

Network Engineering Reinventing Data Services

" $E=MC^2$, but N.E.R.D.S. has technology beyond compare."

N.E.R.D.S. Technology

Employee Manual (2015-2016)



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Welcome To N.E.R.D.S. Technology!

Welcome to N.E.R.D.S. Technology, where we have technology beyond compare. We hope you find everything you are looking for with the wonderful service we provide. Here at N.E.R.D.S. Technology we believe that every employee has an important role in our success and we value them as individuals.

This Handbook was developed to describe the regulation and expectations that an employee must follow. The policies, programs, and benefits available for eligible employees will also be outlined. It is required for employees to become familiar with this handbook as it will help you better understand the functions and the goals of our business. We hope that you take pride in being one of our valued employees.

Introduction:

Introductory Statement:

This Handbook is designed to help you as an employee become familiarized with N.E.R.D.S. Technology's expectations and regulations as well as to provide you with the information about working conditions, employee benefits, and policies that must be followed that will affect your employees. It describes many of your responsibilities as an employee and outlines programs provided by N.E.R.D.S. Technology. From time to time the handbook will be revised as the company continues to grow. Rules and policies will be changed to benefit you as the employee and the company. You as the employee must read, understand, and respect these regulations provided in the handbook.

Goals:

N.E.R.D.S. Technology was designed to make not only the customers, but the employees feel comfortable. Many people want to work at N.E.R.D.S. Technology because it is different from other technology companies. We treat our employees with the respect that they deserve and provide them with a luxurious and wonderful experience. We want our company to be the best. In order to be the best we must not have only the best service and the best employees who are willing to put all their hard work, dedication, and energy into the company. N.E.R.D.S. Technology will work hard to strive to the top and in return our employees will receive innovative benefits.

Business Ethics and Conduct

N.E.R.D.S. Technology's reputation is based on the conduct and ethics behavior given by the employees. In order to make sure that N.E.R.D.S. Technology's reputation stays in good condition, we carefully observe our employees' energy and behavior to make sure that they are not only working appropriately but that they are comfortable in the environment.

Employee Relations:

N.E.R.D.S. Technology believes that the work conditions, wages and benefits offered are not only different, but are reasonable with those offered by other employers in this area and in this industry. If any employee has any concerns about the work conditions or compensations, they are strongly encouraged to talk about their concerns openly and directly with their supervisor.

It has been noticed that when employees express their concerns with their director or supervisor that working environment becomes less stressful and more enjoyable. Not only does the working

environment change, but also communication between the employees and supervisors change, it becomes easier to communicate with each other, and attitudes become even more positive.

Equal Employment Opportunity:

N.E.R.D.S. Technology provides employment opportunities to all employees and applicants and does not discriminate against color, race, religion, sex, national origin, age, or any characteristics protected by the law. We at N.E.R.D.S. Technology will not tolerate any form of sexual, physical, or emotional harassment.

Sexual Harassment can be any form of touching, unwanted sexual approaches, sexual jokes, sexual request, comments about an individual's body, and any type of leering, whispering, insults, obscene gestures or comments, any display of inappropriate objects, videos, or pictures that can make the employees feel uncomfortable. Any type of stereotyping, threatening, intimidating or hostile acts: offensive and disturbing jokes as well as any clothing that displays inappropriate objects, or language.

Harassment of any other factor not listed above is also strictly prohibited and will be dealt with immediately and may lead to termination. This policy applies to all aspects of employment including, discipline, job assignments, hiring, promotion, lay off/termination, compensation, recall and transfer, and training.

Employee Classification:

All employees at N.E.R.D.S. Technology are categorized as either nonexempt or exempt under the state and federal wage and hour laws. Nonexempt employees are entitled to overtime pay under Fair Labor Standards Act. Exempt employees hold positions that meet standards that are developed by the Fair Labor Standards Act. Nonexempt and Exempt classification may change only by written consent by N.E.R.D.S. Technology.

Personal File Access:

N.E.R.D.S. Technology's Human Resource maintains a personal file for each employee which contains each employee's resume, job application, evaluations, employment records and records of training. These files are the property of N.E.R.D.S. Technology. Access to the information they contain is highly restricted. Supervisors and management are the only ones who have access to these files when needed.

Employees who wish to access their own files only must contact Human Resources Department in advance. Someone who has been appointed by N.E.R.D.S. Technology to maintain the files will be present at the time.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer shall be kept confidential to the extent required by law and maintained in secure files separate from normal personal files.

Security Inspections:

N.E.R.D.S. Technology reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, and visitors may be asked to cooperate in inspections of

their, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge. We also have the right and will do random drug test when we seem it fit.

Employment Applications:

N.E.R.D.S. Technology relies on the accuracy of information provided in the employee's paperwork. Any falsification, misinterpretation, or exclusions in any information or data will result in termination of their employment.

Performance Evolutions:

The annual salary review of the employees is based on performance and improvement. Employees and management should discuss job performances and goals on a weekly basis. Performance Evaluations are done so that both the supervisors and employees can discuss job task, identify positive ways to improve and achieve their goals.

Internal Transfer/ Promotions

N.E.R.D.S. Technology offers employees promotions to high-level positions when such employees seem fit. Management is usually in charge of promotions and prefers to promote from within. Management tries to consider the employees that qualify and have skills needed to fill in the positions they may be promoted to.

Only employees with more than twelve months of service may request consideration to transfer to a different position and a promotion. Employees must have satisfactory evaluations and performance records and must not have any disciplinary actions or write-ups within the twelve months.

Job Description:

N.E.R.D.S. Technology makes an effort to maintain accurate job descriptions for all positions within the company and create new jobs. Each job description includes the primary responsibilities, requirements, qualifications and challenges of each job.

At N.E.R.D.S. Technology we maintain job descriptions to further help employees get acquainted with their position, identify their requirements, and set high standards for employees. Existing job descriptions are altered and reviewed in order to ensure that they are up to date. Employees must always remember that even though they have specific job descriptions they will be given additional tasks and responsibilities if necessary.

Disciplinary Actions

Relationships, Relative Employment and Nepotism:

N.E.R.D.S. Technology wants to ensure that no conflicts regarding favoritism or interest between employees ever occur. N.E.R.D.S. Technology is not opposed to employees dating as long as it does not interfere their work and it does not interrupt the atmosphere. Absolutely no display of affection is allowed during work hours. If any of our employees become involved or become relatives they are required to inform management and Human Resources of the relationship.

Harassment/ Bullying:

N.E.R.D.S. Technology defines bullying or harassment as “inappropriate behavior, either direct or indirect: whether verbal, nonverbal physical or sexual.” The purpose of this policy is to inform all employees, including supervisors, managers and executives that the company will not tolerate bullying or harassment behavior. N.E.R.D.S. Technology considers the following types of behavior examples of bullying and harassment:

- Verbal bullying: Slandering, ridiculing of anyone. Persistent name calling that is hurtful insulting or humiliating; using someone as the butt of jokes: abusive and offensive remarks.
- Nonverbal bullying: Socially or physically excluding or disregarding a person in work-related activities. Nonverbal threatening gestures or glances that convey threatening messages, such as sending inappropriate text messages, pictures, or videos.
- Physical bullying: Pushing shoving, kicking, tripping, assault or threat of physical assault: damage to a person’s work area or property.
- Sexual bullying: Unwelcome or unwanted physical attention.

Employee Referrals:

Employee referrals will be given to workers who show a lack of responsibility and do not fulfill their job descriptions. They will be given disciplinary actions. Multiple write ups will lead to a decrease in pay.

If an employee is late, the first time it will be recognized, the second time it will be a warning and the third time it will be a write-up and may also lead to a deduction of pay or suspension. If an employee does not call in or show up to work when scheduled it will be an immediate write-up and possible suspension without pay.

Violence in Workplace:

All employees, customers, and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others at all times. Conduct that threatens, intimidates, or coerces another employee, customer, or business associate will not be tolerated under any circumstances.

Direct and Indirect threats of violence should be reported as soon as possible to a supervisor, security personnel, or Human Resources. When reporting a threat or incident of violence, the employee should be specific and as detailed as possible.

Employees should promptly inform the Human Resources department of any protective or restraining order. Employees are encouraged to report safety concerns with regard to intimate partner violence. N.E.R.D.S. Technology will not react against employees making good-faith reports.

N.E.R.D.S. Technology will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. In order to maintain workplace safety and the integrity of its investigation N.E.R.D.S. Technology may suspend

employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment. Covering for an employee that commits violence in the workplace will be punished. They shall be written up for violation of company policies. After the third warning the employee could be terminated. N.E.R.D.S. Technology encourages employees to bring their disputes to the attention of their supervisors or Human Resources before the situation escalates.

Conflict Resolution:

Step 1: Discussion with supervisor.

Employees should bring their concerns or complaints to their supervisor. If the complaint involves the employee's supervisor, the employee should schedule an appointment with that supervisor to discuss the problem that gave the reason for filing the complaint. The supervisor should respond in writing to the complaint as soon as possible with the complainant employee.

Step 2: Written complaint and decision.

If the discussion with the supervisor does not resolve the problem to the satisfaction of the employee and the supervisor, or if the supervisor does not respond to the complaint, the employee may submit a written complaint to the employee's director/department head. Employees may request assistance with writing their complaints from the Human Resource Officer or (HR) department. Any complaints should include:

- The problem and the date when the incident occurred.
- Suggestions on ways to resolve the problem.
- The names and positions of the person filing the complaint and complainant.

Upon receipt of the formal complaint, the director/department head must schedule a meeting with the employee as soon as possible to discuss the complaint.

Step 3: Appeal of decision

If the employee is dissatisfied with the decision of the director/department head, the employee may, within five working days, appeal this decision in writing to the HR department.

The HR department may call a meeting with the parties directly involved to facilitate a resolution. The HR department may also refer complaints to a review committee if it believes that the complaint raises serious questions of fact or interpretation of policy. The HR department may gather further information from involved parties. All involved individuals, other than representatives of the HR department, may not discuss the situation with any other employee or with the complaining employee.

Additional Guidance:

Because problems are best resolved on an individual basis, the conflict resolution procedure may be initiated only by individual employees and not by groups of employees. N.E.R.D.S. Technology reserves the right to impose appropriate disciplinary action for any conduct it

considers to be disruptive or inappropriate. The circumstances of each situation may differ, and the level of disciplinary action may also vary, depending on factors such as the nature of the offense, whether it is repeated, the employee's work record and the impact of the conduct on the organization.

Conflict of Interest

Employees must avoid any relationships or activities that may impair their ability to make objective and fair decisions when performing their duty. At times employees may be faced with situations in which business actions taken on behalf of N.E.R.D.S Technology may conflict with the employee's own personal interest. Hiring or supervising family members or closely related persons, and accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier will lead to conflicts of interest. Any employees who have conflict of interest questions should talk to management or Human Resources.

Non-Disclosure:

Compensation data, financial information, marketing strategies, customer lists and labor relations strategies are examples of confidential information. The protection and security of confidential business information and trade secrets are vital to the interests and the success of N.E.R.D.S Technology.

Separations of Employment

Although we hope that you have a good and rewarding experience, we understand that varying circumstances may cause employees to voluntarily resign their employment. The separating employee must contact Human Resources as soon as notice is given to schedule an exit interview. The interview will be on the employee's last day of work or another day, as mutually agreed on.

Resignation:

Employees are required to deliver a two weeks' notice in advance to their resignation, preferably in writing, in order to make the resignation process run smoothly. If an employee does not meet these requirements, the CEO may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.

Retirement:

Employees that wish to retire must notify their department director and the Human Resource department in writing at least one month before the planned retirement takes place.

N.E.R.D.S. Technology takes great pleasure in giving special recognition to employees at the time of their retirement. The recipient must have been employed with N.E.R.D.S. Technology for 8 years in order to be eligible for a retirement gift.

Job Abandonment:

Employees who fail to report to work and contact their supervisor for three consecutive workdays shall be considered to have abandoned their job. At the end of their normal third day unless there is a legitimate reason why they did not attend work and failed to contact their supervisor. The supervisor should notify Human Resources at the expiration of the third workday and have the paperwork to terminate the employee. The supervisor should have been contacted

or have received an ineligible reason why the employee in question justified their absences. Employees who have abandoned their job will not receive benefits not will they be considered for rehire.

Termination:

N.E.R.D.S. Technology is an employee based company on an at-will basis. The company retains the right to terminate an employee at any time. In order for an employee to not be terminated of their employment they must provide evidence on why they were absent for so long and why they did not report to their supervisor.

Return of Company Property:

Employees that have retired, abandoned their job, and have been terminated must return all company properties at the time of their departing. These include but are not limited to; keys, identification cards, hall passes, and any equipment provided in the company storage room. Failure to return any items may result in deduction from their final paycheck. An employee will be required to sign the Wage Deduction Authorization Agreement to deduct the cost of such items from their final paycheck.

Rehire:

Former employees of N.E.R.D.S. Technology who have left in good standing terms and were classified as eligible for rehire may be considered for re-employment. An application must be submitted to Human Resources, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

Employee Benefits

Employee Benefit Programs:

Eligible employees at N.E.R.D.S. Technology are provided with a wide variety of benefits. A number of the programs cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon various factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Medical Insurance
- Life Insurance
- Long-Term Disability

Salary Administration:

The salary administration at N.E.R.D.S. Technology was created to achieve consistent pay practices, comply with federal and provincial laws, and to mirror our commitment to equal employment opportunity. N.E.R.D.S. Technology is committed to paying its employees equitable wages that reflect the requirements of their responsibilities.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary data on pay practices of other employers.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors who are responsible for their fair administration of departmental pay practices. The accounting department is also available to answer specific questions about the salary administration program.

Vacation Benefits:

Paid annual vacation is available to eligible employees to provide opportunities for rest, relaxation, and the personal pursuits. All employees are eligible to earn and use vacation time as described in this policy:

Employees are those working 40+ hours per week. Vacation begins on the first day of summer vacation which starts on June 3. Vacation is determined according to the schedule in this policy. Employees must submit a completed leave form to the supervisor at least two weeks before the requested leave. Employees must ensure that they have enough leave available to cover the dates requested. Requests will be approved based on a number of factors, including department operating and staffing requirements. The supervisor should return the leave request to the employee within three business days of the date it is submitted indicating that the request has been approved or denied. If the request for vacation leave is denied, the supervisor should provide an appropriate reason on the form returned to the employee.

Vacation will be paid at the employee's base rate at the time the leave is taken. If a holiday falls during the employee's vacation, the day will be changed to holiday pay rather than to vacation pay.

Leave taken beyond an employee's available vacation balance will be unpaid unless otherwise required under state or federal law. If employee is terminated, the unused vacation leave earned through the last day of active employment will be paid at the employee's base rate of pay at termination. In the event of the employee's death earned unused vacation time will be paid to the employee's estate or designated beneficiary.

Holiday Pay:

N.E.R.D.S. Technology recognizes nine paid holidays each year:

- Labor Day
- Veterans Day
- Thanksgiving
- Christmas
- Martin Luther King's Birthday
- Lincoln's Birthday
- Washington's Birthday
- Easter
- Memorial Day

Should a holiday fall on a weekend, the holiday will be observed on the work day closest to the holiday. Time off may be granted to employees who desire to observe a religious holiday that is not recognized by the company. Paid time off for the holidays will not be counted as hours worked for the purposes of determining overtime.

Leaves Eligibility

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the company for 12 months. The 12 months need to have not been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

Types of Leaves Covered:

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child.
- The placement of a child for adoption or foster care.
- To care for a spouse, child or parent with a serious health condition (described below).
- A serious health condition of the employee (described below).

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care as a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within 30 days of the incapacity would be considered a serious health condition.

Employees with questions about what illness are covered under this FMLA policy or under the company's sick leave policy are encouraged to consult with Human Resources.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the company

may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

Covered active duties:

- In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country.
- In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in Title 10 U.S.C. 101 (a)(13)(B).

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-month minimum of FMLA leave in a 12-month period.

An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to take care of leave to care for that service member.

The term covered service member means:

- A member of the Armed Forces who is undergoing medical treatment, recuperation or therapy or is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- A veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

The term serious injury or illness means:

- In the case of a member of the Armed Forces, an injury or illness that was incurred in the line of duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, rank or rating.

Amount of Leaves Covered:

If a husband and wife both work for the company and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent with serious health conditions, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the company and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

Employee Statues and Benefits during Leaves:

While an employee is on leave, the company will continue the employees' health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

Employees Statues after Leaves:

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider.

Company Rules

The following work rules apply to all employees, whenever employees are working, are present on company premises, or are conducting related work off-site they are prohibited from:

1. Using, possessing, selling, manufacturing or dispensing of an illegal drug
2. Being under the influence of alcohol or an illegal drug as defined in this policy

The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing company business or while in a company facility is prohibited.

N.E.R.D.S. Technology will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to present it if asked. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in prosecution.

Required Testing:

The company retains the right to require the following tests:

Pre-employment: All applicants must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

Reasonable Suspicion: Employees are subject to drug and alcohol testing based on observations by a supervisor of apparent workplace use, possession or impairment. Human Resources must be consulted before sending an employee for reasonable suspicion testing.

Post-accident: Employees are subject to drug and alcohol testing when they cause or contribute to accidents that seriously damage a company vehicle, machinery, equipment or property and/or result in an injury to them or others requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner.

Follow-up: Employees who have tested positive or otherwise violated this policy, are subject to an automatic termination. Depending on the circumstances and the employees work history/record, N.E.R.D.S. Technology may offer employees who violate this policy or tests positive, the opportunity to return to work on a last chance basis. The employee may also be subject to rehabilitation classes and/or program. If the employee does not complete his/her rehabilitation classes and/or program he/she will be subject to immediate discharge from employment.

Consequences: Applicants who refuse to cooperate in a drug test or who test positive will not be hired. Employees who refuse to cooperate in required tests or who use, possess, buy, sell or manufacture an illegal drug in violation of this policy will be terminated. The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

Employees will be paid for time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test. The meeting will include a member of management and Human Resources. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

Confidentiality: Our clients and other parties with whom we do businesses entrust the company with important information relating to their businesses. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a “need to know.” If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. All inquiries from the media must be referred to the Public Relations Officer.

Crimes: N.E.R.D.S. Technology prohibits all employees from manufacturing, distributing, dispensing, possessing or using any illegal drugs in or on company premises or while conducting company business. Employees are also prohibited from misusing legally prescribed or over-the-counter drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

Customer Service: N.E.R.D.S. Technology always keeps recorded calls for the company’s quality insurance.

Workplace Safety

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events and medical crises.

It is the responsibility of the employee to complete an accident and incident report for each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction may result in employee disciplinary action, including termination.

Furthermore, management requires that every person in the organization assume the responsibility of individual and organizational safety. Failure to follow company safety and health guidelines or engaging in conduct that places the employee, client or company property at risk can lead to employee disciplinary action and/or termination.

The Health and Safety Committee and the safety director shall have the responsibility to develop and the authority to implement the safety and health program in the interest of a safer work environment. Drug and Alcohol testing will occur frequently to be sure that the safety of the employees is secured.

Employee Assistance and Drug-Free Awareness:

Illegal drug use and alcohol misuse have a number of adverse safety consequences. Information about the consequences and sources of help for drug/alcohol problems are available at the Human Resource department.

N.E.R.D.S. Technology will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination. Employees may be allowed to use paid time off, placed on leaves of absences, referred to treatment providers and/or otherwise accommodated as required by law. Employees will be required to document that they are successfully following prescribed treatment and to take and pass follow up tests if they hold jobs that require driving or if they have violated this policy previously.

This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

Fire/Earthquake Drills:

Fire/ Earthquake Drills are required to be participated once a month for all employees. If the employee has a medical reason for not participating they are required to inform Human Resources.

Workplace Expectations

Employees are expected to be reliable, punctual, and dependable. All employees are expected to get there work done, if failed to do so it will result in a warning from there supervisor. If the employee continues to not get there work done they will receive a write-up, the third time will result in suspension without pay.

Attire and Grooming:

All employees are required to wear personal dress attire or N.E.R.D.S. Technology company uniforms. Employees may not have unusual hair colors that cannot be natural born hair. Male employees are required to keep any facial hair nice and neat and if any of males employees have long hair they must tie it back in some form or way.

Electronic Communication and Internet Use

The following guidelines have been established for using the internet and e-mail in an appropriate, ethical and professional manner:

- Internet, company-provided equipment (e.g., laptops, computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: using abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflected upon N.E.R.D.S. Technology and engaging in any illegal activities, including piracy,

extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as laptops, cellphones, etc.

- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the company.

Right to Monitor:

All company supplied technology and company related work records belong to the company and not to the employee. N.E.R.D.S. Technology monitors use of the company supplied technology in a routine basis. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

Social Media:

Employees may not post financial, confidential, sensitive or proprietary information about the company, clients, employees or applicants. Employees cannot post slurs or personal attacks that can damage the reputation of the company, clients, employees or applicants. When posting on social media sites employees must use the following disclaimer when discussing job-related matters: "The opinions expressed on this site are my own and do not necessarily represent the views of N.E.R.D.S. Technology."

N.E.R.D.S. Technology may monitor content out on the internet. Policy violations may result in discipline up to and including termination of employment.

Job Posting:

N.E.R.D.S. Technology provides employees with the opportunity to indicate their interest in open positions and advance their skills and abilities within the organization. Job openings will be posted in the employee bulletin and will be kept posted up to 15 days minimum.

Compensation

Performance and Salary Review:

The performance evaluation will be discussed with both the employee and manager about planning and reviewing the performance of each employee. Both will sign the form to insure all areas for improvement and job goals for the next review period have been clearly communicated. Performance evaluations forms will be retained in the employee's personnel file. The employee's overall performance and salary level relative to his/her position responsibilities are evaluated to determine if the salary increase would be warranted.

The annual salary increase program is designed to assist management in planning and allocating merit and promotional increases that reward individual performance, that are market competitive and that are internally equitable. Salary adjustments are occasionally requested or warranted at times other than the employee's scheduled annual salary reviews. Human Resources will review all salary increase and adjustment requests to ensure internal equity and compliance with company policies and guidelines.

Payment of Wages:

Salary payments are made monthly on pay days and are personally given to you or mailed to your home address and overtime payment, which is also included in your paycheck. If the

normal payday falls on a company-recognized holiday, paychecks will be distributed one workday before the aforementioned schedule. Employees may be paid by check or through direct deposit of funds to either a saving or checking account at the financial institution of their choice.

In the event of a lost paycheck, the Human Resource department must be notified in writing as soon as possible and before a replacement check can be issued. In the event the lost paycheck is recovered and the company identified the endorsement the employee must remit the amount of the replacement check to the company within 24 hours of the time it is demanded.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new form must be submitted to the Human Resource department. No advance pay shall be granted to any employee by N.E.R.D.S Technology.

Time Reporting

Employee who work at NERDS Technology should always report on time to work when scheduled. If employees do not follow their schedule the supervisor should tell subject them to HR and discuss conflict resolution.

Meal/Rest Periods:

Meal and rest periods will be provided, N.E.R.D.S Technology will have a 1 hour Meal period and two 15 minute rest periods.

Overtime Pay: Overtime pay will be provided in the employees' paycheck if the employee works more than 40 hours in a workweek.

Suggestion Program

As employees of N.E.R.D.S Technology, you have the opportunity to contribute to our future success and growth by submitting suggestions for work-improvement or cost-savings ideas. All employees are eligible to participate in the Suggestion Program. If you have any suggestions please submit them to your director or supervisor. Once the suggestions are reviewed you will be informed whether or not the suggestion was passed or rejected.

Work Place Etiquette:

N.E.R.D.S. Technology strives to maintain a peaceful and positive work environment where the employees treat each other with respect and courtesy. Sometimes issues occur when employees are unaware that their behavior in the workplace may be disruptive or a disturbance to others. N.E.R.D.S. Technology encourages all employees to be open-minded and to kindly accept constructive feedback from other employees.



Employee Handbook Acknowledgment and Receipt

I have received my copy of the employee handbook, and understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

The employee handbook describes important information about N.E.R.D.S. Technology. I understand that I should consult my manager or Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with N.E.R.D.S. Technology voluntarily and acknowledge that there is no specified length of employment.

I understand and agree that other than the president of the company, no manager, supervisor or representative of N.E.R.D.S. Technology has any authority to enter into any agreement for employment other than at will. Only the CEO of the company has the authority to make any such agreement and then only in writing signed by the president of N.E.R.D.S. Technology.

This handbook and the policies and procedures contained herein replace any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment by N.E.R.D.S. Technology. By distributing this handbook, the company expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment at will status, N.E.R.D.S. Technology and the company reserves the right to change any and all policies and practices at any time including the right to change my hours, wages and working conditions. All such changes will be communicated through official notices and I understand that revised information may supersede, modify or eliminate existing policies. Only the executive team and the HR department of N.E.R.D.S. Technology have the ability to adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates or is intended to create a promise or representation of continued employment and that employment at N.E.R.D.S. Technology is employment at will, which may be terminated at the will of either N.E.R.D.S. Technology or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.

Employee's Signature

Date

Employee's Name (Print)