, DC and Oregon are eligible to receive paid sick leave in accordance with the State Paid Sick Leave Act. For more information on the State Wide Paid Sick Leave Policy, please refer to the State and Local Jurisdiction Specific Laws (section 8).

Employees should call their immediate supervisor to report out sick before the office hours or a day prior if the employee expects to be absent the following day. Sick leave is not considered additional vacation time and shall not be taken as personal time if not used for an illness or injury. You may be required to submit a doctor's note.

Sick leave cannot be carried over from one calendar year to another. Sick Leave cannot be cashed out at the time of employee termination.

4.7 Unpaid Vacation/Leave Without Pay:

Unpaid vacation is granted at the immediate supervisor's discretion and will be considered sympathetically but may be rejected if there is an unreasonable operational impact on the Project/Assignment.

Unpaid vacation will not contribute in the vacation accrual; the vacation accrual will be pro-rated to exclude any hours where the employee was on unpaid leave.

If an employee has paid leave (vacation, sick leave etc.) available, it must be used before unpaid vacation may be used.

5. Leave of Absence

Employees on any type of leave of absence do not continue to accrue benefits (e.g., sick leave or vacation leave etc.) during the period of leave of absence. Questions regarding particular benefits should be directed to the HR Department.

5.1 Jury Duty

TSCTI encourages employees to fulfill their civic obligations by performing jury service when called.

Our jury service policy applies to full-time and part-time regular employees as follows:

- Employees summoned for jury duty are granted an unpaid leave in order to serve. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.
- Upon receipt of a juror summons, the employee must immediately present the notice to his/her supervisor so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.
- The employee must then forward the summons to the human resources manager for placement in the employee's file. Any changes to the leave required should be forwarded to the supervisor and the human resources manager immediately.
- On completion of service, the employee obtains documentary proof of time served for submittal to the supervisor and human resources manager.
- When permitted by state law, we expect the employee to return to your job if the employee is excused from jury duty during his/her regular working hours.
- Absence for jury duty must be recorded on the employee's time sheet

5.2 Volunteer Emergency Worker Leave

Employees who serve as a volunteer firefighter as defined by the Volunteer Firefighter Job Protection Act, or being activated to a national disaster response by the Federal Emergency Management Agency (FEMA) are entitled to an unpaid leave when absent from work in order to respond to an emergency call received prior to the time the employee is scheduled to report to work.

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

The company has the right to request the employee provide a written statement from the supervisor or acting supervisor of the volunteer fire department or the FEMA supervisor stating that the employee responded to an emergency and stating the time and date of the emergency.

5.3 Witness Leave

Employees are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. We ask that you notify your supervisor of the need to take witness leave as far in advance as is possible. Employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

5.4 Voting Leave

Our company believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any employee whose work schedule does not provide him or her three consecutive hours to vote while polls are open will be granted up to three unpaid hours off in order to vote. We reserve the right to select the hours you are excused to vote.

Notify your supervisor of the need for voting leave as soon as possible, before Election Day. When you return from voting leave, you must present a voter's receipt to your supervisor as soon as possible.

5.5 Military Leave

If you are called into active military service or you enlist in the uniformed services, you will be eligible to receive an unpaid military leave of absence. To be eligible for military leave you must provide management with advance notice of your service obligations unless you are prevented from providing such notice. Provided your absence does not exceed applicable statutory limitations, you will retain re-employment rights and accrue seniority and benefits in accordance with applicable federal and state laws.

If you are required to attend yearly Reserves or National Guard duty, you can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). You must give advance notification of your need for military leave so that we can maintain proper staffing while you are away.

5.6 Victims of Crime Leave

The company will grant reasonable and necessary leave from work, without pay, to employees who are victims of a crime to attend or participate in legal proceedings pertaining to the crime. Affected employees must give the company reasonable notice that leave under this policy is required. Employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

5.7 Family and Medical Leave Act (FMLA)

The company offers leave consistent with the requirements of the federal Family and Medical Leave Act (FMLA). Under the FMLA, an employee may be eligible for an unpaid family and medical leave of absence under certain circumstances.

Under the federal FMLA, an employee who has worked at least 12 months for the company in the preceding seven years (limited exception), has accumulated 1,250 working hours for past twelve months, and currently works at a location where there are at least 50 employees within 75 miles, is eligible for FMLA job-protected leave of up to twelve weeks of leave (unpaid or supplemented with vacation or sick time) within a rolling twelve (12) month period for reasons as specified in the federal FMLA guidelines. The maximum amount of leave an employee may use under the federal FMLA is either 12 or 26 weeks within a 12-month period depending on the reasons for the leave. Employees are required to exhaust their accrued Vacation and Sick leave concurrently with the exhaustion of their FMLA leave.

Definition of Serious Health Condition

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, the continuing treatment requirements may be met by a period of incapacity or more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to chronic condition. Other conditions may meet the definition of continuing treatment.

Application for Leave

If you are eligible for FMLA leave and wish to take leave for a qualifying reason, please contact HR. You will be required to complete certain paperwork and provide certain documentation in support of your application for FMLA leave.

Employee Responsibilities

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and must comply with the company's normal call-in procedures. Employees must provide sufficient information for the company HR to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees must also inform the company if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees may also be required to provide a certification and periodic recertification supporting the need for leave.

Company Responsibilities

The Company will inform employees requesting leave whether they are eligible for leave under FMLA. If an employee is eligible for FMLA leave, this notice will specify any additional information required as well as the employee's rights and responsibilities. The Company will also inform the employee how much of the leave will be counted against the employee's leave entitlement. If an employee is not eligible, the Company will provide the employee with the reason for ineligibility.

Use of Leave

An employee does not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Enforcement

Employees may be required to provide: medical certifications supporting the need for leave if the leave is due to a serious health condition of the employee or employee's family member; periodic recertification of the serious health condition; and periodic reports during the leave regarding the employee's status and intent to return to work. Employees must return to work immediately after the serious health condition ceases and employees who have taken leave because of their own serious health condition must submit a fitness-for-duty certification before being allowed to return to work. The company will maintain group health insurance coverage for an employee on family and medical leave on the same terms as if the employee had continued work. If applicable, arrangements will be made for the employee to pay their share of health insurance premiums while on leave. The company may recover premiums paid to maintain health coverage for an employee who fails to return to work from family and medical leave.

If an employee would like the company to maintain other paid benefits during the period of leave, premiums and charges which are partially or wholly paid by the employee must continue to be paid by the employee during the leave time. Family and medical leave will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, an employee on family and medical leave does not continue to accrue benefits (e.g., sick leave or vacation leave) during the period of family and medical leave. Questions regarding particular benefits should be directed to the HR Department.

5.8 Bereavement Leave

Paid Bereavement leave is not offered by TSCTI, However All Regular full-time employees who wish to take time off due to the death of an immediate family member should notify their supervisor and HR Department immediately. Up to 2 days of unpaid bereavement leave will be provided to eligible employees. Employees may, with their supervisors' approval, use any available unpaid leave for additional time off as necessary.

TSCTI defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.

6. Timekeeping/Payroll

6.1 Timesheets

TSCTI has an online timesheet system. It is important to Update and Save the timesheets on a daily basis. Timesheets format is weekly. The moment a timesheet is submitted, it is locked and no changes should be made. It is important to let HR know when a timesheet is submitted accidentally so we can reject it so as to make it editable for further changes.

Based on a Client's requirement, employees may have to fill out another timesheet - It may be a manual timesheet or timesheet portal of the client. If an employee is filing the client timesheet, they still need to fill the time on the internal timesheet system.

Timesheet Approval: Employees are required to save the daily hours and submit your timesheet at the end of the period for approval. In case of the employee, who is at a client site where the timesheet cannot be approved electronically, employees must take a print out of the timesheet and get it approved by the client manager and send it to timesheet@tscti.com as per the timesheet deadline given in payroll schedule for year .If your supervisor is approving a timesheet electronically then manual signatures are not required.

For Online **client** timesheets, client approval will be electronic whereas for manual timesheets, employees are required to get their timesheets signed off from their reporting managers. In any case Employees are still required to fill the time on the Internal Timesheet System.

6.2 Overtime Policy

Overtime compensation is paid to employees in accordance with the employment agreement, federal and state wage and hour restrictions. All overtime work performed by an employee must receive the supervisor's prior authorization. Time off on personal time, holidays, vacation time or any leave of absence will not be considered hours worked when calculating overtime.

SCA employees are paid overtime as per the contract and in accordance with the Wage and Hour Division (WHD) of the US Department of Labor.

6.3 Pay Days

All employees are paid Bi-weekly. The Payroll cutoff dates are provided in the Payroll which is mentioned in your Employment Letter.

Timesheets must be submitted on end of the timesheet period. Timesheets must be approved by your manager and submitted to TSCTI no more than two (2) days after the end of the pay period.

Timesheets submitted after deadline as per payroll schedule will not be considered for that pay period and will be adjusted with the next pay period's payroll.

The employee may choose to get paid by a Check /Direct Deposit. The check is generally mailed to the address provided by the employee. The checks usually take 3-5 business days to reach you from the payroll date.

6.4 Garnishment/Child Support

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

6.5 Employment Termination

Employment with the company is on an at-will basis and may be terminated voluntarily or involuntarily at any time.

Upon termination, an employee is required:

- To serve the notice period as per the employment agreement;
- Cannot use vacation in lieu of providing resignation notice.
- To continue to work until the last scheduled day of employment;
- To turn in all reports and paperwork required to be completed by the employee when due and no later than the last day of work;
- To return all files, documents, equipment, keys, access cards, phone, laptop, hard disk, software or other property belonging to the company that are in the employee's possession, custody or control, and turn in all passwords to his/her supervisor;
- To return and deliver any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, computer equipment, laptop computer, software, credit card, phone, hard disk, keys, access/ID card, Insurance card, other documents or property, together with all copies thereof (in whatever medium recorded) belonging to the Company and its clients. Employees will be responsible for any lost or damaged items;
- To participate in an exit interview as requested by the Human Resources Team.

Exit Interview

TSCTI will generally schedule exit interviews at the time of employment termination. The exit interview gives an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to TSCTI, or return of TSCTI-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with TSCTI is based on mutual consent, both the employee and TSCTI have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. 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.

COBRA Continuation of Health Benefits

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), a qualified employee who terminates employment (for reasons other than gross misconduct on the employee's part) or who loses health and dental coverage due to a reduction in work hours may temporarily continue group health coverage for him/herself, his/her spouse, and any covered dependent children at the full premium rate plus administrative fees. That eligibility normally extends for a period as per state and federal laws.

For more information regarding COBRA health insurance benefits, kindly contact the HR Department.

Employment Reference Checks

The HR Department will respond verbally only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment and

position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

6.6 Review Your Pay Stub for Pay Corrections

TSCTI takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

Please review your pay stub when you receive it to make sure it is correct. In the unlikely event that there is an error (including any improper deductions, under-reported hours of work or other error) in the amount of pay, the employee should promptly bring the discrepancy to the attention of HR Department so that corrections can be made as quickly as possible.

6.7 Pay Deductions and Setoffs

The law requires that TSCTI make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. TSCTI also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." TSCTI matches the amount of Social Security taxes paid by each employee.

TSCTI offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Pay setoffs are pay deductions taken by TSCTI, usually to help pay off a debt or obligation to TSCTI or others and will be made where applicable in compliance with federal and state law.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor / the Human Resources personnel can assist in having your questions answered.

7. Employee Health & Workplace Safety

A safe work environment and careful employees combine to prevent accidents and injuries. TSCTI complies with the Occupational Safety and Health standards issued under the Occupational Safety and Health Act (OSHA). TSCTI provides a place of employment free from recognized hazards that may cause injury or death. Employees must comply with the safety and health guidelines of the TSCTI workplace or Contract Site. Hazardous conditions should be immediately brought to the attention of your supervisor. TSCTI provides information to employees about workplace safety and health issues through regular internal communication such as:

- Memorandums
- Bulletin board postings
- Team meetings
- Other written communications

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action

including termination of employment. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to your manager. If you or another employee is injured, contact your supervisor or manager immediately. Seek help from outside emergency response agencies, if needed.

7.1 Violence in the Workplace

TSCTI is committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, we have established a policy that provides “zero tolerance” for actual or threatened violence against co-workers, visitors, or any other persons who are either on our premises or have contact with an Employee in the course of their duties. We define workplace violence as actions or words that endanger or harm another employee or having a reasonable belief that they are in danger. Such actions include:

- Verbal or physical harassment
- Verbal or physical threats
- Assaults or other violence

Any other behavior that causes others to feel unsafe, (e.g. bullying, sexual harassment), these actions are not limited to the one’s stated above but fall into the category of reasonable threats and could summon disciplinary actions i.e.

- Written reprimand
- Suspension
- Termination

All incidents or suspected incidents of workplace violence should be reported immediately to the manager/supervisor on duty, which will ensure that a prompt and thorough investigation of the alleged incident is conducted. Questions about these issues should be directed to the HR department.

Appropriate action will be taken based upon the result of the investigation. In addition to this, employees should immediately and directly contact the proper law enforcement authorities if they believe there is a serious threat to the safety and health of others.

7.2 No Weapons in the Workplace

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

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to their supervisor immediately. Violations of this policy will result in disciplinary action, up to and including discharge.

7.3 Drug Free workplace

TSCTI is committed to maintaining a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or a controlled substance in the workplace is specifically prohibited. As a condition of your continued employment with the TSCTI, you are expected to adhere to this policy. You should know that violation of this rule is a serious offense and could lead to disciplinary action, including suspension from work or discharge from TSCTI employment. Furthermore, if you are convicted of violating any drug statute for offenses that occurred at work, you are expected to notify your supervisor no later than five days after your conviction. If you do not notify your supervisor, you will also be subject to disciplinary action, up to and including suspension or discharge from TSCTI employment. Please consult your supervisor or the HR Department if you have any questions or concerns about the TSCTI's policy on drugs or alcohol in the workplace.

7.4 General Work Place Safety

Objective: This procedure applies to 22nd Century Technologies, Inc. (TSCTI) personnel who work in office environments in performance of their job duties. The purpose of this procedure is to provide general safety procedures for TSCTI employees. Any questions or clarifications may be directed to the HR department.

General Workplace Safety Rules

A large percentage of workplace accidents and injuries occur in the office building. Preventive measures are necessary to promote a safe and healthy working environment. Common causes of office accidents include the following:

- Slipping, tripping, and falling hazards
- Burning, cutting, and pinching hazards
- Improper lifting and handling techniques
- Unobservant and inattentive employees
- Improper office layout and arrangement
- Dangerous electrical wiring
- Exposure to toxic substances
- Using chairs or other office furniture to serve as a ladder

Office spaces can have common workplace hazards that can be dangerous when not properly mitigated. Always use common sense when safety may be a concern.

In order to minimize the likelihood of office accidents, employees should ensure they consider the following areas:

- Keep office free of obstacles that could interfere with proper cleaning
- Read and follow all warning stickers
- Keep office equipment, facilities, and machines in good condition
- Maintain clear and unobstructed access to emergency equipment, such as fire extinguishers, pull stations, eyewash units, showers, etc.
- Ensure that office lighting is adequate and available

- Turn on lights before entering a dark room or corridor, and report locations of inadequately lighted areas to your supervisor
- Contact the administrative office to replace burned out light bulbs and have additional lighting installed, as necessary
- Store materials so they do not create a hazard
- Do not stack boxes closer than 18" to the ceiling, in order to avoid blocking fire sprinklers
- Make sure stored items are limited in height so that they are stable and secure to prevent sliding or collapse
- Products that include fragrances can pose health risks to individuals who are chemically sensitive or who suffer from allergies or asthma. Employees should show courtesy to those around them, limiting scents both on their person and in the work environment
- Remove or guard all sharp edges, splinters, or slivers on furniture or equipment
- Remove or turn down any protruding nails from surfaces or furniture
- Do not carry pencils behind the ear or between the fingers with the point toward the palm of the hand
- When sealing envelopes, use a liquid dispenser rather than licking the adhesive
- Use caution when folding or handling paper in order to avoid paper cuts
- Use caution when stapling
- Never operate any machine without first becoming adequately familiar with the appropriate operating instructions, whether from an operating manual or from a qualified employee
- Never walk with an obstructed view
- Report or repair tripping hazards such as defective tiles, boards, or carpet to your supervisor immediately
- Use caution on wet floors, particularly when wearing leather-soled shoes on hard surfaces such as linoleum or tile
- Clean spills and pick up fallen debris immediately. Even a loose pencil or paper clip could cause a serious falling injury
- Use caution when entering or leaving an elevator car; the car may not be completely level with the floor when the doors open
- Never attempt to stop elevator doors with your hands or feet. Let the doors close, and wait for the next elevator
- Never run to catch an elevator
- Never use an elevator for evacuation during a fire alarm
- Do not use any machine that smokes, sparks, shocks or appears defective in any way
- Loose clothing or similar items can be seized by moving machinery. Use caution when wearing loose items around machinery with moving parts
- Close drawers slowly using the handle to avoid pinched fingers
- Never climb on shelves (even lower shelves)
- Employees should always use an approved ladder or step stool to reach any item above their extended height

- Never use a makeshift device, such as a desktop, file cabinet, or bookshelf as a substitute ladder or stool
- When lifting heavy objects, employees should:
 - ✓ not lift beyond their strength;
 - ✓ keep their backs straight and lift using their legs;
 - ✓ never twist while lifting;
 - ✓ always request help when needed; and
 - ✓ use proper moving equipment.
- When working at a desk for long periods, always remember the following:
 - ✓ Always sit up straight.
 - ✓ Place feet flat on the floor, or on a stable footrest.
 - ✓ Ensure that lower legs are approximately vertical and that thighs are approximately horizontal.
 - ✓ Maintain the majority of body weight so that it is resting on the buttocks
 - ✓ Ensure that wrists stay in a natural position. They should not rest on the edge of the desk.
 - ✓ Use a headset or speaker phone if the telephone will be used for extended periods of time.

TSCTI is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries and unsafe conditions to their supervisors. Such reports will not result in retaliation, penalty or other disincentive. Compliance with the safety rules will be required of all employees as a condition of employment.

8. State and Local Jurisdiction Specific Laws

8.1. California Payment of Final Wages

As per California Law final wages will be paid within 48 hours of the date of termination of the employment.

8.2. New York State Paid Family Leave

22nd Century Technologies, Inc. will provide paid family leave to eligible employees as per New York State Paid Family Leave Policy applicable from January 1, 2018.

8.3 State Specific Law to Sick and Safe Leave

There are currently seven states, and Washington D.C., that have paid sick leave laws at the state level: Arizona, California, Connecticut, Massachusetts, Maryland, Oregon, Vermont and Washington D.C.

Eligibility: *Temporary employees* (please refer page 18, 3.1 Employee Classification for definition) are eligible to get State mandate paid sick leave benefits.

Regular Full Time Employees are not provided State/City mandated paid time off benefits since TSCTI Paid Time Off Benefits provided to them supersede these state/city jurisdictions mandated Paid Time Off Benefits.

8.3.1 Arizona Fair Wages and Healthy Families Act

22nd Century Technologies Inc. is compliant with Arizona's Fair Wages and Healthy Families Act applicable from July 1, 2017.

An employee who works in Arizona will be awarded sick time of 1 hour for every 30 hours worked beginning from First day of employment up to a maximum of 40 hours in a calendar year. Employee will be able to use the accrued sick time on completion of 90 days after first day of employment.

Employee can use not more than 40 hours of paid sick time in calendar year.

Paid sick leave can be carried over up to 40 hours unused sick leave to the next calendar year.

8.3.2 California Healthy Workplaces/Healthy Families Act

22nd Century Technologies Inc. is compliant with California's Healthy Workplaces/Healthy Families Act applicable from July 1, 2015.

An employee who Works in California for 30 or more days within a year will be awarded sick time of 1 hour for every 30 hours worked beginning from First day of employment. Employee will be able to use the accrued sick time on completion of 90 days after first day of employment.

Employee can use not more than 24 hours of paid sick time in calendar year.

Paid sick leave can be carried over up to 24 hours unused sick leave to the next calendar year.

8.3.3 Connecticut Paid Sick Leave Law

22nd Century Technologies Inc. is compliant with Connecticut General Statutes §§ 31-57r - 31-57w – Paid Sick Leave applicable from January 1, 2012.

An employee who works in Arizona will be awarded sick time of 1 hour for every 40 hours worked beginning from First day of employment up to a maximum of 40 hours in a calendar year. Employee will be able to use the accrued sick time on completion of 680th hour after first day of employment.

Employee can use not more than 40 hours of paid sick time in calendar year.

Paid sick leave can be carried over up to 40 hours unused sick leave to the next calendar year.

8.3.4 New York City Paid Safe and Sick Leave Law

22nd Century Technologies Inc. is compliant with New York Paid Safe and Sick Leave Law applicable from April 1, 2014.

An employee who work more than 80 hours in a calendar year in New York City will be awarded sick time of 1 hour for every 30 hours worked beginning from First day of employment up to a max of 40 hours in a year.

Employee will be able to use the accrued sick time on completion of 120 days after first day of employment.

Paid sick leave can be carried over up to 40 hours unused sick leave to the next calendar year.

8.3.5 Massachusetts Paid Sick Leave Law

22nd Century Technologies Inc. is compliant with Massachusetts Paid Sick Leave Law applicable from July 1, 2015.

An employee who works in Massachusetts will be awarded sick time of 1 hour for every 30 hours worked beginning from First day of employment up to a maximum of 40 hours in a calendar year. Employee will be able to use the accrued sick time on completion of 90 days after first day of employment.

Employee can use not more than 40 hours of paid sick time in calendar year.

Paid sick leave can be carried over up to 40 hours unused sick leave to the next calendar year.

8.3.6 Maryland Healthy Working Families Act

22nd Century Technologies Inc. is compliant with Maryland Healthy Working Families Act applicable from February 11, 2018.

An employee who works in Maryland will be awarded sick time of 1 hour for every 30 hours worked beginning from first day of employment up to a maximum of 40 hours in a calendar year. Employee will be able to use the accrued sick time on completion of 106 days after first day of employment.

Employee can use not more than 64 hours of paid sick time in calendar year.

Paid sick leave can be carried over up to 40 hours unused sick leave to the next calendar year.

8.3.7 Washington D.C Earned Sick and Safe Leave

22nd Century Technologies Inc. is compliant with District of Columbia Earned Sick and Safe Leave Amendment Act of 2013, effective February 22, 2014.

An employee who works in District of Columbia will be awarded sick time of 1 hour for every 43 hours worked beginning from first day of employment up to a maximum of 40 hours in a calendar year. Employee will be able to use the accrued sick time on completion of 90 days after first day of employment.

Employee can use not more than 40 hours of paid sick time in calendar year.

Paid sick leave can be carried over up to 40 hours unused sick leave to the next calendar year.

8.3.8 Oregon Paid Sick Leave Law

22nd Century Technologies Inc. is compliant with Oregon Paid Sick Leave Law, effective January 2016.

An employee who works in Oregon will be awarded sick time of 1 hour for every 30 hours worked beginning from first day of employment up to a maximum of 40 hours in a calendar year. Employee will be able to use the accrued sick time on completion of 90 days after first day of employment.

Employee can use not more than 40 hours of paid sick time in calendar year.

Paid sick leave can be carried over up to 40 hours unused sick leave to the next calendar year.

8.3.9 Vermont's Earned Sick Time Act

22nd Century Technologies Inc. is compliant with Vermont's Earned Sick Time Act, effective January 2017.

An employee who works in Vermont will be awarded sick time of 1 hour for every 52 hours worked beginning from first day of employment. Employee will be able to use the accrued sick time on completion of one year of employment.

Employee can use not more than 24 hours of paid sick time in calendar year.

Paid sick leave can be carried over up to 24 hours unused sick leave to the next calendar year.

Employee handbook - Acknowledgement of Receipt

The employee handbook describes important information about my employment with TSCTI and I understand that I should consult with my supervisor or contact the TSCTI Human Resources Department regarding any questions not answered in these policies. I have entered into my employment relationship with TSCTI voluntarily and acknowledge that there is no specified length of employment. Accordingly, either TSCTI or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here, are subject to change, I acknowledge that revisions to the handbook may occur, except to the policy of employment at will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Only TSCTI has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee name (please print): _____

Employee Signature: _____

Date: _____/_____/_____