



UPDATED

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Employee Handbook

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INTRODUCTION!

Purpose of the Handbook

Purpose of the Handbook

This handbook is a general guide of human resources 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. Employee Benefits Overview
2. Employee Benefits Summary
3. Pyramid Code of Conduct
4. Employee Agreement

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

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 property rights as an employee. 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 employees agree and acknowledge that by acceptance of employment and/or by continuing employment with Pyramid Consulting, they will abide by all rules, regulations, policies and procedures set forth in this Employee Handbook and in other rules, policies, and procedures set forth in Pyramid's other official documents set forth above.

◀◆ 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 to grow both your career and our organization.

Welcome to Pyramid Consulting!

Sanjeev Tirath

MISSION STATEMENT

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

CORE VALUES

The Management Team works hard to care for each of our employees on a holistic level – as an employee and an individual; with an emphasis on respect and dignity for each and every person. Pyramid Consulting 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.

About The Company

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:

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

LEADERSHIP:

- o Respect individuals and embrace diversity.
- o Build lasting relationships through community service and help those in need.
- o Assume leadership positions through self-service to local business, schools and the community at large.
- o Be industry leaders and develop thought leadership services and products.
- o Focus on continuing education, training and mentoring.
- o Create an innovative workplace.
- o Be a team player no matter where you are or what you are doing.
- o Be the best that we can be all day, every day.

WELLNESS:

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

The Pyramid Consulting Enterprise is a \$550+ million full lifecycle technology and talent solutions group of companies headquartered, in Atlanta, GA with offices across the globe. For over 26 years, Pyramid Consulting 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.

About The Company

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 Consulting 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 Consulting'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 Consulting 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 Consulting is pleased to have won awards and recognition from our clients and MSP partners including Coca-Cola, Anthem, ManpowerGroup, AgileOne (2021 Best of the Best Award), NextSource, TAPFIN, MPGS/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

General Management Practices

Employment-At-Will

Our policy is that all employees who do not have individual, written employment contracts for specific, fixed terms are considered employees-at-will. Employment may be terminated by Pyramid Consulting 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 employees terminating employment provide at least two-weeks advance written notice of their intention to leave the Company.

Equal Employment Opportunity (EEO)

Pyramid is an Equal Employment Opportunity employer committed to providing equal opportunity in all of our employment practices, including selection, hiring, assignment, re-assignment, promotion, transfer, compensation, discipline, and termination. The Company 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.

General Management Practices

Our EEO commitment applies to all employees and to all areas of employment including hiring, training, placement, promotion, compensation, and benefits. Any employee who feels that they are victims or witnesses of unlawful discrimination should immediately report the incident to their manager or to Human Resources.

To contact Human Resources, dial 678-514-3500

Appropriate corrective action, up to and including termination, will be taken against any Pyramid Consulting employee 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

Pyramid Consulting does not tolerate any discrimination, victimization, sexual harassment (including unwelcome sexual advances, requests/demands for sexual favors, or visual or physical conduct of a sexual nature), or other harassing conduct. All types of harassment, whether based on sex (including same sex), race, color, citizenship status, national origin, gender, age, religion, physical or mental disability, marital status, veteran status, pregnancy, childbirth or related medical conditions or any other factor protected by law, are unacceptable work behavior and expressly prohibited. The Company's policy against unlawful harassment, discrimination and retaliation applies to all employees, including supervisors and managers, as well as to all interns and volunteers. The Company prohibits managers, supervisors and employees from harassing co-workers as well as the Company's customers, vendors, suppliers, independent contractors and others doing business with the Company.

An employee who believes that he/she has been unlawfully harassed or discriminated against, or who has questions regarding this policy should immediately contact Human Resources or the CEO. Questions and complaints will be investigated by Pyramid Consulting promptly and as confidentially as possible under the circumstances, and appropriate remedial action will be taken. Employees will not be retaliated against or otherwise penalized for reporting any behavior they believe violates this policy.

An employee found to have participated in any type of unlawful harassment is subject to disciplinary action, up to and including termination.

◀◆ General Management Practices

Dating in the Workplace

The Company desires to avoid misunderstandings, actual or potential conflicts of interest, complaints of favoritism, possible claims of sexual harassment, and employee morale problems that can potentially result from romantic relationships involving managerial and supervisory employees in the Company or certain other employees in the Company. Accordingly, supervisors/managers and employees under their supervision are prohibited from forming romantic or sexual relationships.

If you are unsure of the appropriateness of an interaction with another employee of the Company, contact Human Resources for guidance. If you are pressured, directly or indirectly to become involved with a customer or employee in a way that makes you feel uncomfortable and is unwelcome, you should also notify Human Resources immediately. No customer, supplier, consultant or employee of this Company has the right to subject any employee 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 employees should also remember that the Company maintains a strict policy against unlawful harassment of any kind, including sexual harassment. The Company will vigorously enforce this policy consistent with all applicable federal, state, and local laws. Employees must not romantically fraternize with customers, vendors, consultants at official meetings, tradeshow or other professional events.



Americans with Disabilities Act (ADA)

As part of our equal employment opportunity commitment, we will comply with all applicable provisions of the Americans with Disabilities Act (ADA). We do not discriminate against any qualified applicant or employee with a physical or mental disability in any employment practice such as hiring, promotion, compensation, discipline, training, and termination.

As required under the ADA, Pyramid Consulting will provide reasonable accommodations for qualified individuals with disabilities to assist them in performing the essential functions of their job unless the accommodation would create a direct health or safety threat to the employee or others or would pose an undue hardship on the Company.

If you need to request a reasonable accommodation because of a disability, please contact Human Resources. We will discuss the matter with you, investigate your request, and to the extent possible, attempt to reasonably accommodate you. Anyone who retaliates against any employee for reporting concerns or making accommodation requests will be subject to discipline, up to and including termination.

◀◆ General Management Practices

Pregnancy Accommodation

Pyramid Consulting will provide reasonable accommodations for any medical or common condition of an employee related to pregnancy or childbirth, to the extent the accommodation can be made without imposing an undue hardship on the business.

Reasonable accommodations means reasonable modifications or adjustments to the work environment, or to the manner or circumstances under which the position held is customarily performed, that enable an employee affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth to perform the essential functions of that position, and may include, but are not limited to:

- o more frequent or longer bathroom breaks;
- o breaks for increased water intake;
- o breaks for period rest;
- o private non-bathroom space for expressing breast milk and breastfeeding;
- o seating;
- o assistance with manual labor;
- o light duty;
- o temporary transfer to a less strenuous or hazardous position;
- o the provision of an accessible worksite;
- o modifying job duties;
- o acquisition or modification of equipment;
- o job restructuring;
- o part-time or modified work schedule;
- o appropriate adjustment or modifications of examinations, training materials, or policies;
- o reassignment to a vacant position;
- o transfer to a less strenuous or less hazardous position;
- o time off to recover from conditions related to childbirth; and
- o leave necessitated by pregnancy, childbirth, or medical or common conditions resulting from pregnancy or childbirth.



The company may request documentation from the employee's health care provider concerning the need for the requested reasonable accommodation(s) to the same extent documentation is requested for conditions related to disability.

If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law. For more information, or if you require an accommodation, please contact your manager or Human Resources.

Employment Status & 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 Fair Labor Standards Act:

- o Non-exempt employees receive overtime pay for work in excess of 40 hours in a workweek.
- o Exempt employees hold positions that meet specific tests established by the Fair Labor Standards Act (FLSA). Exempt employees are not eligible for overtime pay.

In addition to each of the above categories, each employee belongs to one of the following employment categories:

Full-Time Employees are hired to work the company's normal 40-hour workweek on a regular basis. Generally, they are eligible for full benefits, subject to the terms and conditions of each benefit program. In addition, these employees are classified as either of the following:

- o Consultants / Field Employees are assigned to projects that are managed by Pyramid Consulting and/or the client. These employees are required to work at client sites or at an as signed development center.
- o Corporate Employees, otherwise called "Home Office Employees," are not assigned to any billable projects with external clients.

Part-Time Employees are generally scheduled to work less than 40 hours per week on a regular or irregular basis. Part-time employees may be eligible for limited benefits as detailed in each benefit and leave program.

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.

Personnel Files and Records

Personnel Files and information regarding each employee, and former employee are kept ensuring compliance with government requirements. It is important that records are accurate and current; therefore, employees are asked to notify Human Resources of any changes in:

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

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

◆ Employment Status & Record Keeping

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 his or her 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.

Reference Checks

All requests for references and inquiries regarding current or former employees should be directed to Human Resources. Employees are instructed not to provide a letter of reference for any current or former employee without written permission from Human Resources.

Generally, information regarding current or past employees should not be provided over the phone. Human Resources will respond in writing only to reference requests that are submitted in writing and have the written consent and release from the concerned individual. Limited information, such as verifying name, dates of employment, last pay rate and job title, will be provided.

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.



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 Company's practices and business needs. To achieve this, we have an open communications policy and encourage its use. No manager or any other employee may discriminate or retaliate against, or in any way discourage an employee who uses these open communications practices.

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

Discuss the problem with your manager and your manager will attempt to find a solution. If your manager cannot resolve the problem or if you feel that you cannot speak to your manager, you should meet with the next level of management or HR. The next level of management / HR will work to find a solution, which will be presented to you as quickly as possible. If the problem has not been resolved, or if you find the recommended solution not acceptable, you may contact the CEO. A decision on how to resolve the conflict at this level will be final.

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

Corrective Action

All employees are expected to comply with the Company'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 an employee's suitability to work may be required in certain situations, including an employee's absence from work, return from leave, request for leave, and request for an accommodation as permitted by law.

Termination of Employment

Pyramid Consulting has the right to end an employment relationship at any time with or without notice or cause and for any lawful reason, subject to the terms of any employment agreement.

In the absence of a written employment agreement specifying otherwise, employees may resign at any time. A resignation is defined as a termination of employment at the will of the employee. 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 employees terminating employment provide reasonable advance written notice of their intention to leave the Company. Accrued and unused paid time off cannot be included in the notice period.

Employees are required to immediately return to Pyramid Consulting all property (including

Employment Practices

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 employees 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 employees and those who resign will be paid by the next regularly scheduled pay-day, unless otherwise mandated by applicable state or local law. Generally, benefits (including medical, life insurance) end on the last day of employment. Employees, unless terminated for gross misconduct, may choose to continue their medical benefits under COBRA.

Working Hours

Our standard office hours are 8.30 am to 5.30 pm. The Company recognizes that our employees may sometimes need to establish a slightly different work schedule. We believe this flexibility is an important part of supporting our employees and helping them strike the balance between work and personal needs. While attempts will be made to accommodate requests, we cannot commit to approving every request. Certain departments or projects may require that an employee work standard hours. Your manager must approve in writing any variance from our standard work hours.

All employees must abide by these basic ground rules:

- We expect you to work the standard 8 hours every day with a lunch break of 1 hour during the day.
- In most circumstances, employees are permitted to choose a work schedule that fits their needs the best. For example: an employee may choose to work the schedule of 8.00 am to 5.00 pm. Another employee may choose to work the schedule of 7.30 am to 4.30 pm. Some other employees may work the schedule 9.00 am to 6.00 pm.
- You are required to be on the job during the “core” hours, which are 9:00 a.m. to 4:00 p.m. except during lunch.
- There must be prior knowledge and approval in writing by your manager of your revised work schedule.
- Your starting time can be no earlier than 7:00 a.m.
- Your workday can end no earlier than 4:00 p.m.
- You will receive break periods as required by state law.

Working from Home Policy

The Company expects employees to report to the office or client site per the established working hours. The Working from Home policy is provided for emergency situations that a) require the employee to stay at home and b) allow employee to be fully productive working from home. This policy is intended for occasional, emergency use only, and is not to be used in lieu of vacation time or floater holiday.

Your request for working from home must be made in writing outlining the reasons, requesting any deviations from standard working hours and the number of hours that you expect to work from home. This request must be emailed to your supervisor and HR, in advance, when possible. Some situations may require you to contact your supervisor and HR the morning of the event; in those cases, please contact your supervisor and HR as soon as possible. Your supervisor's approval or denial must be copied to HR in writing within 1 business day after receiving it.

Employment Practices

When working from home, employees are expected to be fully productive, and be available on cell, IM and emails as required.

Approval of such requests is completely discretionary on the company management. The policy as described above applies to any ad hoc requests for working from home. Employees that have worked out special long-term working from home arrangements with the company management are still required to adhere to this policy for ad hoc requests of working from home.

Lactation Breaks

Pyramid Consulting will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for her infant child up to 1 year of age. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid in accordance with state law. The company also will make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.

Employee Responsibilities

Appearance and Grooming

The nature of our business demands that an employee's appearance reflect an appropriate professional image and be consistent with an employee'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. Employees with special needs or questions or concerns regarding dress and grooming standards should contact Human Resources. Improperly groomed or dressed employees will be subject to disciplinary/corrective action up to and including termination.

Dress Standards for Employees with Public Contact

Employees 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. Employees should dress in a professional manner consistent with this policy.

Dress Standards for Employees without Public Contact

Appropriate dress for employees who do not regularly interact with customers or members of the public includes dress shirts, casual slacks, sweaters, and casual shoes.

Prohibited Attire

Extreme, immodest, or revealing attire is not permitted. Sweatpants, shorts, miniskirts, tank/tube/halter/transparent tops, worn 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 the company's image and style. Thus, for our employees who have contact with our customers, we limit the types of tattoos and piercings that may be visible. No employee may have a visible tattoo that might be offensive to customers or is a violation of our No Harassment policy. Any employee who might have such a tattoo must keep it covered while at work or while representing the company.

Employee Responsibilities

Attendance

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

Employees are expected to be at work and to return from breaks as scheduled. Employees are also expected to be at their workstations, visiting clients, meeting consultants for legitimate company business performing assigned work during all work hours, to work any assigned overtime, and are not permitted to leave before their scheduled quitting time unless approved by their manager.

Notification of Absence

Employees are expected to give their managers/clients as much advance notice as possible of planned absence, or of the need to leave early. Employees should explain the reason for the absence and when they will return to work.

Managers/Clients should be personally notified. Having someone call for the employee (except in extreme circumstances) does not satisfy this requirement. If an employee is unable to reach his or her manager directly, Human Resources should be notified. Notifying another employee is usually not acceptable. Employees should also maintain regular contact with their manager or client during any extended absences.

Emergency Closings

Severe weather, natural disasters, power outages, and other emergencies may require the closing of the company or client facilities. As allowed by federal and state law, time off due to emergency closings or shortening of hours is unpaid. Where possible, with managerial approval, nonexempt employees may be allowed to make up work hours missed due to such closings.

Communication and Information Systems

The communication systems (including telephone, fax, photocopy machine, voice mail, e-mail, computer files, and Internet systems) are provided for business purposes and are Pyramid Consulting's property. Consequently, Pyramid Consulting may intercept, monitor, review, and disclose any communication or files as accessed through our communications systems and company provided devices. Messages or files created, sent, or received on Company communication systems are not an employee's private property. Employees should have no ownership or privacy expectations regarding communications or data sent over the company's information systems, including instant messaging.

All communications, both inside and outside the company, should be professional, business-like, and courteous. Communications that are offensive, discriminatory, sexually explicit, non-job related, disruptive, harassing, or used to solicit commercial, religious, political, charitable, or other non-business causes are strictly prohibited. Improper use of communication systems and equipment may subject an employee 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 and must either be placed collect or billed to the employee's personal account.

Employee Responsibilities

Passwords

All passwords used for Company communication systems must be disclosed to the IT department (as requested) and remain the property of Pyramid Consulting. To ensure security, confidential passwords should not be shared with co-workers. While employees should treat all messages as confidential and should not try to access another employee's mail or files, they should be aware that the confidentiality of messages is not guaranteed. Passwords do not completely guarantee security, and messages that are erased may be retrieved and read.

The Internet provides great benefits to all employees of Pyramid Consulting. However, employee distraction and performance problems related to Internet use will not be accepted. Additionally, employees 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:

- o Available Internet access is to be used only for business purposes.
- o No sensitive or client-related information may be discussed.
- o Use or downloading of inappropriate or non-business tools, such as games, certain free software or shareware, and clip art, is unauthorized.
- o Engaging in inappropriate activities such as viewing and downloading non-business-related Web sites with pornographic, or sexually explicit or discriminatory content is prohibited.
- o No access or passwords should be provided to anyone.
- o 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.

To ensure the integrity of our communication systems it is critical that employees follow all established security policies and procedures. Therefore, no sensitive or client-related information may be discussed via the Internet. 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.



Employee Responsibilities

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

The Company provides reimbursement for communication devices to certain employees if they choose to use the communication device to conduct business related activities. Pyramid requires all employees who choose to use a communication device in furtherance of Pyramid’s business to follow this policy.

Pyramid Consulting, Inc. strictly prohibits employees from using their communication devices while they are driving. Additionally, some states, counties and cities have enacted laws regarding the use of communication devices while driving. It is your responsibility to make yourself aware of and comply with each state, local or other laws regarding the use of communication device.

Pyramid Consulting, Inc. requires that all employees put safety before work. For safety reasons, we ask that employees not talk on their cellular telephones or other communication devices while driving on Company business. Employees must comply with any applicable local laws related to the use of cellular telephones or devices while driving on Company business including those laws related to texting and distracted 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-lighted place and return the call if necessary.

Pyramid strictly prohibits employees 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 employees who use their communication device in violation of any laws and regulations and will not be responsible for damage caused by the use of communication devices in those instances.

Pyramid Consulting, Inc. has agreed to reimburse employees for a communication device for business use at your request and for your convenience only. It is unclear whether health hazards may result from constant usage of the communication device. If you believe that it may be hazardous to your health for any reason, you should not use one.

In keeping with the Company’s No Harassment and Electronic Communication policies, employees 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 employee found in violation of this policy will be subject to disciplinary/corrective action up to and including termination.

Refer to Pyramid Consulting’s Reimbursement policy below for additional information concerning reimbursements.

Laptop Computers (“laptop”)

The Company provides a laptop to certain employees as a convenience to help conduct business related activities. Pyramid requires all employees who use a laptop in furtherance of Pyramid’s business to follow this policy.

In keeping with the Company’s No Harassment and Electronic Communication policies, employees who use 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 any Company policies and/or any federal, state or local laws. Any employee found in violation of this policy will be subject to disciplinary/corrective action up to and including

Employee Responsibilities

termination.

Employees may not transfer or give the laptop to another individual. They are responsible for replacing any lost or damaged laptop; and -upon termination or upon Pyramid's request they will return the laptop and any accessories in its original condition, except for normal wear and tear associated with ordinary use.

Conflicts of Interest

Employees 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 employee's job performance. Examples of conflicts of interest include, but are not limited to:

- o Accepting gifts, cash, discounts, entertainment, or other improper personal benefits from business contacts that could be interpreted as given to influence an employee's actions.
- o 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.
- o Improperly using company and/or our client facilities, equipment, supplies, or company name.

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

Organizational Conflicts

Employees who are not Authorized Officers of the Company are not allowed to sign or execute any contractual or legal document on behalf of the Company and thereby binding the Company in any contractual or legal obligation with any individual, entity or organization. All contracts must be reviewed for any organizational conflicts of interest by the contracts administration or legal team and executed on behalf of Pyramid Consulting, Inc. only by a member of the Executive team with a role of Vice President or higher.

Marketing Requirements

Employees will not disclose any details about any organization contract or engagement or use any Client(s)' associations information or logos etc. in marketing presentations or any marketing efforts without the express written consent of the Client(s). Dissemination of Pyramid marketing materials is centralized and handled only through our Marketing team or group.

Confidentiality

Employees may, by virtue of their employment with Pyramid Consulting, Inc. ("Pyramid" or "the Company"), 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 shall be used solely by employees in the performance of their job duties and shall 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). Employees shall not 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.

Employee Responsibilities

Unauthorized use or disclosure of confidential data will result in discipline, up to and including immediate discharge, prosecution, or other available action.

Employees must take appropriate measures to protect the security and the integrity of confidential data.

These measures include, but are not limited to:

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

Upon termination of employment, employees must immediately deliver to Pyramid 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, whether made or compiled by the employee or furnished to the employee 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 employees 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. Accordingly, as a condition of initial and continued employment, the company 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, 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, the company 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, the company may, at any time where lawful, require as a condition of initial or continued employment, any applicant or employee to submit to a physical examination and/or urine, breath, blood or other type of test to determine the presence of drugs or alcohol in his or her system. In all cases, the company conducts pre-employment and re-employment testing for unlawful drugs. To the extent allowed by state law, the other possible occasions for drug testing may include, but are not limited to:

Employee Responsibilities

1. When the company has a reasonable suspicion that you may be affected by drugs or alcohol that could adversely affect job performance or the work environment;
2. When the company has a reasonable suspicion that you have violated the Drug and Alcohol Policy;
3. When you suffer or contribute to an on-the-job injury or are involved in, or contribute to an accident;
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 the company 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 employee who suspects another employee of drug or alcohol use, or any violation of this policy, should report it to Human Resources.

Suspected Abuse

Any employee, who suspects another employee 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, 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. You may not take another person's medication. The law treats the abuse of prescription medication as unlawful drug use.

Substances Tested

Depending on applicable law, the company will generally test for the following substances:

1. Cocaine;
2. Phencyclidine (PCP, Angel Dust);
3. Amphetamines, including methamphetamines (Crystal Meth); and
4. Opiates, including heroin, codeine and morphine.

For specific details at your home office location, please contact Human Resources.

Employee Responsibilities

Testing Method and Collection Procedures

All tests will be performed in a state approved laboratory. Positive initial drug tests will be confirmed using gas chromatography/mass spectrometry (GC/MS) or some other comparably reliable method. For further details on the testing method and collection procedures, please contact Human Resources.

If a job applicant or employee has a positive confirmed test result, the Medical Review Officer (MRO) will attempt to contact the applicant or employee in order to discuss the findings privately and confidentially.

The MRO will take any information about the applicant's or employee'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 employees have the right to consult with the MRO for technical information regarding prescription and non-prescription medicines.

Consequences of a Positive Test or Violation of this Policy

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

1. A test indicating being under the influence of alcohol or the presence of unlawfully used drugs in your system;
2. Refusal to cooperate with the company in any test, search or investigation, or failure to execute any paperwork or consent forms necessary for examinations or tests;
3. Possession of, distribution of, or consumption of unlawful or abused drugs, un authorized 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 current employees or disqualification of an applicant.

Notice and Copy of Results

All applicants and employees may obtain a copy of their own drug testing records. Requests should be made to your Manager or Human Resources.

Where required, unless state law provides for a more limited time period, the company will provide, within thirty (30) days of the test and within seven (7) days of the test result, a copy of the following to an applicant or employee with a positive test result:

1. A copy of the written Drug and Alcohol Policy;
2. A copy of the result;
3. A notice of the availability of re-testing of the original sample at the individual's expense; and
4. The anticipated disciplinary action.

Right to Explain Results

An applicant or employee may submit a written statement explaining the test result. To do so, the job applicant or employee must contact the Medical Review Officer (MRO) within seventy-two (72) hours, or as otherwise permitted under state law, after receiving the notification of the positive test result from the MRO. Any such statement will be maintained along with the test result.

Employee Responsibilities

Right to Retest

Employees and applicants have the right to request that confirmed screenings be retested at the same or another state approved laboratory. Requests for retesting of the original sample must be made to the MRO in writing, and will be at the applicant's or employee's expense, unless otherwise required by law.

Denial of Other Benefits

Employees who refuse to submit to a test, or test positive for alcohol or unlawful drugs may be disqualified for unemployment compensation benefits. Employees 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

The company will keep documentation received in connection with this policy confidential to preserve the dignity and privacy of the individual tested except to the extent that disclosure is requested or consented to in writing by the applicant or employee, permitted in connection with any legal action, or as otherwise required by applicable state or federal law.

Permissible Consumption

Alcoholic beverages may be available for consumption at certain business-related events, meetings, and social occasions, as well as industry meetings and conferences. The purchase and/or consumption of alcohol at these events does not violate this policy. However, you may not be under the influence of alcohol such that judgment and/or job performance is impaired, offensive and/or unprofessional conduct occurs, or other company policies are violated.

Employee Conduct and Work Rules

Rules and standards regarding employee behavior are necessary for the efficient operation of the company and for the benefit and safety of all employees. All employees 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

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

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

Attendance

Employees are expected to arrive at work as scheduled and to return from breaks promptly. Examples of attendance misconduct include:

- o Unexcused or excessive tardiness
- o Unexcused or excessive absences
- o Leaving work early
- o Leaving Pyramid Consulting premises or client sites without permission

Honesty and Integrity

Employees are expected to demonstrate honesty and professionalism while conducting

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

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

Behavior

Employees are expected to conduct themselves professionally and to meet established standards of behavior. Examples of unacceptable employee behavior include:

- o Violation of dress and grooming standards
- o Any acts of theft or actions that are corrupt and involve bribery in any form
- o Working under the influence of illegal drugs and/or alcohol
- o Possession, use, or sale of alcohol or illegal drugs at work
- o Using offensive, foul, or abusive language
- o Possession of guns, explosives, or other weapons on company property
- o Fighting with or threatening employees or non-employees
- o Harassment or unlawful discrimination
- o Any intentional or negligent act that endangers the safety, health, or well-being of another person
- o Any act that disrupts work or discredits the organization

Social Events

There are occasions when Pyramid will host social/business events or you may be required to represent Pyramid at an event hosted by someone else, which may include holiday parties, annual meetings, team socials, and client or networking events. At any such event, you are under a duty to represent the Company professionally.

Employees are expected to behave responsibly all times including work-related social events. You should always be aware of your role as a representative of the Company and that your conduct has a significant and direct impact on Pyramid's reputation and workplace environment. You should not engage in discriminatory, harassing or aggressive behavior towards any other person either before, during or after the social event. The Company's policies on harassment and the Code of Conduct continue to apply and a breach of these policies will result in disciplinary action, including termination.

At such events, alcoholic beverages may be served to employees of legal drinking age only. Please remember to not overindulge under any circumstances and be mindful of your conduct and interactions with other people at all times. If you are planning to drive, you are required to limit your alcohol consumption (less than 30 ml per hour) and make plans with a

Employee Responsibilities

pre-designated driver.

Pyramid prohibits harassment of any kind, including sexual harassment, and will take immediate action in response to complaints of inappropriate behaviors at work-related social events. Unacceptable behaviors include, but are not limited to, any threatening or intimidating behavior, suggestive, lewd or sexually explicit comments, obscene or offensive gestures, and unwelcome physical contact of any kind.

Employees are expected to intervene if they observe any incidents that violate this code of conduct and take appropriate actions to ensure the safety and well-being of all parties concerned. Employees must ensure safety of all Pyramid employees around them, and make sure your co-workers are not put in awkward situations or ones where they are subject to unacceptable behaviors by clients, suppliers or any other people attending events.

Any observed incidents should be reported to a Manager or Human Resources. All complaints of inappropriate behavior will be taken seriously and followed through to resolution. Employees who file complaints will not be subject to retaliation for “whistle-blowing” or reporting others for their inappropriate behavior. Any actions of retaliation by an employee will result in disciplinary action, including termination.

Employee Inventions

Some employees 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 retains exclusive ownership of such inventions, improvements, software, and other work created during employment or which arises out of our business.

Employees 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 does not assume responsibility for the theft, damage, or disappearance of personal property. Consequently, employees 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 property is conditioned on agreeing to inspection by the company upon request.

All employees are responsible for assisting with the security of company property as well as any related investigations. Employees should immediately notify management of any unfamiliar or suspicious persons 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, employees 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, Employees should always attempt to satisfy customers' needs or questions and build goodwill.

Public relations problems should be reported to the Vice President of Global Marketing and Communications and your manager who may assist and provide suggestions for resolving problems. Pyramid Consulting always welcomes employee input or suggestions regarding

Employee Responsibilities

customer service, public relations, and improvement of total quality.

Safety

Safety is the responsibility of each employee. Observance of safety rules and use of safety devices are conditions of continued employment. Such safety rules include:

- o Reporting any work-related injuries and illnesses, no matter how minor, to a manager or Human Resources
- o Reporting unsafe environmental conditions or practices to a manager or Human Resources
- o Reporting all suspicious persons, potentially violent situations, or persons possessing guns or other weapons to a manager or Human Resources
- o Using only tools and equipment that the employee is fully qualified and authorized to use

Employees who violate Pyramid Consulting safety policies may be subject to corrective action, up to and including termination.

Social Media Policy

This policy sets forth guidelines governing Employee use of social media and social networking websites, apps, tools and related resources, whether accessed through Pyramid Consulting's, or personal equipment/devices, whether on or off Company property, and whether on or off Company time. Such websites include, but are not limited to Facebook, Twitter, LinkedIn, Instagram, Snapchat, and YouTube, as well as personal blogs and Internet pages. When accessing social media and social networking websites, Employees must comply with all other Company 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 Employee's own time and should not interfere with the Employee's job responsibilities. The Company reserves the right to monitor the use of Company equipment by Employees and others, and Employees should have no expectation of privacy with regard to any information contained on Company computers/devices.

Postings to corporate controlled sites will be the domain of the Corporate Marketing Department. Employees 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 legitimate business interests. Employees should consider using available internal resources, rather than social media activity, to help resolve Company related issues or concerns, including speaking with supervisors or other management-level personnel.

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

- o Employees 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 Employee about the Company are the Employee's and do not necessarily represent the views and opinions of the Company. Unless explicitly authorized to do so in writing, Employees should not engage in social networking or blogging on the Company's behalf.
- o Employees may not discuss confidential, private or privileged information about the Company, its Employees, its customers, or its vendors through social media or social networking websites.
- o Company logos and trademarks may not be used without written consent of the

Employee Responsibilities

Marketing Department.

- o Employees should not post any material that is obscene, vulgar, defamatory, threatening, discriminatory, harassing, or abusive regarding the Company, its Employees, its customers, its vendors, or another person or entity.
- o Employees may not defame or otherwise discredit the Company's products or services, or the products or services of its customers or vendors.

Nothing in this policy is intended to be or should be construed as interfering with an Employee's protected rights or the right to engage in activities protected by any federal, state, or local law or regulation. Employees 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 employee health and safety and company productivity. For the protection of all employees and to ensure compliance with federal and state law, smoking (including use of e-cigarettes) is not allowed in company buildings, including any work areas, break rooms, and hallways. Employees who do smoke should do so outside in designated areas. Employees 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. Visitors should also be asked to smoke outside. 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 distribute literature or other materials during the working time of any employee involved. You may not distribute literature or other material in working areas, at any time, whether or not you are on working time. Examples would include: non-working time would be a lunch or break, and a non-working area would be the break room.

Use and Possession of Weapons

Employee and customer safety and security are important to us. Therefore, no employee (except authorized security personnel) may possess any deadly weapon on company premises or at a client site in violation of state or federal law. This weapons ban includes employees legally licensed to carry weapons. Employees who violate this policy will be subject to immediate corrective action, up to and including termination.

Workplace Threat and Violence

Acts or threats of violence include conduct that is sufficiently severe, offensive, or intimidating in order to alter the employment conditions or to create a hostile, abusive, or intimidating work environment for one or several employees. This includes threats of violence with the intention of carrying out physical harm or to cause intimidation, fear, and stress in co-workers. Examples of workplace threats and violence include, but are not limited to, the following:

- o 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
- o All threats or acts of violence occurring off Pyramid Consulting property involving someone who is acting in the capacity of a representative of the company
- o Hitting or shoving an individual
- o Threatening an individual or his/her family, friends, associates, or property with harm
- o Intentional destruction of or threatening to destroy Pyramid Consulting property

- and/or client property
- o Making harassing or threatening phone calls
- o Harassing surveillance or stalking (following or watching someone)
- o Unauthorized possession or inappropriate use of firearms or weapons
- o Sending harassing or threatening e-mails and/or letters

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

Violations of this standard by any individual on Company 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. All Employees 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:

- o Using that information for stock trading purposes or for any other purpose except for use in the regular conduct of business;
- o 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
- o 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:
 - o Information about potential business acquisitions or dispositions;
 - o Internal financial information and forecasts;
 - o Important product developments;
 - o The acquisition or loss of a major contract;
 - o Major organizational changes or other business plans; and
 - o 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, you should consult with a lawyer before making any such purchase or sale.

Health Insurance Benefits

Eligible employees 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:

- o Contributory Health Care Plans: Medical (including Prescription), Dental, Vision, and Telemedicine
- o Life Insurance: basic life, voluntary life for self and family members
- o AD&D Insurance (accidental death and dismemberment)
- o Critical Illness Insurance
- o Disability Insurance: long-term disability and short-term disability
- o Cancer Guardian
- o Accidental Injury Insurance
- o Legal Shield & Identify Theft Protection
- o 401(k) Retirement Plan
- o Partial reimbursement of gymnasium/fitness club membership
- o Discounted rates on pet insurance.

Pyramid Consulting offers a choice of medical plans through Allied Benefits with Aetna's Signature PPO Network and Kaiser Permanente options to provide affordable and comprehensive medical care for you and your entire family. Pyramid Consulting, Inc. reserves the right to make changes to the benefits offerings at its sole discretion at any given time.

Pyramid Consulting pays only a portion of the premium for selected health benefits. Please check your Allied Plan Summary to determine whether you have out of network benefits. Visit alliedbenefit.com for a list of participating providers. To review a complete summary of the medical plan choices including premium deductions, please refer to your Benefits Booklet, the Benefits section on your ADP Portal, or contact Human Resources.

401(k) Retirement Plan

Pyramid Consulting 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. 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 on 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.

Employee Eligibility

Eligibility to participate in the benefits plan depends upon a number of factors, including employee classification (such as full-time, contract, part-time) and duration employed. Some plans require employee contributions, co-payments, deductibles, and may have waiting periods for enrolment.

Insurance Continuation – COBRA

In some instances, employees 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. Employees must inform Human Resources that an extension in coverage is desired and then complete and submit all required paperwork within the required time limits.

Compensation & Benefits

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

- o Coverage may continue for up to 18 months upon an eligible employee's termination (voluntary or involuntary), reduction of hours, layoff, or leave of absence. Employees fired for gross misconduct are not eligible for coverage.
- o 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 employee/retiree becoming entitled to Medicare, or because of the death of the covered employee/retiree.

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

Overtime

Employees may occasionally be required to work overtime hours to meet business needs. Management will attempt to schedule overtime fairly and consistently; however advance notice may not always be possible. Failure to work overtime or working overtime without written authorization may result in corrective action up to and including termination.

In general, exempt employees are ineligible for overtime pay. However, in certain situations, and for certain client assignments, straight time pay may be granted to exempt employees at certain levels. Appropriate reasons for exempt straight time pay may include assignments outside the employee's own department or work on a company-observed holiday. Additionally, unanticipated special assignments or rush deadlines could also be valid reasons if the additional hours were deemed excessive or extraordinary by the department head.

Exempt field employees may be paid for additional hours worked, depending on client needs and the client contract. Nonexempt full-time and part-time employees are eligible for overtime pay for work performed beyond 40 hours per week. For nonexempt employees, work beyond 40 hours per week will be paid at 1-½ times the employee's hourly rate. Prior approval from the supervising manager is required before any nonexempt/part-time employee may work overtime. Overtime is calculated based on 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.

Salary and Time Records

We seek to provide fair, competitive wages and salaries that recognize each individual's unique contribution to the overall goals of the organization. Salary increases, when granted, are based on job performance, position and role expectations, prevailing market conditions, and the company's financial health. Salary policies and procedures are made at the sole discretion of Pyramid Consulting and may be unilaterally modified or revoked at any time.

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

Referring Candidates for Employment as Home Office Employees

Pyramid Consulting employees are encouraged to refer qualified candidates for open positions (as Home Office Employees) with the Company. Pyramid Consulting currently offers a one-time referral bonus of:

- o \$500 for each position filled, if the candidate has less than 1 year of relevant experience
- o \$1250 for each position filled, if the candidate has one to three years of relevant experience.
- o \$2500 for each position filled, if the candidate has three or more than three years of relevant experience.
- o \$5000 for each position filled, if the candidate is offered a position of VP or above.

The amount is payable after 3 months of the new employee's start date with the Company. The newly hired employee and the referring employee must be employed with the Company when the referral bonus is to be paid out. If the new employee does not remain employed with the Company for three (3) or more months, the referring employee will not receive a referral bonus.

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

Referring Candidates for Employment as Consultants / Field Employees

Pyramid employees and Consultants are encouraged to refer qualified candidates for open positions (as Consultants / Field Employees) with the Company. Effective July 1, 2007, 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. If the new consultant/field employee does not remain employed with the Company for the specified period of time, the referring employee will not receive a referral bonus. Members of the management team (CEO, VPs), Directors, Recruiters, Client Delivery Manager, HR and Operations staff, and Sales/Business Development/Account Managers are ineligible to participate in this program. In case any conflicts arise between different employees claiming the referral fee, management will provide a decision that will be considered final and binding.

Time Off

Holidays

Pyramid Consulting 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. Home office employees and non-billable consultants will observe the following holiday schedule:

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

Full-time employees and part-time employees who regularly work at least 30 hours per week are eligible for holiday pay. Part-time employees receive holiday pay only for those days and number of hours they would otherwise have worked. To be eligible for holiday pay an employee 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 employee's last day of employment.

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. Business necessity may require scheduling employees to work on company-observed holidays. Home office employees required to work on scheduled holidays will receive a personal day to be used, with Management's permission, at any time during the calendar year.

Leaves for Civic Duty

Employees are encouraged to fulfill their civic responsibilities by serving jury or witness duty as required. As such, all employees are eligible for court-ordered witness or jury leave. The guidelines to follow when serving jury or witness duty include:

1. Paid Leave – Full-time salaried and part-time salaried employees will be paid at their regular base rates for up to 10 workdays of jury or witness duty in any calendar year.
2. Unpaid Leave – All other employees do not qualify for paid jury leave. In these instances, or where paid leave has been exhausted, employees may take unpaid leave.
3. Procedure – Employees must immediately provide Human Resources with copies of court notices. Jury or witness pay, and leave will not be authorized without receiving the appropriate documentation and should be requested by the employee at least 7 days prior to jury duty day to minimize disruption of operations. Employees are expected to check in daily with their manager and/or client and provide updates of their availability to work.
4. Breaks in Duty – Employees should report to work on any business day that the court schedule permits or if released early from the court.
5. Compensation – Documentation regarding fees received for jury or witness service must be submitted to your Human Resources representative to receive jury pay. The amount of your jury fees will be deducted from your paid jury leave via payroll deductions. Employees who do not qualify for paid leave may retain their jury/witness fees.

Time Off to Vote

Employees are encouraged to fulfill their civic responsibility of voting in public elections. Employees are asked to schedule voting time at the beginning or end of their regular workday, if possible. Employees whose work schedules do not allow them the opportunity to vote in elections will be allowed to take time off to vote. However, employees 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

A. Family and Medical Leave

The Family and Medical Leave Act (FMLA) provides eligible employees 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.

Employee 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 a location where there are at least fifty (50) employees 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). Such time is available to employees regardless of sex or gender
2. Placement of a child with you for adoption or foster care (up to 12 weeks). Such time is available to employees regardless of sex or gender;
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, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three (3) full calendar days and two (2) visits to a health care provider, or one (1) visit to a health care provider and a continuing regimen of care, an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term condition, or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

Identifying the 12 Month Period

The Company 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, the Company calculates the 12-month period beginning on the first day the eligible employee 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 employees 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 you or your immediate family member, or in the case of a covered service member, their injury or illness. Eligible employees 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. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the Company's operations. Intermittent leave is permitted in increments of at least one (1) hour.

Use of Accrued Paid Leave

Depending on the purpose of your leave request, you may choose (or the Company may require you) to use accrued paid leave (such as sick leave, vacation or PTO), concurrently with some or all of your FMLA leave. In order to substitute paid leave for FMLA leave, an eligible employee must comply with the Company's normal procedures for the applicable paid leave policy (e.g., call-in procedures, advance notice, etc.)

Maintenance of Health Benefits

If you and/or your family participate in our group health plan, the Company 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, the Company 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
2. 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 the Company if the requested leave is for a reason for which FMLA leave was previously taken or certified.
3. 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 the Company's normal call-in procedures, absent unusual circumstances;
4. 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 the Company'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;
5. Periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and
6. Medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. The Company 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

To the extent required by law, the Company will inform you whether you are eligible under the FMLA. Should you be eligible for FMLA leave, the Company will provide you with a notice that specifies any additional information required as well as your rights and responsibilities. If you are not eligible, the Company will provide a reason for the ineligibility. The Company will also inform you if leave will be designated as FMLA-protected and, to the extent possible, not the amount of leave counted against your leave entitlement. If the Company determines that the leave is not FMLA-protected, the Company will notify you.

Job Restoration

Upon returning from FMLA leave, eligible employees will typically be restored to their original job or to a comparable job with equivalent pay, benefits, and other employment terms and conditions.

Failure To Return After FMLA Leave

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26 week FMLA entitlement), you will be subject to the Company's standard leave of absence and attendance policies. This may result in termination if you have no other Company-provided leave available to you that applies to your continued absence. Likewise, following the conclusion of your FMLA leave, the Company's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights). If you are unable to return to work after FMLA leave, you must notify Human Resources. If the Company becomes aware of the need for additional leave, the Company 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

The Company generally prohibits you from holding other employment. 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.

B. Military-Related FMLA Leave

FMLA leave may also be available to eligible employees 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 employee 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, or one that existed before the beginning of active duty and was aggravated by service in the line of duty while on active duty.

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
4. 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
5. 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 employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. The family member must be a "Covered Servicemember," which means: (1) a current member or veteran of the Armed Forces, National Guard or Reserves, (2) who is undergoing medical treatment, recuperation, or therapy or, in the case of a veteran, who was a member of the Armed Forces, National Guard or Reserves, who was discharged or released under conditions other than dishonorable at any time within five years prior to the treatment which an eligible employee requests; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, (3) for a serious injury or illness that may render current member medically unfit to perform the duties of the member's office, grade, rank, or rating. 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 employees 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 employee 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 employee 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 employee 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 employee 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.

An employee 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 employees 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.) The maximum amount of "Qualifying Exigency Leave" an employee may utilize to bond with a military member on short-term, temporary rest and recuperation during deployment is fifteen (15) days.

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
5. arrangements, or to act as the covered military member's representative before a
6. federal, state, or local agency in connection with service benefits.
7. 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.
8. 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 employees may take up to 15 calendar days of leave for each instance of rest and recuperation.
9. 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.
10. 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.
11. Mutually agreed leave: Other events that arise from the military member's duty under a call or order to active duty, provided that the Company and you agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

An employee 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 employee not expressly provided for by FMLA. The Company 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 shall run concurrently.

C. Military Leave

A military leave of absence will be granted as legally required if a full- or part-time employee 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, employees 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, an employee must give notice of the anticipated military service when possible. A copy of orders should be included with the notification.

If desired, employees 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.

D. Paid Time Off

Unlimited Vacation Leave

The purpose of this policy is to give corporate salaried employees the opportunity to work or take vacation time off as they see fit, so long as they continue to fulfill their job duties. Your ability to take this time off is not a form of additional wages. It is part of a flexible work schedule that gives corporate salaried employees the ability to balance work and life events.

The purpose of this policy is to give corporate salaried employees the opportunity to work or take vacation time off as they see fit, so long as they continue to fulfill their job duties. Your ability to take this time off is not a form of additional wages. It is part of a flexible work schedule that gives corporate salaried employees the ability to balance work and life events.



Employee Eligibility

All corporate salaried employees are eligible to participate in this unlimited vacation policy. Although eligible employees are not limited by an accrual schedule or accrue a fixed amount of vacation benefits under this policy, they will be given, in the Company's sole discretion, an indeterminate amount of time off for vacation leave each year. Corporate salaried employees are eligible for paid time off benefits from their first day of service with the Company. Paid time off includes time for vacation, or time needed to attend to personal matters. This does not apply to sick leave (to care for yourself or for your family members). Please see the Company's Paid Sick/Safe Leave and other leave of absence policies for more information.

Hourly full-time, field employees (Consultants), part-time, seasonal, or temporary employees are not eligible for paid time off under this policy. Please see Human Resources if you have questions about your eligibility.

Compensation

When taking vacation under this policy, employees will continue to receive their salary and any commission payments or incentives, if any, that would be due during their scheduled time off.

Employees who fail to follow guidelines when requesting time off, including providing sufficient notice, may not be eligible to seek compensation or other remuneration in lieu of vacation. As employees do not accrue vacation benefits under this policy, no vacation will be paid out when an employee separates from employment with the Company.

Requesting Time Off

Employees will be able to take time away from work, as needed, so long as requests for such time are timely and appropriately communicated to the employee's direct supervisor and team, and such requests have appropriate advanced approval from the employee's direct supervisor and/or the Human Resources Manager. To the extent possible, employees must request and obtain their supervisor's approval at least two (2) weeks in advance of taking vacation under these guidelines to ensure that assigned tasks, projects and goals are met and customer-service standards are maintained. Failure to provide at least two (2) weeks of notice may result in your vacation request being denied depending on the circumstances and impact on business operations. When requesting vacation, employees should use good judgment and consideration for their coworkers, project timelines and goals. The Company will make its best effort to grant vacation requests; however, the Company, in its discretion, may deny vacation requests, or cancel previously-approved vacation requests, when providing the requested vacation may have an adverse effect on the department's operations or customer-service standards.

While the Company does not establish a minimum or maximum amount of vacation time an employee is permitted to take off annually under this policy, a single occurrence in excess of ten (10) workdays must receive written approval from their reporting manager and their Division Head. Failure to obtain necessary approvals may result in the paid vacation request being denied.

Using Time Off

Vacation is not intended to be used for "Paid Sick Leave" purposes; employees will be provided Paid Sick Leave pursuant to federal, state, and local laws as stated in our Paid Safe/Sick Leave Policy. Vacation under this policy is also not intended to be used for extended paid or unpaid leaves of absences such as extended medical or personal leaves, unless required under federal, state, or local law. Leave under this policy may not be used to extend leave taken under local, state, or federal law, including leave taken pursuant to the Family and Medical Leave Act, California Family Rights Act, or Pregnancy Disability Leave or other leaves of absences to the extent applicable. However, up to seven (7) days of paid time off under this policy may be used during any mandatory waiting period before the employee's disability benefit begins providing payment (i.e. State Disability Insurance, Company-provided Short Term Disability). Such paid



time off will still run concurrently with any leave taken pursuant to the Family and Medical Leave Act, California Family Rights Act, or Pregnancy Disability Leave or other medical leaves of absences to the extent applicable.

Employees should not abuse the policy by taking time off that negatively impacts the team or the Company. This policy must be based on mutual trust between the Company and employees. Employees must also communicate and collaborate with team members to avoid disrupting operations during their vacation. You are still responsible for performing your job duties and meeting your goals/targets regardless of the amount of time you use. Failure to meet productivity and performance standards and job responsibilities can result in disciplinary action, including termination. Employees are encouraged to discuss vacation leave with their supervisor who can assist ensuring that productivity standards are still met, and customers are well serviced during an employee's vacation leave.

If you have any questions regarding these guidelines or if you experience any difficulties in scheduling or taking vacation under these guidelines, please contact Human Resources.

Paid Safe/Sick Leave

The Company provides paid sick leave to corporate, salaried employees in accordance with this policy. Eligible employees will be eligible for fifty-six (56) hours, or seven (7) days of paid sick leave each year. The sick leave year runs for the calendar year from January through December. This benefit does not accrue. Unused sick time will not be carried over from year to year. At the beginning of each sick leave year, eligible employees will be granted the full fifty-six (56) hours or seven (7) days of paid sick leave. During the employee's first year of employment, the number of hours of paid sick leave will be prorated based on the employee's date of hire or a minimum of (24) hours, whichever is greater. Sick leave cannot be taken in increments of less than two (2) hours.

Leave under this policy may be used in connection with the diagnosis, care, or treatment of an existing health condition of, or preventive care for, the employee or the employee's family member, or for any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. "Family member" for purposes of this policy includes a spouse, registered domestic partner, child (regardless of the child's age), parent (including a step-parent or parent-in-law), grandparent, grandchild, or sibling. These relationships include not only biological relationships but also relationships resulting from adoption, step-relationships, or foster care relationships. Leave under this policy may also be used by an employee who is a victim of domestic violence, sexual assault, or stalking to

seek aid or medical attention, obtain services or counseling, or participate in safety planning. Employees requesting time off under this policy must provide as much advance notice as possible. Where your need for paid sick leave is unforeseeable, you must provide notice as soon as practicable.

The Company will not take any adverse action against employees who utilize paid sick leave. However, employees who misuse or abuse this policy, e.g., misrepresent the reason for use of paid sick leave or use paid sick leave for vacation, may be subject to disciplinary action.

Unused time under this policy will not be paid out at the time of separation from employment. However, employees who are re-employed with the Company within a year of separation will have any unused paid sick leave earned under this policy reinstated.

Leave under this policy may run concurrently with leave taken under local, state, or federal law, including leave taken pursuant to the California Family Rights Act or the Family and Medical Leave Act. For more information regarding this policy, contact Human Resources.

State/Local Leave

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. The Company provides paid sick leave in compliance with federal, state, and local laws.

◀◆ Time Off

E. Bereavement Leave

Regular Full-time Salaried employees are eligible to use paid bereavement leave. All other employees are not eligible for paid bereavement leave but, with management's approval, may use unpaid leave to attend a funeral or handle family affairs.

For full-time salaried employees, paid bereavement leave of up to 2 days per calendar year is provided in cases of death in the immediate family providing such a length of time is required. For the purpose of this policy, "immediate family" is defined to include spouse, parent, step-parent, foster parent, sibling, step-sibling, grandparent, grandchild, child (whether by blood, marriage, adoption, or foster), mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, or daughter-in-law.

An employee requiring bereavement leave should immediately inform Human Resources and his/her Manager. In all instances, bereavement/funeral leave requires Management's approval.

If more than two days are needed because of travel time or extenuating circumstances, an employee may use available vacation days or unpaid time off, if required. Unused bereavement leave will not be carried over to the next calendar year and will lapse at the end of each calendar year.

F. State Leave

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.

Employees are expected to exhibit fiscal discipline while incurring expenses to conduct corporate and business-related activities. All expenses must be pre-approved by Management, and itemized receipts or evidence of expenditures must be submitted with all reimbursement requests. All expenses should be submitted for reimbursement within 30 days of incurring the expense. The Company reserves the right to refuse reimbursing eligible expenses that are not submitted within the time limits or are submitted without the required adequate proof of expenditure, or the expenses are not justifiable as required and necessary business expenditure.



◀◆ Business Travel & Expenses

Employees are expected to exhibit fiscal discipline while incurring expenses to conduct corporate and business-related activities. All expenses must be pre-approved by Management prior to incurring the expense, and itemized receipts or evidence of expenditures must be submitted with all reimbursement requests. All expenses should be submitted for reimbursement within 30 days of incurring the expense. The Company reserves the right to refuse reimbursement of expenses that are not submitted within the time limits or without pre-approval, are submitted without receipts, or are not justifiable as required and necessary business expenditure.

Business Travel & Expenses

Business Travel

All employees are responsible for limiting expenditures to necessary reasonable expenses that are normal and appropriate under the circumstances of traveling for business. Improper use of funds will subject employees to disciplinary action, including termination of employment.

Reimbursement is provided for expenses that:

- o Are related to business travel with written approval from two levels of management prior to incurring the expense;
- o Conform to the rules established for expense limits, timely submission of reports per policy;
- o Are valid and necessary in conducting company business;
- o Are for trips taken by the employee requesting reimbursement. Employees must not incur or submit travel expenses for other persons; Pyramid reserves the right to decline reimbursement in such instances.
- o Include client name, list of attendees, and meeting notes on expenses for all business meals/events/travel.

Approved travel expenses should be submitted after the date of travel and will be reimbursed after the date of travel.

Pyramid reserves the right to decline reimbursement if any expense submitted does not comply with any of the above points.

Employees will not be eligible for mileage if claiming monthly car allowance based on eligibility.

Pyramid's expense reimbursement portal must be used for reporting all expenses. Itemized receipts for all expenditures, pre-approvals and client notes, where applicable, must be included in each expense report. Pre-approvals for travel expenses, per diem, and large expenses must be dated prior to the date of purchase. Reimbursement will not be made without itemized receipts and approvals.

Air Travel

Reservations must be made as soon as the employee is authorized to travel after obtaining approval from two levels of management before the expense is incurred. Airfare receipts and boarding passes must be submitted with the expense report. Airfare expenses should be submitted after the date of travel and will be reimbursed after the date of travel.

Economy class or coach class will be used in all cases for both domestic and international travel. Airfare costing more than \$500 needs additional approval from the CEO/President before the expense is incurred. Any upgrades are entirely at the expense of the employee and will not be reimbursed. As a general guideline, all employees must use the lowest available airfare on all commercial flights.

Prior approval from CEO, President, COO, EVP is needed for all international travel prior to the date of purchase.

Rental Vehicles

Rental vehicles reserved by Pyramid Consulting are provided only for business travel to and from the client's site or another designated meeting location. Employees are expected to use rental cars when the total commute for business travel is expected to be more than 200 miles. Prior approval from the CEO, President, COO, EVP is required if the total cost of car rental exceeds \$45 per day. Employee will be eligible for actual expenses for gasoline, documented toll charges and parking fees incurred for business purposes. Client name, list of attendees, and meeting notes must be included on expenses for all business meals/events/travel.

To qualify for the rental vehicle to be paid for by the Company, the driver must:

- o Be a current employee;

Business Travel & Expenses

- o Must possess a valid driver's license from the United States or Canada; or
- o Possess a valid international driver's permit and have completed driver orientation training from a driving instructor.

Employees are expected to comply with the following guidelines:

- o Only Pyramid Consulting employees with valid driver's licenses are allowed to drive the vehicle. Family members, friends, etc. are not insured by the company's insurance plan and hence are not authorized to drive the vehicle.
- o Rental vehicles are not to be driven outside the general location of the business meeting area.
- o Rental vehicles are to be driven within the geographical area as stated in the rental contract and not to be driven outside the country.
- o Rental vehicles should be mid-sized or compact unless a lower rate is available for a different class.
- o The employee will not be reimbursed for the refueling service costs due to their failure in returning the vehicle with a full tank of gasoline. Employees will be reimbursed for the cost of gasoline added to a rental vehicle during the course of business travel on submitting an expense report along with original receipts.
- o Employees should obtain all necessary information on travel accident insurance that ties in with the company's liability insurance.

Travel by Company Car

Employees will be reimbursed for the cost of gasoline incurred during the course of business travel by Company Car on submitting an expense report along with original receipts. Employees will be eligible for actual expenses for documented toll charges and parking fees, incurred for business purposes. Client name, list of attendees, and meeting notes must be included on expenses for all business meals/events/travel.

Travel by Personal Vehicle

If the employee is using a personal vehicle for business travel and does not get a fixed monthly car allowance, then the employee will be reimbursed, at the standard IRS mileage rate per mile driven for business reasons. Please check the [IRS website](#) for the current rate applicable to your date of travel. Daily back and forth commute between work and home does not qualify as business travel. Employees are expected to use rental cars when the total commute for business travel is expected to be more than 200 miles. The employee must document his or her original destination for mileage reimbursement. Employees will be eligible for actual expenses for mileage, documented toll charges and parking fees, incurred for business purposes. Pyramid Consulting does not assume any responsibility for the costs of automobile repairs, traffic violations, or insurance. Client name, list of attendees, and meeting notes must be included on expenses for all business meals/events/travel.

Hotel

Pyramid Consulting supports the need for safe and comfortable accommodations while employees are on business travel. However, employees are expected to make sound decisions in choosing hotel accommodations and limiting expenditures to necessary expenses that are normal and appropriate under the circumstances. Hotel reservations costing more than a total of \$275 per night for cities like San Francisco, Chicago, New York, Los Angeles and Washington DC and a total of \$150 per night for all other cities, need approval from the CEO, President, COO, EVP before the reservation is confirmed. "No-show" fees charged by a hotel will not be reimbursed if they are due to failure of the employee to cancel a room. Any fines or expenses incurred as a result of an employee's irresponsible behavior are the responsibility of the employee.

Business Meal Expenditures

Employees are reimbursed for business meal expenditures to include the cost of food, beverages, and reasonable gratuities. Itemized receipts and pre-approvals are needed for reimbursement. For virtual business meetings, employees may expense gift cards for meals of attending individuals. To claim expenses for both in-person and virtual meetings, specific details must be fully documented: names of client and all attendees, the business purpose of the meal, meeting notes, and the business relationship of the individuals entertained. See below for limits on

any single business meal expenditure:

- o Branch Head/MVP approves expenses up to \$400.
- o Regional Head approves expenses up to \$800.
- o CEO/President/COO/EVP approves expenses over \$800.

Employees are eligible for reimbursement of their individual meals while on business trips based on the following limits: Breakfast: \$15 per day; Lunch \$20 per day; Dinner \$25 per day. Itemized receipts are needed for reimbursement.

Per Diem

Employees traveling for business trips will be eligible for a daily per diem of \$40 if they have made their own arrangements for accommodation and do not incur any expenses on hotel stay during the trip.

Business Entertainment and Gifts

Pyramid Consulting, Inc. believes that nominal business entertainment, meals, and gifts to customers or potential customers may be useful to establish or enhance working relationships. However, our employees are allowed to give only Pyramid logo gifts to clients; exceptions allowed are flowers and gift baskets. Please check with clients as many have dollar value limits instituted by their corporate governance. No gifts are to be given to Government employees or entities without express written consent and approval of management. Employees are strictly forbidden to give cash gifts to clients. Prior written authorization must be obtained for any business entertainment expense that exceeds \$100.00 before incurring the expense. Employees should contact their Manager for authorization and further information.

Incidental Expenses

Employees are reimbursed for incidental business expenditures related to running the operations of their branch or office. These include expenses related to stationery, courier charges, stamps, toner for printer etc. Itemized original receipts are needed for reimbursement and business justification for incurring the incidental expense must be fully documented in the expense report. All incidental expenditures need to be pre-approved before incurring the expense. See below for limits on any incidental expenditure:

- o Branch Head/MVP approves expenses up to \$400.
- o Regional Head approves expenses up to \$800.
- o CEO/President/COO/EVP approves expenses over \$800.

Employee Handbook Receipt and Acknowledgement

I have received a copy of Pyramid Consulting's (the "Company") Employee Handbook and have been given the opportunity to ask questions about it. I understand that the handbook outlines the Company's benefits, policies, and employee responsibilities, including, among other things:

	Initials
Drug and Alcohol Policy	_____
Equal Employment Opportunity Policy	_____
Harassment Free Environment Policy	_____
Open Communications Policy	_____
Social Media Policy	_____
Communications and Information Systems Policy	_____

I agree to familiarize myself with the information in this handbook, will 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 employees with general policies and principles and is not a contractual commitment. I understand that company property (including desks, workstations, files, voicemail, and e-mail), 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.

Employee's Name

Employee's Signature



Thank
You.



Address

3060 Kimball Bridge Rd
Suite 200
Alpharetta, GA 30022