



CONSULTANT HANDBOOK

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I. INTRODUCTION

Purpose of the Handbook

This Consultant Handbook (“Handbook”) is a general guide of Human Resources (“HR”) policies. It does not address all employment issues or policy exceptions, and is not intended to provide specific details in all areas. Many issues (such as benefits) are addressed in detail in other official, controlled documents, to include the following:

1. Consultant Benefits Overview
2. Consultant Benefits Summary
3. Pyramid Code of Conduct
4. Consultant Agreement

Consultants are encouraged to refer to these documents and/or contact HR or their manager with any questions.

For the purpose of this handbook the following terms refer to:

- “Company” or (“Pyramid”) as Pyramid Consulting
- “Client” as the Pyramid Consulting Client to which the Consultant has been assigned

These policies are not contractual employment commitments made by the company and may be changed or cancelled at any time. No policy is intended as a guarantee of terms or conditions of employment or benefits or rights and nothing contained in this Handbook should be construed to create any guarantee of employment for any specified period of time. These guidelines replace any previous oral or written policies and practices regarding matters covered in this handbook. The only exceptions to these policies are those that are modified in writing by the CEO.

All Consultants agree and acknowledge that by acceptance of employment and/or by continuing employment with Pyramid Consulting, they will abide by all lawful rules, regulations, policies and procedures set forth in this Handbook and in other rules, policies, and procedures set forth in Pyramid’s other employment-related documents.

Message from the CEO



Welcome to Pyramid Consulting! I am pleased to formally greet you as part of our team and congratulate you on your decision to join the Pyramid Family.

Today you are a Pyramidian. That means that not only are you part of a great organization that has been built to stand the test of time, but it also means that you – regardless of your role – stand atop the Pyramid every day as an extension of our Company, our reputation and our ultimate success.

The information in this handbook is designed to help you become a part of that success by being informed and familiar with our Company policies and procedures. Please read it carefully and keep it handy for future reference.

I look forward to working with you.

Welcome to Pyramid!

Sanjeev Tirath

Mission Statement

To enable our clients to become more agile and competitive through innovative utilization of technology, process, and people.

Pyramid Core Values

The Management Team works hard to care for each of our Consultants on a holistic level – as an Consultant and an individual; with an emphasis on respect and dignity for each and every person. Pyramid is Intentionally Inclusive. Our core values spell out the word “CHAIRS” to represent what we believe in every day and signify that we provide everyone a chair and a seat at the table.

About the Company

Client-Value Driven

We define our success by making our end customers and consultants successful.

Honesty

We work honestly and truthfully in order to honor our commitments. Always.

Accountability

We make a stronger team when each person accepts responsibility for their work.

Integrity

We believe that abiding by strong moral principles is the only way to grow and excel.

Respect for Individual

We are committed to the success of all Pyramidians and treat them with utmost respect.

Service Leadership

We encourage diversity of thought, trust, fostering leadership and team focus.

At Pyramid, we are enthusiastic and deliver excellence, while maintaining a sincere, caring, friendly, and diverse work environment. Our goal is to appreciate your efforts and to reward those efforts accordingly. We look forward to working together as part of a successful and satisfied team.

Our established Corporate Norms are as follows:

QUALITY:

- Continuously improve processes.
- Deliver on promises to our clients.
- Be an ethical player in the market.
- Play by the rules but fairly and squarely defeat the competition.
- Exceed expectations.
- Emphasize outstanding relationships, delivery and customer service.
- Top quality is expected; mediocrity is not an option.

LEADERSHIP:

- Respect individuals and embrace diversity.
- Build lasting relationships through community service and help those in need.
- Assume leadership positions through self-service to local business, schools and the community at large.
- Be industry leaders and develop thought leadership services and products.
- Focus on continuing education, training and mentoring.

- Create an innovative workplace.
- Be a team player no matter where you are or what you are doing.
- Be the best that we can be all day, every day.

WELLNESS:

- Build strong Consultant relationships.
- Maintain a drug free, safe workplace.
- Create a positive work environment.
- Respect other people's time.

The Pyramid Consulting enterprise is a \$550+ million full lifecycle technology and talent group of companies headquartered in Atlanta GA with offices across the globe. For over 26 years, Pyramid has provided a full range of services across people, products, and processes to enterprise clients, from innovative startups to Fortune 500 and 1000 companies across multiple industry verticals and multiple geographies.

As a staffing and technology company, through our operating divisions (Pyramid Staffing, GenSpark, and Celsior Technologies) we provide thought leadership and expertise in all stages of human capital, diversity equity and inclusion, application transformation and infrastructure solutions, and the promotion and training of early to mid-stage technology talent. Pyramid utilizes the latest technology and subject matter expertise to provide seamless delivery that drives innovation, cost efficiency, and the highest quality talent to best support our clients' organizational requirements.

Awards

Pyramid's service lines cater to clients' requirements for hiring top notch and highly trained staff, digital transformation, and advisory services. As a tribute to our successful experience, Pyramid has been recognized regularly by Staffing Industry Analysts (SIA), National Minority Supplier Development Council (NMSDC), the Georgia Minority Supplier Development Council (GMSDC), and other key organizations as a leader in staffing diversity and general business areas. Our awards include:

- NMSDC Class IV Supplier of the Year (2022)
- NMSDC Corporate Plus (2016 - Present)
- GMSDC Supplier of the Year (2008, 2011, 2014, 2018, 2022)
- NMSDC Regional Supplier of the Year (2012, 2015)

Client and Managed Service Provider MSP Recognition

Over our 26 years of providing excellent service, Pyramid is pleased to have won awards and recognition from our clients and MSP partners including Coca-Cola, Anthem, Manpower Group, AgileOne (2021 Best of the Best Award), NextSource, TAPFIN, MPCS/TAPFIN, Workforce Logiq, and Pontoon, who presented us with the Chief Guardian Award in 2019.

Staffing Industry Analysts:

- Diversity Staffing Firms List (2011-2022)
- Largest Staffing Firms in the US (2016-2022)
- Largest US IT Staffing Firms (2012-2022)
- Fastest Growing Staffing Firms (2010-2016, 2021-2022)

For more information, visit Pyramid Consulting at www.pyramidci.com.

II. GENERAL MANAGEMENT PRACTICES

Employment-At-Will

Our policy is that all Consultants who do not have individual, written employment contracts for specific, fixed terms signed by Human Resources are considered employees-at-will. Employment may be terminated by Pyramid or the Client without notice at any time and for any reason, with or without cause, except as prohibited by applicable law. Similarly, at-will employees may terminate employment at any time for any reason. We ask that Consultants terminating employment provide at least two weeks' advance written notice of their intention to leave Pyramid.

Equal Employment Opportunity (EEO)

Pyramid is an Equal Employment Opportunity employer committed to providing equal opportunity in all of our employment practices, including but not limited to selection, hiring, assignment, re-assignment, promotion, transfer, compensation, discipline, and termination. Pyramid prohibits discrimination, harassment, and retaliation in employment based on race, religion, color, national origin, ancestry, disability or handicap, protected medical condition, genetic information, marital status, sex, gender, gender identity or expression, pregnancy, childbirth, or related medical condition, age, military or veteran status, sexual orientation, citizenship status, service member status, or any other category protected by federal, state or local law. Violation of this policy will result in disciplinary action, up to and including immediate termination. Please see the legal postings on the bulletin board for a full list of the protected EEO categories in the state where you work.

If you ever believe we are failing in our promise of equal opportunity to all applicants or Consultants, please promptly report your concerns to your Consultant Care Associate (CCA) in Human Resources. **To contact Human Resources, dial 678-514-3500.** We will take every reasonable measure to address your concern, and you will not be subjected to retaliation for bringing such concern to our attention. Appropriate corrective action, up to and including termination, will be taken against any Pyramid Consultant found to have violated this policy.

Diversity and Inclusion

We strive to create an intentionally inclusive and diverse environment which embraces difference, fosters inclusion, and promotes equity. We believe that valuing diversity, inclusiveness and equity is a competitive differentiator enabling us to achieve our vision to create unmatched value for our employees, customers, and business partners. The collective sum of our individual differences, life experiences, knowledge, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

Our Company embraces and supports employees' differences in age, ethnicity, gender, gender identity, language differences, nationality or national origin, family or marital status, physical, mental and development abilities, race, religion or belief, sexual orientation, skin color, social or economic class, education, work and behavioral styles, political affiliation, military service, and other characteristics that make our employees unique.

Harassment-Free Environment

We do not tolerate the harassment of applicants, employees, consultants, customers or vendors. Any form of harassment relating to an individual's race; color; religion; genetic information; national origin; sex; sexual orientation; gender identity; pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by federal state, or local law, is a violation of this policy and will be treated as a disciplinary matter.

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

The “workplace” includes when employees are on Company premises, at a Company-sponsored off-site event, working from home, traveling on behalf of the Company, or conducting Company business, regardless of location. This policy extends to social affairs, functions, events, travel, tradeshow and related gatherings whether on or off Company site(s) at any time.

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss your questions with Human Resources or one of the contacts listed in this policy. At a minimum, the term “harassment” as used in this policy includes:

- Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual’s race; color; religion; genetic information; national origin; sex; sexual orientation; gender identity; pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law;
- Offensive pictures, drawings, photographs, figurines, or other graphic images, conduct, or communications, including e-mail, texts, faxes, and copies pertaining to an individual’s race; color; religion; genetic information; national origin; sex; sexual orientation; gender identity; pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law;
- Offensive sexual remarks, sexual advances (regardless of whether physical touching is involved), or requests for sexual favors (all regardless of the gender of the individuals involved);
- References to sexual conduct, an individual’s sex life, sexual activity, sexual experiences, sexual deficiencies or prowess;
- References to an individual’s body or anatomy, offensive leering and/or whistling;
- References concerning an individual’s characteristics such as pitch of voice, facial hair or the size or shape of a person’s body, including remarks regarding femininity or masculinity;
- Intentionally and repeatedly referring to an individual by a pronoun inconsistent with their gender identity;
- Sexual assault or offensive physical conduct, including touching, gestures, or brushing up against someone (all regardless of the gender of the individuals involved); or
- Other conduct which has the purpose or effect of unreasonably interfering with an individual’s performance or which has the purpose or effect of creating an intimidating, hostile or offensive working environment.

We also absolutely prohibit retaliation, which includes threatening an individual or taking an adverse action against an individual for: (1) reporting a possible violation of this policy, (2) participating in an investigation conducted under this policy, or (3) otherwise exercising a lawful right.

Our supervisors are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship or engaging in romantic or sexual activity with the supervisor or manager, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Even non-employees are covered by this policy. We prohibit harassment, discrimination or retaliation of our employees in connection with their work by non-employees. Immediately report any harassing or discriminating behavior by non-employees, including contractors, subcontractors, vendors, customers, clients or third-parties with whom we work. Any Consultant who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below.

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

1. First, discuss any concern with your CCA.
2. If you are not satisfied after you speak with your CCA, or if you feel that you cannot speak to your CCA, discuss your concern with the Chief Human Resources Officer.

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

We will investigate the report and if we find a violation of our policy, will take prompt, appropriate remedial action. The Company will protect the confidentiality of Consultants reporting suspected violations of this or any other Company policy, to the extent possible consistent with our investigation.

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

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

Dating In The Workplace

Pyramid Consulting desires to avoid misunderstandings, actual or potential conflicts of interest, complaints of favoritism, possible claims of sexual harassment, and Consultant morale problems that can potentially result from romantic relationships involving managerial and supervisory Consultants or certain other Consultants in Pyramid. Accordingly, supervisors/managers and Consultants under their supervision are prohibited from engaging in romantic or sexual relationships.

If you are unsure of the appropriateness of an interaction with another Consultant of Pyramid or the Client, contact Human Resources for guidance. If you are pressured, directly or indirectly to become involved with a customer or Consultant in any way, you should notify Human Resources immediately. No customer, supplier, or Consultant of Pyramid Consulting has the right to subject any Consultant to sexual or other unlawful harassment, including requests for sexual favors, sexual advances, and any other unwanted verbal, graphic conduct or communications of a sexual nature.

All Consultants should also remember that Pyramid maintains a strict policy against unlawful harassment of any kind, including sexual harassment. Pyramid will vigorously enforce this policy consistent with all applicable federal, state, and local laws. Consultants must not romantically fraternize with consultants, customers, vendors, or employees at official meetings, tradeshow, professional events, or any other working time or work-related event.

Any consultant violating this policy will be subject to disciplinary action, up to and including immediate termination of employment.

Reasonable Accommodations

To assist our Consultants with a mental or physical disability, who suffer on-the-job injuries, or who have known limitations due to pregnancy, childbirth, or a related medical condition (including, but not limited to breastfeeding), we will make reasonable accommodations to enable such Consultants to continue

performing the essential functions of their jobs. Under this policy, we may modify job duties to comply with medical requirements or restrictions.

Depending upon the specific facts and circumstances of each situation, an accommodation may include modification of work hours; schedule changes; more frequent or longer break periods, such as bathroom breaks; providing a place other than a bathroom for expressing milk; modifying Company food or drink policies; seating accommodations; limits on lifting; relocation of work areas; making existing facilities readily accessible and usable; providing mechanical or electrical aids; transfer to a less strenuous or less hazardous position; appropriate adjustment or modifications of examinations, training materials or policies; allowing you to apply for a vacant position for which you are qualified; or granting leave. Similarly, we will make reasonable accommodations for religious beliefs and practices.

Obviously, there are limits to the accommodations which we can realistically make. For example, where an accommodation would cause an undue hardship to the Company, we would be unable to make the particular accommodation. Similarly, when placing a Consultant in a position, with or without accommodation, would cause the Consultant to be a direct threat to the Consultant or others, we may be unable to place them in such position.

The Company will not require any Consultant to accept an accommodation that is unnecessary to performing the essential functions of their job. Further, the Company will not require any Consultant to take leave if another reasonable accommodation is available.

If you need to request a reasonable accommodation because of a mental or physical disability, on-the-job injury or limitation due to pregnancy, childbirth, or a related medical condition, please notify your CCA. In all instances, we will promptly discuss the matter with you, investigate your request, and to the extent possible, attempt to reasonably accommodate you, and if necessary, discuss alternative accommodations that may be provided. As part of our interactive process and where allowed by law, the Company may require you to provide a certification from your health care provider concerning your need for a reasonable accommodation.

Any Consultant who has questions or concerns about reasonable accommodations in the workplace, is encouraged to discuss their questions with their CCA. We cannot provide assistance if we don't know about it. You can raise concerns and make reports and/or requests without fear of retaliation. We do not discriminate or retaliate against any Consultant for requesting or using a reasonable accommodation. Anyone who retaliates against a Consultant for reporting concerns, making an accommodation request, or using an accommodation, will be subject to discipline, up to and including immediate termination.

III. EMPLOYMENT STATUS AND RECORD KEEPING

Employment Classifications

Pyramid Consulting employees are classified into several categories. The classifications are important in determining salary levels, eligibility for various benefits, and eligibility for overtime as well as for clarifying employment status.

Each employee's position is designated as either exempt or non-exempt from the overtime provisions per the applicable federal and state law:

- Non-exempt employees receive overtime pay for work in excess of 40 hours in a workweek.
- Exempt employees hold positions that meet specific requirements established by federal and state law. Exempt employees are not eligible for overtime pay.

Part-Time Employees are generally scheduled to work less than 30 hours per week on a regular basis. Part-time employees may be eligible for limited benefits as detailed in each benefit and leave plan.

Temporary Employees are hired for defined projects with specified timelines and generally are eligible for limited or no Company benefits. Employment beyond any initially stated period does not imply a change in employment status.

For the purposes of family and medical leave, insurance and certain other benefits, eligibility requirements may depend on your employment status. Not all employees are eligible for all benefits. Insurance plan documents or applicable law will control benefit eligibility.

Personnel Files and Records

Personnel Files and information regarding each employee, and former employees are maintained by Human Resources. It is important that records are accurate and current; therefore, employees are asked to notify Human Resources of any changes in:

- Name and/or marital status
- Address and/or telephone number
- Number of dependents (IRS W-4)
- Emergency contact person
- Immigration status (USCIS form I-9 may need to be updated)
- Military status
- Insurance beneficiaries

Unless applicable law provides otherwise, an employee or their designated agent may inspect the employee's personnel files and records, up to two times each year during normal working hours, in the office where the records are kept or at a location reasonably near the office. Requests should be submitted in writing and will generally be granted within seven workdays. Personnel records include any personnel documents that are or have been intended to be used in determining your qualifications for employment, promotion, transfer, wage increases, discharge, or disciplinary action and include your job application, wage or salary information, notices of commendations, warnings or other discipline, authorization for a deduction or withholding of pay, fringe benefit information, leave records, and employment history with the company.

Certain records may be excluded in accordance with state law, such as letters of reference, testing documents, pending claims, and investigations. Employees or their designated agent may take notes regarding the contents of the file. Employees who wish to obtain a copy of their records may do so and Pyramid Consulting may charge a reasonable fee for the actual cost of duplicating the information. If you

disagree with any information in the personnel record, you can submit a written statement explaining your position attached to the disputed part of the personnel record. The inclusion of such a statement does not mean that Pyramid Consulting agrees.

If the employee designates an agent to inspect their personnel file, the employee must provide a signed authorization designating the specific individual to inspect the personnel file. For more information, please log into your self-service portal or contact Human Resources.

Self- Service

The Company provides you with access to an online self-service employee portal through [ADP Workforce Now](#) where you can obtain items such as pay statements, annual statements, and information on eligible and enrolled benefits. You can also manage information such as tax withholdings, and make changes to dependents, direct deposit information, and enrolled benefits. Employees are responsible for ensuring that personal details such as name, address, and bank account details are correct and updated where applicable. If you have any questions about accessing or using your self-service portal, please contact Human Resources.

Immigration Law

The Federal Immigration Reform and Control Act of 1986 requires employers to verify the legal working status of all employees hired on or after November 7, 1986. As a condition of employment, employees must properly complete their employment eligibility verification form (I-9) and provide the necessary documentation as required by the Act. Employees are also responsible for keeping the Human Resources Department informed of any changes in their immigration status. Rehired employees must also complete the form if their previous I-9 is no longer valid. Failure to comply with the provisions of the Immigration Reform and Control Act may result in termination.

IV. EMPLOYMENT PRACTICES

Open Communications

All organizations, especially if they are growing as fast as Pyramid Consulting, will encounter problems. The best we can do is to try to work through them and reach resolutions that strike the right balance between your needs, yet consistent with the Company's practices and business needs. To achieve this, we have an open communications policy and encourage its use. No manager or any other Consultant may discriminate or retaliate against, or in any way discourage a Consultant who uses these open communications practices.

For all work-related problems or concerns, you should follow this process:

Discuss the problem with your CCA so that Pyramid Consulting can address the Client and attempt to find a solution.

We encourage you to follow this process to resolve any work-related problems or concerns. Your job status, working conditions, or any other aspect of your employment will not be jeopardized as a result of you following this procedure. Consultants are also encouraged to consult Human Resources at any stage in the problem-solving process.

Corrective Action

All Consultants are expected to comply with Pyramid Consulting's standards of behavior and performance as detailed in this handbook. Any noncompliance with these standards must be corrected and is subject to corrective action up to and including suspension or termination. Each situation is dealt with on a case-by-case basis at the sole discretion of management.

Medical Examinations, Drug Testing, and Health Certification

Medical inquiries, examinations, and drug testing may have to be undertaken if they are job-related and are consistent with applicable Federal and State laws. Additionally, documentation of a medical condition and/or a Consultant's suitability to work may be required in certain situations, including a Consultant's absence from work, return from leave, request for leave, and request for an accommodation, as permitted by law.

Termination of Employment

Your employment is at-will. This means that Pyramid Consulting has the right to end an employment relationship at any time with or without notice or cause and for any lawful reason. The only exception to this is where the Consultant is subject to an employment agreement expressly stating otherwise and signed by Human Resources.

Likewise, in the absence of a written employment agreement specifying otherwise, Consultants may resign at any time. A resignation is defined as a termination of employment at the will of the Consultant. Pyramid Consulting reserves the right to accept the resignation date as offered or may, depending on the situation, end the relationship immediately.

Note: Resignations later withdrawn will be considered on a case-by-case basis by management.

We ask that all Consultants terminating employment provide reasonable advance written notice of their intention to leave Pyramid Consulting. Accrued unused paid time off cannot be used during the notice period, unless otherwise required by law.

At the end of employment, Consultants are required to immediately return to Pyramid Consulting all property (including laptops, keys, credit cards, etc.) in their possession belonging to Pyramid Consulting or any of its customers. Computer hardware and software must be in good working condition.

All Consultants remain bound by the confidentiality, non-competition, and non-solicitation terms of their employment agreements, if applicable. Pyramid Consulting will insist upon strict compliance with such obligations.

Terminated Consultants and those who resign will be paid by the next regularly scheduled payday, unless otherwise mandated by applicable state or local law.

Generally, benefits (including medical, life insurance) end on the last day of employment. Consultants, unless terminated for gross misconduct, may choose to continue their medical benefits under COBRA.

Working Hours

While performing work at Client's site, Consultants must work the hours typically specified by the Client, unless directed otherwise by Pyramid Consulting. Where applicable law requires you to take duty-free meal and break periods, you will be required to take meal and break periods consistent with applicable law.

The Consultant will be paid for all hours actually worked, as verified by the Client-approved time record. To the extent that the Client agrees to additional compensation for hours worked beyond those specified in Pyramid Consulting's agreement with Client, Pyramid will pay the Consultant in accordance with the Client's agreement. Pyramid Consulting complies with all federal, state and local laws regarding payment for hours worked.

Lactation Breaks

Pyramid Consulting will work with Clients to provide a reasonable amount of break time to accommodate a Consultant's need to express breast milk for her infant child. The break time should, if possible, be taken concurrently with other break periods already provided. Break periods will only be paid where required by law.

V. CONSULTANT RESPONSIBILITIES

Appearance and Grooming

The nature of our business demands that a Consultant's appearance reflects an appropriate professional image and be consistent with a Consultant's particular duties and the customer's dress code. Dress, grooming, and hygiene should be appropriate to the nature of work, degree of customer contact, expected business standards, and the need to maintain job safety. Consultants with special needs or questions or concerns regarding dress and grooming standards should contact Human Resources. Improperly groomed or dressed Consultants will be subject to disciplinary/corrective action up to and including termination.

The Client's guidelines for appearance and dress code should be followed as applicable. When the Client does not have a published dress code, the following guidelines apply.

Dress Standards for Consultants with Public Contact

Consultants who frequently interact with the public or travel outside the office on Company business are expected to dress professionally to convey a positive Company image, and to adhere to all established dress standards. Consultants should dress in a professional manner consistent with this policy.

Dress Standards for Consultants without Public Contact

Appropriate dress for Consultants who do not regularly interact with customers or members of the public includes blouses, collared shirts, button-up shirts, pants, casual slacks, dresses, skirts (no more than 3" about the knees), sweaters, and casual shoes.

Prohibited Attire

Extreme, immodest, or revealing attire is not permitted. Sweatpants, yoga pants, lounge wear and athleisure, shorts, miniskirts, tank/tube/halter/transparent tops, crop tops, distressed jeans, and other very casual clothing are not permitted. Clothing must fit properly. No article of clothing can be too tight or too baggy. Naturally, all clothing must be properly laundered or pressed.

We also want to meet our customers' expectations in terms of Pyramid Consulting's image and style. Thus, for our Consultants who have contact with our customers, we limit the types of tattoos and piercings that may be visible. No Consultant may have a visible tattoo that might be offensive to customers or is a violation of our No Harassment policy. Any Consultant who might have such a tattoo must keep it covered while at work or while representing Pyramid Consulting.

Grooming

Good personal hygiene and grooming are essential. Hair, beards, and mustaches must be neatly trimmed and appropriate to our business.

Attendance

Absenteeism and tardiness burdens co-workers and disrupt business operations. Therefore, good attendance, punctuality, and dependability are required of all Consultants. Attendance and tardiness problems may reduce a Consultant's opportunity for advancement and will result in corrective action up to and including termination.

Consultants are expected to be at work and to return from breaks as scheduled or directed by the Client. Consultants are also expected to be at their workstations, performing assigned work during all work hours, and to work any assigned and approved overtime.

Notification of Absence

Consultants are expected to give their managers/Clients as much advance notice of planned or foreseeable absences, or of the need to leave early, as possible, no later than the start of their shift. In emergency circumstances, where leave is unforeseeable, Consultants must provide notice to their managers/Clients as soon as possible. Consultants should explain the reason for the absence and when they will return to work.

All absence and leave requests should be submitted to the Consultant Care Associate. Having someone call for the Consultant (except in extreme circumstances) does not satisfy this requirement. Notifying another Consultant is usually not acceptable. Consultants should also maintain regular contact with their Consultant Care Associate during any extended absences.

Where allowed by law, the Company may require documentation supporting the Consultant's need for leave, such as a doctor's note in the event of medical leave.

Any Consultant who is a "no call no show" for three (3) or more consecutive days, will be deemed to have voluntarily abandoned employment and subject to immediate termination.

Emergency Closings

Severe weather, natural disasters, power outages, and other emergencies may require the closing of Pyramid Consulting or Client facilities. As allowed by federal and state law, time off due to emergency closings or shortening of hours is unpaid. However, Consultants may elect to use any earned paid time off during such closures.

Communication and Information Systems

The communication systems (including telephone, fax, photocopy machine, voice mail, e-mail, computer files, wi-fi routers and internet systems) are provided for business purposes and are Pyramid Consulting's or the Client's property.

Any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by a Consultant using any Company electronic device or through any Company System, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems, or any other electronic communications, may be subject to use, access, monitoring, review, recording, and disclosure by the Company, at any and all times, and by any lawful means, without further notice.

Consultants have no expectation of privacy regarding use of Company equipment or systems, regardless of whether the device is used outside of the physical worksite (e.g., remote work) and regardless of whether the Consultant uses a password on such device. Consultant communications and use of Company equipment and systems are not private and may be accessed and monitored at any time. Messages or files created, sent, or received on Pyramid or Client communication systems are not a Consultant's private property. Consultants should have no ownership or privacy expectations regarding communications or data sent over Pyramid or the Client's information systems, including instant messaging.

Electronic Communications without further notice applies equally to Consultant-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

All business-related communications, both inside and outside the Company, should be professional, businesslike, and courteous. Communications that are offensive, discriminatory, sexually explicit, non job-related or that violate any of our policies are strictly prohibited. Improper use of communication systems and equipment may subject a Consultant to disciplinary/corrective action up to and including termination.

Personal use of the telephone should be minimal. Good judgment should be used in limiting the length and frequency of personal calls. Long distance calls may not be charged to Pyramid Consulting or the Client and must either be placed collect or billed to the Consultant's personal account.

All passwords used for Company or Client communication systems must be disclosed to the IT department (as requested) and remain the property of Pyramid Consulting or the Client. Although you may have an individual password to access systems, the systems and electronic communications transmitted via our systems and/or equipment, belong to the Company or the Client and may be accessed by such at any time. To ensure security, confidential passwords should not be shared with co-workers. While Consultants should treat all messages as confidential and should not try to access another Consultant's mail or files, they should be aware that the confidentiality of messages is not guaranteed.

The internet provides great benefits to all Consultants of Pyramid Consulting. However, Consultant distraction and performance problems related to internet use will not be accepted. Additionally, Consultants should be aware that any information carried over the internet is easily susceptible to illegal access. Therefore, using the internet specifically requires the Company to take certain precautions to ensure no security risks occur.

The following are some guidelines concerning internet use:

- Available internet access is to be used only for business purposes during working time.
- No sensitive or Client-related confidential information may be discussed.
- Use or downloading of inappropriate or non-business tools, such as games, certain free software or shareware, and clip art, is unauthorized.
- Engaging in inappropriate activities such as viewing and downloading non-business-related web sites with pornographic or sexually explicit or discriminatory content is prohibited.
- No access or passwords should be provided to anyone.
- No resources are to be made available for access from the Internet (e.g., setting up an FTP server) without explicit, written approval from management.

Emails should not contain personal information (credit card numbers, customer address, date of birth, license, social security, etc.) in the message or attachments, unless they are sent securely, consistent with our electronic data protection processes. The Company will provide you with additional information on our data protection practices separate from this Handbook and/or where required by law.

To ensure the integrity of our communication systems it is critical that Consultants follow all established security policies and procedures. No resources are to be made available for access from the internet (e.g., setting up an FTP server) without explicit, written approval from management.

You are prohibited from using any Company or Client provided email address to register on any website for personal use, including but not limited to social networking platforms, blogs, dating websites, pornography website, gambling platforms, or other websites. Consultants found in violation of this policy – including those using a Company or Client provided email address to register with or conduct unlawful/unethical actions on – will be subject to disciplinary action, up to and including immediate termination.

Consultants cannot use their personal cell phones to circumvent our policies. Please note that applicable Systems include the Company's and Client's servers, wi-fi and internet routers. Consultants are prohibited from using and/or accessing Systems (including servers, wi-fi and/or internet routers) to enable use of their personal cell phones in violation of Company or Client policies. For example, Consultants are prohibited from using Systems to download and/or view sexually explicit material and/or adult entertainment while at work.

Cell Phone/Office Phone: (“communication device”)

Unless explicitly directed by the Company, Consultants are not required to use their personal device for work-related purposes. Consultants will be eligible only for those expenses which are approved by the Client, including those related to the use of communication devices to conduct business related activities.

Pyramid Consulting, Inc. strictly prohibits Consultants from using their communication devices while they are driving. It is your responsibility to make yourself aware of and comply with each state, local or other laws regarding distracted driving laws and use of communication devices while driving.

If you feel you must answer a phone call while you are driving on Company business, you may do so only in compliance with state and local laws. Otherwise, you should pull over into a safe, well-lit place and return the call if necessary. Pyramid strictly prohibits Consultants from typing, sending or reading text messages, e-mails or any form of written communication using any communication device while driving on Company business.

Pyramid is not responsible for any tickets or citations received by Consultants while driving on Company business and will not be responsible for damage caused by the use of communication devices in those instances.

In keeping with Pyramid Consulting’s No Harassment and Electronic Communication policies, Consultants who use communication devices under this policy are strictly forbidden from using the communication device to harass, threaten, intimidate, stalk, discriminate, retaliate, or otherwise engage in any behavior that violates any Company policies and/or any federal, state or local laws. Any Consultant found in violation of this policy will be subject to disciplinary/corrective action up to and including termination.

Laptop Computers (“laptop”)

The Client may provide a laptop to certain Consultants, as a convenience, to help conduct business-related activities. Pyramid or the Client requires all Consultants who use a Company or Client provided laptop in furtherance of Pyramid’s business to follow this policy. Employees are not permitted to use personal laptops to conduct Company business.

In keeping with the Pyramid Consulting’s No Harassment and Electronic Communication policies, Consultants who use Company or Client provided laptops under this policy are strictly forbidden from using the laptop to harass, threaten, intimidate, discriminate, retaliate, or otherwise engage in any behavior that violates Pyramid’s policies and/or any federal, state or local laws. Any Consultant found in violation of this policy will be subject to disciplinary/corrective action up to and including termination.

Consultants may not transfer or give the laptop to another individual. They are responsible for replacing any lost or damaged laptop; and -upon separation of employment or upon Pyramid’s request (whichever is sooner) they will return the Company-provided laptop and any accessories in its original condition, except for normal wear and tear associated with ordinary use.

Conflicts of Interest

Consultants may not participate in activities that conflict with or appear to conflict with the business interests of Pyramid Consulting and/or our Clients or that hurt the Consultant’s job performance.

Examples of conflicts of interest include, but are not limited to:

- Accepting gifts, cash, discounts, entertainment, or other improper personal benefits from business contacts that could be interpreted as given to influence a Consultant’s actions

- Working for an organization or having outside business interests that compete with Pyramid Consulting and/or our Clients or engaging in work that interferes with job performance at Pyramid.
- Improperly using Pyramid and/or our Client facilities, equipment, supplies, or Company name.
- Financial interests with a client, vendor, supplier, competitor, or third-party with whom we work.
- Exploiting your position, inside knowledge or Company access for personal gain.
- Unauthorized disclosure or use of proprietary Company information.
- Unauthorized disclosure or use of information about Clients, vendors, or business partners.

Consultants who violate Pyramid's or the Client's conflict of interest policies will be subject to corrective action, including termination. Consultants should contact their manager or Human Resources if they have questions.

Confidentiality

Consultants may, by virtue of their employment with the Company or their respective Client, obtain access to sensitive, confidential, restricted, and proprietary information and data that is not generally known or made available to the public or competitors ("confidential data"). Such confidential data must be used solely by Consultants in the performance of their job duties and must not be used in any other manner during or after employment. "Data" means any and all information, reports, spreadsheets, documentation, texts, drafts, drawings, printouts, summaries, tables, and other materials that are embodied in any medium (tangible or intangible). Consultants cannot under any circumstances use, disclose, take, divulge, or publish to others any such data acquired in the course of their employment. This provision also applies to confidential data acquired from Pyramid's Clients, vendors, and other third parties. Confidential data does not include terms and conditions of employment, such as wages.

The consultant should not disclose to any third party, confidential information of Pyramid Consulting, the Client, or anyone with a business or employment relationship with Pyramid Consulting or Client. The consultant should further agree not to use, remove, transfer, transmit, reproduce or disclose to any third party, confidential information of Pyramid Consulting for two years after the termination of the work agreement. "Confidential information" is information not generally known outside of Pyramid Consulting and is information that relates to Pyramid Consulting's methods of business, customer and Client lists, consultant lists, financial information and pricing information.

Unauthorized use or disclosure of confidential data will result in discipline, up to and including immediate discharge, prosecution, or other available action. Consultants must take appropriate measures to protect the security and the integrity of confidential data. These measures include, but are not limited to:

- Accessing or using only the data that is needed for the Consultant's specific project or assigned task. Consultants are strictly prohibited from accessing, sharing, or using any data that is not needed for the performance of his or her specific job duties;
- Not leaving confidential data unattended where it can be easily viewed, copied, or taken;
- Locking all rooms and file cabinets where confidential data is stored; and
- Not sharing systems passwords and encryption keys with anyone. All Company passwords must be available and known to Pyramid Consulting or the Client, and Consultants are prohibited from installing passwords or encryption programs without express written permission from management.

Upon termination of employment, Consultants must immediately deliver to Pyramid or the Client all confidential data, including but not limited to all copies of such data prepared or produced in connection

with their employment and/or their services on behalf of Pyramid or the Client, whether made or compiled by the Consultant or furnished to the Consultant in connection with such services.

If you have any questions about this policy or need to report a potential violation of the policy, please contact Human Resources. Nothing in this policy prohibits or restricts Consultants from engaging in activities protected by the National Labor Relations Act.

Drugs and Alcohol/ Substance Abuse Policy

Pyramid Consulting has a strong commitment to maintaining a drug-free, healthy, and safe workplace free from unlawful drugs and alcohol. As a condition of initial and continued employment, Pyramid Consulting prohibits you from reporting to work or performing your duties with any unlawful drugs or alcohol in your system. You are also prohibited from using, possessing, manufacturing, selling, trading, distributing, dispensing, or making arrangements or offering to distribute unlawful drugs or alcohol while at work, while performing job duties, off site at training or meetings, on Company or customer property (including personal vehicles onsite), during lunch or breaks, or in Company vehicles. Further, Pyramid prohibits all unlawful drug use, possession, or distribution, whether on or off duty – drugs can stay in your system and affect work later.

Occasions for Testing

To enforce this policy, Pyramid Consulting may, at any time where lawful, require as a condition of initial or continued employment, any applicant or Consultant, including managers and supervisors, to submit to a physical examination and/or urine, breath, blood or other type of test to confirm the presence of drugs or alcohol and/or physical or mental impairment. In all cases, Pyramid Consulting conducts pre-employment and re-employment testing for unlawful drugs. To the extent allowed by state law, the possible occasions for drug testing may include, but are not limited to:

1. Pre-employment or re-employment;
2. When Pyramid Consulting has a reasonable suspicion that you may be affected by drugs or alcohol that could adversely affect job performance or the work environment;
3. When Pyramid Consulting has a reasonable suspicion that you have violated the Drug and Alcohol Policy and it's possible this policy may have been violated;
4. When you seek a transfer or promotion, or return from a suspension or leave of absence; or
5. Where permitted by state law, as part of any random program of testing which Pyramid Consulting may implement.

Pyramid Consulting may conduct alcohol testing when it has a reasonable suspicion that you have violated the Drug and Alcohol Policy, including accidents suggesting carelessness, disregard of safety rules or other conduct indicating a possible violation of the Drug and Alcohol Policy to the extent permitted by law. Any Consultant who suspects another Consultant of drug or alcohol use, or any violation of this policy, should report it to Human Resources.

An individual may refuse to undergo drug and/or alcohol testing pursuant to this policy. However, any refusal will be treated as a violation of this policy and subject them to discipline up to and including immediate termination of employment.

Suspected Abuse

Any Consultant, who suspects another Consultant of drug or alcohol use, or any violation of this policy, must report it to their Manager or Human Resources.

Medication

Although the proper use of medication is not prohibited, the abuse of prescription medication is unlawful and may subject you to disciplinary action, up to and including immediate termination. You should

consult with a Company-designated physician, or Human Resources, when you are legitimately taking medication which you have reason to believe may affect safety or performance. Any prescription medication brought onto or into Company or customer property (including vehicles) must be retained in its original container labeled with the original pharmacy label.

Substances Tested For

Depending on applicable law, Pyramid Consulting will generally perform drug testing as directed by the Client. When required by law, prior to testing, the Company will notify you of any additional substances to be included in the test. For specific details of drug testing as they relate to your Client, please contact Human Resources.

Consequences of a Positive Test or Violation of this Policy

If a job applicant or Consultant has a positive confirmed test result, the Medical Review Officer (MRO) will attempt to contact the applicant or Consultant in order to discuss the findings privately and confidentially. The MRO will take any information about the applicant's or Consultant's use of prescription or over-the-counter medication identified from this confidential conversation into account when interpreting any positive confirmed test results. Job applicants and Consultants have the right to consult with the MRO for technical information regarding prescription and non-prescription medicines.

Any violation of the rules set forth in this policy will result in immediate termination of current Consultants or disqualification of an applicant. These rules include:

1. A confirmed test indicating being under the influence of alcohol or the presence of unlawfully used drugs in your system (to the extent allowed by law);
2. Refusal to cooperate with Pyramid Consulting in any test, search or investigation, or to execute any paperwork or consent forms necessary for examinations or tests;
3. Possession of, distribution of, or consumption of unlawful or abused drugs, unauthorized alcohol or drug paraphernalia;
4. Tampering with, adulterating, or diluting a test sample; or
5. Unlawful conduct while working. Further, unlawful conduct off duty may result in discipline, up to and including immediate termination of employment or disqualification of employment.

When required by law, violators may be allowed to participate in a substance abuse rehabilitation.

Please note that unless applicable requires otherwise, our policies apply regardless of whether a Consultant is a high-level performer and regardless of whether a Consultant's intent in using unlawful drugs is to increase focus or productivity. The Company does not tolerate any unlawful drug or alcohol use in violation of this policy.

Notice and Copy of Results

All applicants and Consultants may obtain a copy of their own drug testing records. Requests should be made to your Consultant Care Associate.

Where required, unless state law provides for a more limited time period, Pyramid Consulting will provide, within thirty (30) days of the test and within three (3) days of the test result, a copy of the following to an applicant or Consultant with a positive test result:

1. A copy of the written Drug and Alcohol Policy;
2. A copy of the confirmed result;
3. The anticipated disciplinary action, where applicable.

Right to Explain Results

An applicant or Consultant may submit a written statement explaining the test result (such as by providing a copy of their medical marijuana card or disclosure of any over-the-counter or prescription medications that may have caused a “false positive”). To do so, the Consultant must contact the MRO within seventy-two (72) hours, or as otherwise permitted under state law, after receiving notification of the positive test result from the MRO. Any such statement will be maintained along with the test result.

Right to Retest

Consultants and applicants may have the right to request that samples eliciting confirmed positive results be retested at the same or another state approved laboratory. Requests for retesting of the original sample may be made to the MRO in writing, and will be at the Consultant’s expense, unless otherwise required by law.

Denial of Other Benefits

Consultants who refuse to submit to a test, or test positive for alcohol or unlawful drugs may be disqualified for unemployment compensation benefits. Consultants who refuse to submit to a test, or test positive for alcohol or unlawful drugs following a workplace injury may be disqualified for workers’ compensation benefits.

Confidentiality

Pyramid Consulting will keep information received in connection with this policy confidential, except to the extent that disclosure is requested or consented to in writing by the applicant or Consultant, permitted in connection with any legal action, or as otherwise required by applicable state or federal law.

Marijuana

While some states have decriminalized marijuana or other drugs for medicinal or recreational purposes, the Company is not required to allow the use of marijuana or other decriminalized drugs in the workplace for any reason. Unless applicable law provides otherwise, marijuana and use of drugs prohibited by federal law are strictly prohibited on Company property. Any Consultant who fails a drug test for marijuana or other drug prohibited by federal law may be subject to discipline, up to and including termination, to the extent allowed by applicable state and local law.

Where state law allows for the use of marijuana for medicinal or recreational purposes outside of work, a Consultant’s use outside of work, may not cause the Consultant to be impaired such that they pose a risk to the safety of the Consultant or their co-workers. Consultants must be able to maintain concentration, focus, situational awareness, alertness, and quick reactions where essential to their positions. The Company will comply with all legal obligations required by applicable law.

Self-Admission & Asking for Assistance

The Company urges any Consultant with substance abuse issues to seek help before health, safety and job performance are affected. If you want to seek help for drug or alcohol problems prior to being caught in a violation of the Company’s Drug and Alcohol Policy or being asked to undergo a test or prior to engaging in misconduct, you may be given the opportunity to seek professional treatment.

Drug Conviction

Consultants must notify the Company of any criminal drug statute conviction for a violation occurring within the workplace no later than five (5) days after the conviction.

Enforcement

This policy will be interpreted and enforced in compliance with applicable law. Where required by law, additional notices will be provided to the applicant or Consultant.

This policy will not be sufficient to satisfy mandatory testing requirements in Iowa, Maine, and Montana, or voluntary testing requirements in Mississippi; individuals in those states should see Human Resources for site-specific information.

Consultant Code of Conduct and Work Rules

Rules and standards regarding Consultant behavior are necessary for the efficient operation of Pyramid Consulting and for the benefit and safety of all Consultants. All Consultants are expected to meet established performance and conduct requirements. While it would be impossible to compile complete lists of expected behavior and/or unacceptable conduct subject to corrective action, the following guidelines provide a general outline of expectations.

Performance

Consultants are expected to perform their jobs efficiently, effectively, and in accordance with established procedures. Examples of unacceptable performance include, but are not limited to

- Failure to meet quality standards and deadlines
- Refusal to work overtime or failing to accept work assignments
- Insubordination or failing to follow management's directions
- Unprofessional conduct or rudeness to customers and co-workers
- Violation of safety rules

Further, Consultants are expected to arrive at work on Client time and to return from breaks promptly. Examples of attendance misconduct include:

- Unexcused or excessive tardiness
- Unexcused or excessive absences

Honesty and Integrity

Consultants are expected to demonstrate honesty and professionalism while conducting all business activities, including observing the spirit as well as the letter of the law. Additionally, Consultants are responsible for reporting any illegal or unethical actions of Consultants and non-Consultants to management. Examples of unacceptable actions include:

- Willful or negligent damage, theft, corruption & bribery in any form or misuse of Pyramid Consulting, Client, or another Consultant's property
- Falsification of Pyramid Consulting/Client records or documents (including time records, absence reports, expense accounts, and other business records) or any other acts of corruption
- Accepting gifts, cash, discounts, entertainment, or other improper personal benefits from business contacts that could be interpreted as bribery and may influence a Consultant's actions
- Failure to report injury or unsafe conditions or refusal to cooperate in Company and/or Client investigations related to such conditions
- Disclosure of confidential Company and/or Client information without authorization
- Failure to adhere to Company and/or Client confidentiality agreements
- Use of Company and/or Client time or equipment for unauthorized or personal purposes

Behavior

Consultants are expected to conduct themselves professionally and to meet established standards of behavior. Examples of unacceptable Consultant behavior include

- Violation of dress and grooming standards
- Any acts of theft or actions that are corrupt and involve bribery in any form
- Working under the influence of illegal drugs and/or alcohol
- Possession, use, or sale of alcohol or illegal drugs at work
- Using offensive, foul, or abusive language
- Possession of guns, explosives, or other weapons in Pyramid Consulting/Client property

- Fighting with or threatening Consultants or non-Consultants
- Harassment or unlawful discrimination
- Any intentional or negligent act that endangers the safety, health, or well-being of another person

Consultant Inventions

Some Consultants may develop or invent new products, software, processes, or other intellectual property during their employment or arising out of our employment relationship. As a condition of employment, Pyramid Consulting and the Client retains exclusive ownership of such inventions, improvements, software, and other work created during employment or which arises out of our business.

Consultants must promptly inform their managers of each invention, software development, improvement, discovery, related documentation, or other work creation.

Personal Property, Searches, and Inspections

Pyramid Consulting and our Clients do not assume responsibility for the theft, damage, or disappearance of personal property. Consequently, Consultants should not keep valuable property or large amounts of cash at work. Good judgment should also be used when displaying personal items in one's designated workspace.

To ensure workplace security and safety, permission to bring personal items onto Company and/ or Client property is conditioned on agreeing to inspection by Pyramid Consulting/ the Client upon request. The Company and/or Client may search, without further advance notice, desks, cabinets, toolboxes, vehicles, including personal vehicles brought onto Company and/or Client property, bags, or any other property on Company premises or in Company vehicles. All Consultants are responsible for assisting with the security of Company and/or Client property as well as any related investigations. Consultants should immediately notify management of any unfamiliar or suspicious persons or items in their work areas.

Public Relations and Customer Service

Pyramid Consulting's goal is to provide excellent customer and business services that reflect our standards of honesty, integrity, and fairness. As such, Consultants are expected to be professional and ethical in all manners of internal and external business affairs and to interact politely and patiently with all customers and business contacts. Furthermore, Consultants should always attempt to satisfy customers' needs or questions and build goodwill.

Public relations problems should be reported to managers who may assist and provide suggestions for resolving problems. Pyramid Consulting always welcomes Consultant input or suggestions regarding customer service, public relations, and improvement of total quality.

Safety

Safety is the responsibility of each Consultant. Consultants are required to adhere completely to all state and federal health and safety laws and insurance company requirements. Observance of safety rules and use of safety devices are conditions of continued employment. Such safety rules include:

- Reporting any work-related injuries and illnesses, no matter how minor, to a manager or Human Resources
- Reporting unsafe work conditions or practices to a manager or Human Resources, including broken equipment and potential hazards
- Reporting all suspicious persons, potentially violent situations, or persons possessing guns or other weapons to a manager or Human Resources
- Using only tools and equipment that the Consultant is fully qualified and authorized to use, and only in accordance with instructions for use of such tool and equipment

Consultants who violate Pyramid Consulting's or the Client's safety policies may be subject to corrective action, up to and including termination.

In the event of a public health emergency, the Company may add, modify or suspend its policies in accordance with applicable law and guidance from local health authorities. To the extent applicable, the Company will provide you with information on any such policies separate from this Handbook. Likewise, where required by law, the Company will provide you with any additional safety-related policies, programs or plans separate from this Handbook.

The Company will not retaliate or discriminate against a Consultant for reporting a safety concern or violation of health and safety laws in accordance with this policy.

Social Media Policy

Social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. You may think that when you're at home, on your own time, you're making a comment online only to family or friends. But, as countless examples have shown, that may not be true. Other people – like competitors, prospects and colleagues – may also see what you post since material can be forwarded or the privacy settings on sites may change.

This policy sets forth guidelines governing Consultant use of social media and social networking websites, apps, tools and related resources, whether accessed through Pyramid, Client's or personal equipment/devices, whether on or off Company or Client property, and whether on or off Company or Client time. Such websites include, but are not limited to Facebook, Twitter, LinkedIn, Instagram, Snapchat, Tiktok and YouTube, as well as personal blogs and Internet pages. Please note, some states have limitations and restrictions on use of certain social media platforms. We expect you to abide by any legal restrictions applicable to your location.

When accessing social media and social networking websites, Consultants must comply with all other Company and Client policies, including, but not limited to, policies on confidentiality of information, discrimination, harassment, and retaliation.

Personal use of the internet, including for social media and social networking purposes, is expected to be conducted on the Consultant's own time and should not interfere with the Consultant's job responsibilities. The Company and Client reserve the right to monitor the use of Company and/or Client equipment by Consultants and others. Consultants have no expectation of privacy with regard to any information contained on Company and/or Client computers/devices.

Consultants who engage in social media activity should be aware that their postings, even if done off the premises and while off duty, could have an adverse effect on the Company's and / or Client's legitimate business interests. Consultants should consider using available internal resources, rather than social media activity, to help resolve Company and / or Client-related issues or concerns, including speaking with supervisors or other management-level personnel.

Consultants must comply with the following guidelines when using social media or social networking websites:

- Consultants are responsible for the content they post on social media and social networking websites. Personal blogs should have clear disclaimers that any views and opinions expressed by the Consultant about the Company or Client are the Consultant's and do not necessarily represent

the views and opinions of the Company or Client. Consultants cannot engage in social networking or blogging on the Company's or Client's behalf unless explicitly authorized to do so in writing.

- Consultants may not discuss confidential, private or privileged information about the Company or Client, its Consultants, its customers, or its vendors through social media or social networking websites. Confidential information does not include terms and conditions of employment.
- Company or Client logos and trademarks may not be used without written consent of the Marketing Department.
- Consultants should not post any material that is obscene, vulgar, defamatory, threatening, discriminatory, harassing, or abusive regarding the Company, its customers, its vendors, or another person or entity.
- Consultants may not defame the Company's or Client's products or services, or the products or services of its customers or vendors.
- Remember that posts made on public-facing accounts can be viewed by the Company. Avoid posts on public accounts that you would not want third parties, such as the Company, colleagues and competitors to see. Use privacy settings when appropriate. Be mindful that posts can often be forwarded, downloaded, or screen-shotted, and that from time to time, privacy settings may change. Know that the internet archives almost everything, and therefore, even deleted postings can be searched. The internet is immediate – nothing that is posted ever truly expires.
- Never post any information or rumors that you know to be false.

Nothing in this policy is intended to or should be construed as interfering with a Consultant's protected rights or the right to engage in activities protected by any federal, state, or local law or regulation. Consultants who violate this policy may be subject to disciplinary action up to and including immediate discharge.

Smoking

Pyramid Consulting is committed to providing a work environment that supports Consultant health and safety and Company productivity. Consultants are expected to comply with the Client's policy. Consultants who smoke should do so in areas designated by the Client. Consultants who use the designated smoking area should ensure that the smoking area remains clean after use and the time taken for smoke breaks should not have a negative impact on productivity and day-to-day operations. Any smoking-related controversy that cannot be satisfactorily resolved by the individuals involved and/or their manager should be referred to Human Resources.

Solicitation and Distribution Activities

In the interest of maintaining productivity and a proper business environment, you may not solicit or distribute literature or other materials during the working time at a Client's facility. You may not distribute literature or other material in working areas, at any time, whether or not you are on working time. For just some examples, non-working time would be a lunch or break, and a non-working area would be the break room.

Use and Possession of Weapons

Consultant and customer safety and security are important to us. Therefore, no Consultant (except authorized security personnel) may possess any deadly weapon in Pyramid Consulting buildings or at a Client site in violation of state or federal law. This weapons ban includes Consultants legally licensed to carry weapons. Consultants who violate this policy will be subject to immediate corrective action, up to and including termination.

Workplace Threat and Violence

The Company prohibits acts and threats of violence. Threats of violence include conduct demonstrating an intention of carrying out physical harm or to cause intimidation, fear, and stress in co-workers. Examples of violations of this policy include, but are not limited to, the following:

- All threats or acts of violence occurring on Pyramid Consulting and/or Client property regardless of the relationship between the Company and the parties involved
- All threats or acts of violence occurring off Pyramid Consulting and/ or Client property involving someone who is acting in the capacity of a representative of Pyramid Consulting or the Client
- Hitting, shoving, or other physical contact intended to hurt/injure an individual
- Threatening an individual or his/her family, friends, associates, or property with harm
- Intentional destruction of or threatening to destroy Pyramid Consulting property, Consultant property, and/or Client property
- Making bullying, harassing or threatening phone calls
- Surveillance or stalking an individual (following or watching someone)
- Unauthorized possession or inappropriate use of firearms or weapons
- Sending bullying, harassing, or threatening e-mails and/or letters

The safety and security of all Pyramid Consulting Consultants is very important. We do not tolerate threats, threatening behavior, or acts of violence against Consultants, visitors, guests, or other individuals by anyone on Pyramid Consulting and/or Client property. Our standards against threats and acts of violence apply to everyone involved in Pyramid Consulting's operation, including full-time Consultants, contract, and temporary workers and anyone else on Pyramid Consulting or Client property.

Violations of this standard by any individual on Pyramid Consulting or Client property will lead to corrective action, up to and including termination and/or legal action as appropriate.

Insider Trading

There are laws that prohibit the use of insider information when buying, selling, or trading public securities, including the securities of companies about which you have non-public information as a result of your work for Pyramid Consulting or the Client. All Consultants are expected to comply with these laws. Insider trading, insider dealing, and stock tipping are among the most serious securities law violations and can result in civil and criminal liability. While insider trading or dealing may take many forms, all involve buying or selling of securities of any Company while in possession of material, non-public information about the Company. Stock tipping means disclosing inside information about a Company to, for example, a friend or colleague to enable that person to buy or sell securities of the Company on the basis of such information. If you become aware of material information about any Company that has not been made available to the public for at least two full business days, you are prohibited by law, as well as by Pyramid Consulting's policy, from:

- Using that information for stock trading purposes or for any other purpose except for use in the regular conduct of business;
- Directly or indirectly disclosing such information to any other persons (including family members) so that they may use that information for stock trading purposes or for any other purpose; or
- Recommending or suggesting that anyone else buy, sell, or hold securities, as the case may be. Although it can be difficult to fully describe what constitutes "material" information, you should assume that any information, positive or negative, that might be of significance or importance to an investor in determining whether to purchase, sell, or hold a security would be material. Information may be significant for this purpose, and thus material, even if it would not alone determine the investor's decision. Examples include:
 - Information about potential business acquisitions or dispositions;
 - Internal financial information and forecasts;
 - Important product developments;
 - The acquisition or loss of a major contract;
 - Major organizational changes or other business plans; and
 - An important financing transaction

While this highlights what may be considered material information, it is merely illustrative, and does not include all of the information that may be considered material to an investor. If you are uncertain about the legal rules that apply to the purchase or sale of any securities in companies that you are familiar with by virtue of your position with Pyramid Consulting or the Client, you should consult with a lawyer before making any such purchase or sale.

VI. COMPENSATION AND BENEFITS

Health Insurance Benefits

Eligible Consultants are provided a wide range of benefits in addition to those required by law (such as Social Security, workers' compensation, and unemployment insurance). Pyramid Consulting's current benefit offerings include, but are not limited to:

- Contributory Health Care Plans: Medical, Prescription, Dental, Vision, and Telemedicine
- Life Insurance: voluntary life for self and family members
- Critical Illness Insurance
- Disability Insurance: long-term disability and short-term disability
- Cancer Guardian
- Accidental Injury Insurance
- Legal Shield & Identify Theft Protection
- Commuter Benefits
- 401(k) Retirement Plan
- Discounted rates on pet insurance.

Pyramid Consulting offers a choice of medical plans to provide affordable and comprehensive medical care for you and your entire family. Pyramid reserves the right to make changes to the benefits offerings, at its sole discretion at any given time.

Pyramid pays only a portion of the premium for selected health benefits. To review a complete summary of the medical plan choices including premium deductions, please refer to your Benefits Booklet, the Benefits section in your ADP portal, or contact Human Resources.

Consultant Eligibility

Eligibility to participate in the benefits plan depends upon a number of factors, including the number of hours you are normally scheduled to work and duration employed. Some plans require Consultant contributions, co-payments, deductibles, and may have waiting periods for enrolment.

Insurance Continuation - COBRA

In some instances, Consultants and their dependents who participate in the benefit health plan, lose or become ineligible for coverage under their group health insurance plans and may pay for a temporary extension of coverage through COBRA (Consolidated Omnibus Budget Reconciliation Act). COBRA coverage is not automatic. Consultants must elect participation in extension in coverage. You will receive an election form and then complete and submit all required paperwork within the required time limits. It's your responsibility to ensure that we have up-to-date contact information, should you have a COBRA qualifying event and/or prior to your departure, so that you receive any legally required notices and information following your separation. Please notify us immediately if you need to update your contact information.

The following are examples of qualifying events and beneficiaries under COBRA:

- Coverage may continue for up to 18 months upon an eligible Consultant's termination (voluntary or involuntary), reduction of hours, layoff, or leave of absence. Consultants fired for gross misconduct are not eligible for coverage.
- Coverage for dependents (if participating in the plan) may continue for up to 36 months because of divorce/legal separation, ineligibility of a dependent child, a covered Consultant/retiree becoming entitled to Medicare, or because of the death of the covered Consultant/retiree.

Please contact Human Resources if you have any questions on COBRA continuation.

401(k) Retirement Plan

Pyramid provides 401(k) retirement plan for eligible employees. Eligible employees are auto-enrolled in the 401(k) plan on the first of the month after three months of employment with Pyramid (eligibility dates may vary for Consultants who have worked for Pyramid before). Under the plan, eligible employees may elect to have the Company withhold a specified percentage or dollar amount of their gross compensation through payroll deductions (up to the maximum annual limit allowed by the IRS) and contribute that amount to the plan. To enroll, waive, or make enrollment changes, see the Retirement section in your ADP portal. For information on the latest changes to the rules governing the 401(k) plan please visit www.irs.gov or consult an independent certified financial advisor.

Overtime

Consultants may occasionally be required to work overtime hours to meet Client needs. Management will attempt to schedule overtime fairly and consistently, with advanced notice to Consultants; however, advance notice may not always be possible. Failure to work overtime may result in corrective action up to and including termination.

In general, exempt Consultants are ineligible for overtime pay. Exempt Consultant compensation is generally intended to compensate exempt Consultants for all hours worked (regardless of whether over or under 40 hours per week).

Nonexempt full-time and part-time Consultants are generally eligible for overtime pay for work performed beyond 40 hours per week. For nonexempt Consultants, work beyond 40 hours per week will generally be paid at 1-1/2 times the Consultant's hourly rate. Prior approval from the supervising manager and Pyramid Consulting is required before any nonexempt/part-time Consultant may work overtime. Consultants working overtime without authorization may be subject to corrective action, up to and including termination. Overtime is calculated based on work performed in a single workweek beginning at midnight on Sunday and ending at midnight on the following Saturday.

As required by law, overtime pay is based on actual hours worked. Time off for lunch breaks, sick leave, vacation, holidays, funeral leave, jury leave, leave of absence, or similar time off is not considered as "hours worked" for calculating overtime. In the event state law requires overtime be calculated otherwise, we will comply with state law.

Premium Pay

In certain situations, and for certain client assignments, straight time pay may be granted to certain exempt Consultants, in addition to their normal salary. Accordingly, exempt field Consultants may be paid for additional hours worked, depending on Client needs and the Client contract.

Exempt field employees may also be paid for additional hours worked in addition to their normal salary, depending on client needs and the client contract.

The Company, in its sole discretion will determine whether and in which situations it may grant exempt Consultants pay in addition to their normal salary. Additional pay is not a regular occurrence, unless specified by Client contract, and often only granted sparingly, in unique and rare circumstances. No additional pay is guaranteed.

Salary and Time Records

Consultants will be paid for hours worked which will be supported by time records approved by the Client/Client representative. For payment purposes, Consultant shall submit to Pyramid Consulting a time record signed or approved by an authorized Client representative verifying the number of hours of services provided to the Client, on the first working day of the week for the previous week. No payments will be made to Consultant prior to receipt of Client-approved time records, unless required by law.

Further, unless otherwise required by law, Consultant will be paid for approved hours at the agreed rate between Pyramid Consulting on a bi-weekly basis, based on a pay date schedule. Pyramid Consulting will deduct amounts from the Consultant's compensation only as authorized by applicable law, including amounts attributable to all applicable income tax withholding - Federal Insurance Corporation Act (FICA) tax withholding, all applicable state taxes, unemployment taxes and under state worker's compensation insurance law.

Accurately recording time worked is the responsibility of each Consultant. Consultants should also record the reason for any time away from work (holiday, vacation, etc.). To ensure that Consultants are accurately paid and that we are in compliance with applicable law, complete records of Consultant hours worked must be kept. It is the responsibility of all Consultants to complete their time records for all hours worked and to certify the accuracy of all time recorded. Tampering, altering or falsifying time records or recording time on another Consultant's time record may result in disciplinary action, up to and including termination. For non-exempt Consultants, all overtime hours require prior written approval of the supervising manager and Pyramid Consulting. Any concerns about the accuracy of time records should be discussed with Human Resources.

If you believe that a deduction has been made to your pay in error, promptly notify Human Resources. The Company will investigate your pay and deductions. We will not penalize you for reporting a suspected error, and we will reimburse you for any improper deduction.

The Company does not prohibit a Consultant from disclosing the Consultant's own wages or discussing another Consultant's wages which have been disclosed voluntarily. Further, the Company does not require nondisclosure of a Consultant's wages as a condition of employment, and will not require a Consultant to sign any document contrary to this policy. Consultants are, however, under no obligation to disclose their wages. You are encouraged to report violations of this policy to your supervisor. The Company prohibits retaliation against any Consultant for reporting a possible deviation from this policy or for cooperating in an investigation. Any Consultant who engages in retaliation will be subject to disciplinary action, up to and including immediate discharge. In the event a violation has been determined, a Consultant may be afforded remedies in accordance with state law.

Nothing in this policy will be construed to permit a Consultant to disclose, copy, use, or transfer trade secrets or proprietary materials of the Company or others without appropriate authorization. Additionally, nothing in this policy will be construed to permit a Consultant to disclose wage information of other Consultants to a competitor of the Company. Violations may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution.

Nothing in this policy will be interpreted, applied or enforced to interfere with, restrain or coerce Consultants in the exercise of their Section 7 rights under the National Labor Relations Act.

Referring Candidates for Employment as Corporate Employees

Pyramid Consultants are encouraged to refer qualified candidates for open positions (as Corporate Consultants) with Pyramid. Pyramid Consulting currently offers a one-time referral bonus of:

- \$500 for each position filled, if the candidate has less than one year of relevant experience
- \$1250 for each position filled, if the candidate has one to three years of relevant experience
- \$2500 for each position filled, if the candidate has three or more than three years of relevant experience.
- \$5000 for each position filled, if the candidate is offered a position of VP or above.

The amount is payable after the Consultant has completed three (3) months of active employment with Pyramid Consulting, assuming the Consultant is in good standing (meaning that the Consultant has not received any written disciplinary actions in their first three (3) months of employment). The newly hired Consultant and the referring Consultant must be employed with Pyramid Consulting when the referral bonus is to be paid out. If the new Consultant does not remain employed with Pyramid for three (3) or more months, the referring Consultant will not receive a referral bonus. Consultants are not eligible to receive a referral bonus payout if they have separated from Pyramid Consulting.

In case any conflicts arise between different Consultants claiming the referral fee, management will provide a decision that will be considered final and binding.

Referring Candidates for Employment as Consultants

Pyramid Consultants are encouraged to refer qualified candidates for open positions (as Consultants) with Pyramid Consulting. Pyramid Consulting offers a one-time referral bonus of \$250 for each position filled. The amount is payable after 168 hours of billing and revenue collection from the Client, assuming the Consultant is in good standing (meaning that the Consultant has not received any written disciplinary actions in their first three (3) months of employment).

The newly hired Consultant and the referring Consultant must be employed with Pyramid Consulting when the referral bonus is to be paid out. If the new consultant/field Consultant does not remain employed with Pyramid Consulting for the specified period of time, the referring Consultant will not receive a referral bonus. Consultants are not eligible to receive a referral bonus payout if they have separated from Pyramid Consulting.

In case any conflicts arise between different Consultants claiming the referral fee, management will provide a decision that will be considered final and binding.

VII. TIME OFF

Holidays

Pyramid Consulting Inc. recognizes the importance of leisure time and observes several annual holidays. Given the nature of our business, Consultants are expected to follow the holiday schedule of their Client. Pyramid's offices will be closed to recognize the following holidays.

- New Year's Day - January 1st
- Memorial Day - Last Monday in May
- Independence Day - July 4th
- Labor Day - First Monday in September
- Thanksgiving - Fourth Thursday in November
- Day after Thanksgiving - Fourth Friday in November
- Christmas Eve - December 24th
- Christmas - December 25th

Business necessity may require scheduling Consultants to work on Company-observed holidays.

If a holiday falls on a weekend, it may be observed, at Management's discretion, either the Friday before or the Monday after the holiday.

Consultants are not eligible for holiday pay unless otherwise indicated in their contract. If eligible for holiday pay, a Consultant must work (or be on approved vacation time) the last scheduled day immediately before the holiday and the first scheduled day immediately after it. Holiday pay will not be approved when it is the Consultant's last day of employment.

Personal Time Off

Pyramid Consulting encourages Consultants to take time off for events of personal significance, or for business that cannot be taken care of outside of work hours. Consultants needing personal time off may use, with management approval, their accrued time off (where eligible) or unpaid time off in limited circumstances. Consultants needing personal time off should request such leave as far in advance as possible.

Leaves for Civic Duty

Consultants are encouraged to fulfill their civic responsibilities by serving jury or witness duty as required. As such, all Consultants are eligible for court-ordered witness or jury leave. The Company will pay Consultants for jury duty to the extent required by law. The guidelines to follow when serving jury or witness duty include:

1. **-Procedure** - Consultants are expected to check in daily with their manager and/or Client and provide updates of their availability to work.
2. **Breaks in Duty** - Unless applicable law requires otherwise, Consultants should report to work on any business day that the court schedule permits or if released early from the court unless state law provides otherwise.
3. **Compensation** - Documentation regarding fees received for jury or witness service must be submitted to your Human Resources representative to receive jury pay. The Company will only provide jury duty or witness pay, where required by law.

Time Off to Vote

Consultants are encouraged to fulfill their civic responsibility of voting in public elections. Consultants are asked to schedule voting time outside of work hours, if possible. Consultants needing time off for voting

should get authorization from Pyramid Consulting and/or the Client at least 3 days prior to Election Day to minimize the disruption of operations.

Leaves of Absence

Family and Medical Leave

The Family and Medical Leave Act (FMLA) provides eligible Consultants the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave you may use is either twelve (12) or twenty-six (26) weeks within a twelve (12) month period, depending on the reason(s) for the leave.

FMLA Questions or Concerns

While our FMLA policy provides a great deal of information, FMLA still can be a confusing process. If you have questions or concerns about your eligibility for FMLA, or if you believe that your manager or Company contact is not properly handling FMLA, immediately report the question or concern to Human Resources.

Consultant Eligibility

To be eligible for FMLA leave, you must:

1. Have worked at least twelve (12) months for the Company in the preceding seven (7) years (limited exceptions apply to the seven-year requirement);
2. Have worked at least 1,250 hours for the Company over the preceding twelve (12) months; and
3. Currently work at, report to, or receive assignments from a location where there are at least fifty (50) Consultants within seventy-five (75) miles.

All periods of absence from work due to or necessitated by service in the Uniformed Services are counted in determining FMLA eligibility.

Conditions Triggering Leave

FMLA leave may be taken for the following reasons:

1. Birth of a child, or to care for a newly born child (up to 12 weeks);
2. Placement of a child with you for adoption or foster care (up to 12 weeks);
3. To care for an immediate family member (your spouse, child or parent) with a serious health condition (up to 12 weeks);
4. Because of a serious health condition that makes you unable to perform your job (up to 12 weeks);
5. To care for a covered service member with a serious injury or illness related to certain types of military service (up to 26 weeks) (see Military Related FMLA Leave for more details); or
6. To handle certain qualifying exigencies arising out of the fact that your spouse, son, daughter or parent is on covered active duty or call to covered activity duty status in the Uniformed Services (up to 12 weeks) (see Military Related FMLA Leave for more details).

The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks with one (1) exception. For leave to care for a covered service member, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks.

Definitions

A serious health condition is an illness, injury, impairment or physical or mental condition that involves either (i) an overnight stay in a medical care facility, or (ii) continuing treatment by a health care provider

for a condition that either prevents the Consultant from performing the functions of the Consultant's job, or prevents the qualified family member from participating in school or other daily activities for more than three (3) full calendar days. The continuing treatment requirement includes two (2) visits to a health care provider or one (1) visit to a health care provider combined with a continuing regimen of care. An incapacity caused by pregnancy or prenatal visits, a chronic condition (such as asthma, diabetes or migraines) that continues over an extended period of time and requires periodic visits (at least two (2) per year) to a health care provider, permanent or long-term conditions requiring supervision but not active treatment by a health care provider, or absences due to multiple treatments ordered by a health care provider may also meet the definition of a serious health condition.

Identifying the 12 Month Period

Pyramid Consulting measures the 12-month period in which leave is taken by the "rolling" 12-month method, measured backward from the date of any FMLA leave with one (1) exception. For leave to care for a covered service member, Pyramid calculates the 12-month period beginning on the first day the eligible Consultant takes FMLA leave to care for a covered service member and ends 12 months after that date. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

Using Leave

Eligible Consultants may take FMLA leave in a single block of time, intermittently (in separate blocks of time) or by reducing the normal work schedule when medically necessary for the serious health condition of your or your immediate family member, or in the case of a covered service member, their injury or illness. Eligible Consultants may also take intermittent or reduced-schedule leave for military qualifying exigencies. Intermittent leave is not permitted for the birth of a child, to care for a newly-born child, or for placement of a child for adoption or foster care. Consultants who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt Pyramid Consulting's operations.

Use of Paid Leave

Depending on the purpose of your leave request, you may choose (or Pyramid Consulting may require you) to use paid leave (such as sick leave or vacation, if eligible), concurrently with some or all of your FMLA leave. In order to substitute paid leave for FMLA leave, an eligible Consultant must comply with the Pyramid's normal procedures for the applicable paid leave policy (e.g., call-in procedures, advance notice, etc.) Likewise, if during your FMLA leave, you receive disability benefits from a disability plan, workers' compensation plan or other similar state or other plan, the Company may allow you to supplement such benefits with any paid leave available, to the extent allowed by applicable law and plan documents; however, the Company will not require you to supplement such benefits with paid leave.

Maintenance of Health Benefits

If you and/or your family participate in our group health plan, Pyramid Consulting will maintain coverage during your FMLA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, Pyramid Consulting may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

Notice and Medical Certification

When seeking FMLA leave, you are required to provide:

1. Sufficient information for us to determine if the requested leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include: (1) you are unable to perform job functions, (2) a family member is unable to perform daily activities, (3) the need for hospitalization or continuing treatment by a health care provider, or (4) circumstances

supporting the need for military family leave. You must inform Pyramid Consulting if the requested leave is for a reason for which FMLA leave was previously taken or certified.

If the need for leave is foreseeable, this information must be provided thirty (30) days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with Pyramid's normal call-in procedures, absent unusual circumstances;

2. Medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within fifteen (15) calendar days of Pyramid's request to provide the certification (additional time may be permitted in some circumstances). If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to discipline, up to and including termination. Second or third medical opinions and periodic re-certifications may also be required;
3. Periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and
4. Medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. Pyramid Consulting will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

Employer Responsibilities

The company will inform you of pertinent information relating to FMLA leave.

Eligibility. To the extent required by law, Pyramid Consulting will inform you whether you are eligible under the FMLA. Should you be eligible for FMLA leave, Pyramid will provide you with a notice that specifies any additional information required as well as your rights and responsibilities. If you are not eligible, Pyramid will provide a reason for the ineligibility.

Qualifying Leave. Pyramid will also inform you if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against your leave entitlement. If Pyramid Consulting determines that the leave is not FMLA-protected, Pyramid will notify you.

Job Restoration

Upon returning from FMLA leave, eligible Consultants will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. For our project based Consultants performing work on a discrete project or assignment which ends while they are on leave, upon return, they will be treated in accordance with standard Pyramid Consulting procedures regarding the completion of projects and assignments.

Failure To Return After FMLA Leave

Any Consultant who fails to return to work as scheduled after FMLA leave, or exceeds the twelve (12) week FMLA entitlement (or in the case of military caregiver leave, the twenty-six (26) week FMLA entitlement), you will be subject to Pyramid's standard leave of absence and attendance policies. Failure to return may result in termination if you have no other Company-provided leave available that applies to your continued absence, and Pyramid's obligation to maintain your group health plan benefits may end (subject to any applicable COBRA rights). If you are unable to return to work after FMLA leave, you must notify Human Resources. If Pyramid Consulting becomes aware of the need for additional leave, it will engage in an interactive process to determine whether the condition is a disability for which additional unpaid leave may be provided as a reasonable accommodation.

Other Employment

Pyramid Consulting generally prohibits you from holding other employment that is inconsistent with the need for leave. This policy remains in force during all leaves of absence including FMLA leave and may result in disciplinary action, up to and including immediate termination of employment.

Fraud

Providing false or misleading information or omitting material information in connection with an FMLA leave will result in disciplinary action, up to and including immediate termination.

Employers' Compliance With FMLA and Consultant's Enforcement Rights

FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA, or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

While Pyramid Consulting encourages you to bring any concerns or complaints about compliance with FMLA to the attention of the Human Resources Department, FMLA regulations require employers to advise you that you may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer.

Further, FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Military-Related FMLA Leave

FMLA leave may also be available to eligible Consultants in connection with certain service-related medical and non-medical needs of family members. There are two (2) forms of such leave. The first is Military Caregiver Leave, and the second is Qualifying Exigency Leave. Each of these leaves is detailed below.

Definitions

A *covered service member* is either: (1) a current service member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness incurred in the line of duty for which the service member is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, or (2) a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

A *covered veteran* is an individual who was discharged under conditions other than dishonorable during the five (5) year period prior to the first date the eligible Consultant takes FMLA leave to care for the covered veteran. The period between October 28, 2009, and March 8, 2013, is excluded in determining this five-year period.

The FMLA definitions of *serious injury or illness* for current service members and veterans are distinct from the FMLA definition of *serious health condition*. For current service members, the term serious injury or illness means an injury or illness that was incurred by the member in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty and was aggravated by such service that may render them medically unfit to perform the duties of their office, grade, rank or rating.

For covered veterans, this term means a serious injury or illness that was incurred in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty and was aggravated by such service and manifested itself before or after the individual assumed veteran status, and is:

1. A continuation of a serious injury or illness that was incurred or aggravated when they were a member of the Armed Forces and rendered them unable to perform the duties of their office, grade, rank or rating;
2. A physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of fifty percent (50%) or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave;
3. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would be so absent treatment; or
4. An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Qualifying exigencies include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, parental care, and post-deployment debriefings.

Military Caregiver Leave

Unpaid Military Caregiver Leave is designed to allow eligible Consultants to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. Military Caregiver Leave is not available to care for Servicemembers on the *permanent* disability retired list. Serious injury or illness specifically includes but is not limited to aggravation of a preexisting condition while in the line of duty. Military Caregiver Leave is a special leave entitlement that permits eligible Consultants to take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

To be eligible for Military Caregiver Leave, you must be a spouse, son, daughter, parent or next of kin of the covered service member. *Next of kin* means the nearest blood relative of the service member, other than the service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the service member has specifically designated, in writing, another blood relative as their nearest blood relative for purposes of Military Caregiver Leave. You must also meet all other eligibility standards as set forth within the FMLA Leave Policy.

An eligible Consultant may take up to 26 work weeks of Military Caregiver Leave to care for a covered service member in a single 12-month period. The single 12-month period begins on the first day leave is taken to care for a covered service member and ends 12 months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If you do not exhaust your 26 work weeks of Military Caregiver Leave during this single 12-month period, the remainder is forfeited.

Military Caregiver Leave applies on a per-injury basis for each service member. Consequently, an eligible Consultant may take separate periods of caregiver leave for each and every covered service member, and/or for each and every serious injury or illness of the same covered service member. A total of no more than 26 work weeks of Military Caregiver Leave, however, may be taken within any single 12-month period.

Within the single 12-month period described above, an eligible Consultant may take a combined total of 26 weeks of FMLA leave, including up to 12 weeks of leave for any other FMLA-qualifying reason (i.e., birth or adoption of a child, serious health condition of yourself or close family member, or a qualifying exigency). For example, during the single 12-month period, an eligible Consultant may take up to sixteen (16) weeks of FMLA leave to care for a covered service member when combined with up to ten (10) weeks of FMLA leave to care for a newborn child.

A Consultant seeking Military Caregiver Leave may be required to provide appropriate certification from you and/or covered service member and completed by an authorized health care provider within fifteen (15) days. Military Caregiver Leave is subject to the other provisions in our FMLA Leave Policy (requirements regarding your eligibility, appropriate notice of the need for leave, use of accrued paid leave, etc.). Military Caregiver Leave will be governed by, and handled in accordance with FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Qualifying Exigency Leave

Eligible Consultants may take unpaid *Qualifying Exigency Leave* to tend to certain exigencies arising out of the covered active duty or call to covered active duty status of a military member (i.e., your spouse, son, daughter, or parent). Up to 12 weeks of Qualifying Exigency Leave is available in any 12-month period, as measured by the same method that governs measurement of other forms of FMLA leave within the FMLA policy (with the exception of Military Caregiver Leave, which is subject to a maximum of 26 weeks of leave in a single 12-month period.) Although Qualifying Exigency Leave may be combined with leave for other FMLA-qualifying reasons, under no circumstances may the combined total exceed 12 weeks in any 12-month period (with the exception of Military Caregiver Leave as set forth above.) You must meet all other eligibility standards as set forth within the FMLA policy.

Persons who can be ordered to active duty include: active and retired members of the Regular Armed Forces, certain members of the retired Reserve, and various other Reserve members including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.

A call to active duty refers to a *federal* call to active duty, and *state* calls to active duty are not covered unless under order of the President of the United States, pursuant to certain laws.

Qualifying Exigency Leave is available under the following circumstances:

1. Short-notice deployment: To address any issue that arises out of short notice (within 7 days or less) of an impending call or order to covered active duty.
2. Military events and related activities: To attend any official military ceremony, program, or event related to covered active duty or call to covered active duty status or to attend certain family support or assistance programs and informational briefings.
3. Childcare and school activities: To arrange for alternative childcare, to provide childcare on an urgent, immediate need basis, to enroll in or transfer to a new school or daycare facility; or to attend meeting with staff at a school or daycare facility.
4. Financial and legal arrangements: To make or update various financial or legal arrangements, or to act as the covered military member's representative before a federal, state, or local agency in connection with service benefits.
5. Counseling: To attend counseling (by someone other than a health care provider) for yourself, for the military member, or for a child or dependent when necessary as a result of duty under a call or order to covered active duty.
6. Temporary rest and recuperation: To spend time with a military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible Consultants may take up to 15 calendar days of leave for each instance of rest and recuperation.
7. Post-deployment activities: To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to 90 days following termination of the military member's active duty status. This

also encompasses leave to address issues that arise from the death of a military member while on active duty status.

8. Parental care: To care for the military member's parent who is incapable of self-care. The parent must be the military member's biological, adoptive, step or foster father or mother, or any other individual who stood *in loco parentis* to the military member when the member was under 18 years of age.
9. Mutually agreed leave: Other events that arise from the military member's duty under a call or order to active duty, provided that Pyramid Consulting and you agree that such leave will qualify as an exigency and agree to both the timing and duration of such leave.

A Consultant seeking Qualifying Exigency Leave may be required to submit appropriate supporting documentation in the form of a copy of the military member's active duty, rest and recuperation orders, or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency. You also must submit the amount of leave needed and your relationship to the military member. All necessary documentation must be submitted to Human Resources within 15 days. Qualifying Exigency Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Limited Nature of This Policy

This policy should not be construed to confer any express or implied contractual relationship or rights to any Consultant not expressly provided for by FMLA. Pyramid Consulting reserves the right to modify this or any other policy as necessary in its sole discretion to the extent permitted by law. State or local leave laws may also apply.

Failure To Return From Leave or To Comply With Company Policy

You may be subject to immediate termination for:

1. Failing to return to work as scheduled following the end of a leave;
2. Providing false or misleading information or omitting certain information in connection with a leave;
3. Violation of any of the Company's rules and regulations relating to leave; or
4. Violation of any Company policy or performance standard.

Workers' Compensation

If you are away from work due to a Workers' Compensation injury or illness and are also eligible for FMLA, the two types of leave will run concurrently.

Military Leave

A military leave of absence will be granted as legally required if a full- or part-time Consultant enters any branch of the armed forces, Reserves, or National Guard, or is called to duty or for training for a period (generally) not to exceed 5 years. By law, Consultants returning from military service possess reinstatement, seniority, compensation, benefits, and other rights. Military leave rights and responsibilities are complicated; Human Resources should be contacted for details and further information.

To qualify for an approved leave, a Consultant must give notice of the anticipated military service when possible. A copy of orders should be included with the notification.

If desired, Consultants on approved military leaves may utilize accrued and unused vacation time. Otherwise, leave is unpaid.

Service benefits (vacation time and holidays) do not accrue during military leave.

Paid Time Off (PTO)

Consultants are not eligible for PTO unless otherwise indicated in their contract or where required by law.

Paid time off includes time for vacation, sick leave (to care for yourself or for your immediate family members who is identified as a dependent), time needed to attend to personal matters or any other reason allowed by law.

Depending on your state, you may be eligible for paid sick leave. The Company will abide by paid sick leave laws as per state requirements.

Paid time off can be used with Client approval after it has been accrued. Advance use of un-accrued paid time is usually not allowed.

Procedure for Requesting Time Off

Submit your leave request to your Client manager for approval a minimum of one (1) month before the requested leave and detail the time and duration of the time off and a possible contact person during your absence. Your manager will evaluate the request based upon various factors including anticipated operating requirements and staffing considerations during the proposed period of absence. The maximum continuous period of absence generally should not exceed three (3) consecutive weeks. Inform your CCA of all leave requested and taken.

Resigning and Terminated Consultants

Unused and accrued PTO is not paid out to resigning or terminated Consultants unless mandated by State laws.

Interaction with Other Leaves

Where applicable, PTO may run concurrent with FMLA and/or any other leave allowed by law.

State/Local Leave

The Company intends to comply with all applicable state and federal laws, including, but not limited to those relating to medical, family or military leave, equal opportunity, environmental regulations and laws, safety, health, and laws regarding any other terms and conditions of employment. Similarly, we expect you to comply with all laws that apply to your job(s) as a condition of your continued employment.

Where a particular state, county, or city gives you additional leave rights, please consult the Company's applicable policy in that city and/or state and ask Human Resources if you have any questions. Where a particular state gives you additional leave rights, we will comply with those laws. If you need time away from work for any reason, please check with Human Resources. The Company provides leave in compliance with federal, state, and local laws.

This Handbook, and each of its provisions, is to be interpreted and/or applied in accordance with all applicable federal, state and local laws. Insofar as there is or may appear to be a conflict between the wording of any provision of this Handbook and applicable law, the law shall take precedence and the provision in question shall be interpreted and applied in a way that conforms to the law.

VIII. BUSINESS TRAVEL AND EXPENSES REIMBURSEMENT

Consultants may be requested to travel, or to incur other expenses while they are on an active assignment with the Client. All expenses must be pre-approved by the Client, and itemized receipts or evidence of expenditures must be submitted with all reimbursement requests. All expenses should be submitted for reimbursement on a weekly basis, and within fifteen (15) days of incurring the expense. Pyramid reserves

the right to refuse reimbursing eligible expenses that are not submitted within the time limits, unless otherwise required by law. To the extent allowed by law, Pyramid also reserves the right to recover reimbursed expenses from the Consultant for any expenses that are refused payment from the Client.

Reimbursement Schedule

Expense reports that have been approved by the Client and received by Pyramid Consulting Accounts will be processed by ACH within seven (7) working days. When ACH is not available, checks will be dispatched via USPS. Expense reports are considered received when the approved report is received, according to the Client's format, along with all relevant receipts.

Expense reports that are received later than fifteen (15) days of incurring the expense will be reimbursed to the Consultant after Pyramid's receipt of payment from the Client. Reimbursement will be dispatched within seven (7) days of Pyramid's receipt of payment. In the event that expense reports are partially or improperly submitted, the Consultant will be notified within two (2) days of expense submission.

Online Expense Submission

Expenses submitted online in the Client's Vendor Management System will be considered received when the Consultant notifies Pyramid Consultant's Accounts Department by sending an e-mail to: expense@pyramidconsultinginc.com that the expense request has been approved online by the Client. Please check with your Human Resources Associate for detailed instructions regarding the Client's expense process specific to your assignment.

Manual Expense Submission

When the Client does not have an online expense system, expenses must be submitted on a Pyramid Consulting Expense Report. Expenses submitted manually will be considered received when Pyramid Consulting Accounts receives a completed, approved Expense Report with all relevant receipts. Consultants should submit approved expenses with all receipts directly to Pyramid Consulting Accounts at: expense@pyramidconsultinginc.com. Please ask your CCA for the Pyramid Consulting expense report.

Fraud or Abuse

Any Consultant who submits a request for reimbursement for personal non-business-related and/or non-approved expenses may be subject to disciplinary action, up to and including immediate termination. Further, the Consultant will be required to repay any funds issued by the Company in connection with the expense.

IX. Consultant Handbook Receipt and Acknowledgement

I have received and read a copy of Pyramid Consulting’s (the “Company”) Full-Time Consultant Handbook and have been given the opportunity to ask questions about it. I understand that the handbook outlines the Company’s benefits, policies, and Consultant responsibilities, including, among other things:

	<u>Initials</u>
Drug and Alcohol Policy	_____
Equal Employment Opportunity Policy	_____
Harassment Free Environment Policy	_____
Open Communications Policy	_____
Overtime/ Salary and Time Records Policy	_____
Communications and Information Systems Policy (including electronic monitoring)	_____

I agree to ask questions of my manager or Human Resources when necessary, and will comply with the policies and procedures summarized.

I understand the information in this handbook is intended to acquaint Consultants with general policies and principles and is not a contractual commitment. I understand that nothing in this Handbook alters my employment at-will status, and that I or the Company may terminate employment at any time, with or without cause, and with or without advanced notice.

I understand that Company property (including desks, workstations, files, voicemail, e-mail, and all use/transmissions through Company systems or servers), is subject to inspection at any time. I also understand that permission to bring personal items, such as bags onto Company property is conditioned on agreeing to inspection by the Company upon request.

As required, management, at its complete discretion, may modify or eliminate these summarized policies and procedures at any time and without notice. I realize I will be responsible for complying with future changes in company policies, practices, and rules.

I understand the Paid Time Off (PTO) Policy and that earned unused PTO is forfeited at separation, unless otherwise required by state law.

Consultant’s Name

Consultant’s Signature