

PRESIDIO

Human Resources Policy Manual

Artificial Intelligence Usage Policy

Policy Code: TECH-AI-2024-01

Effective Date: March 15, 2024 | Last Revised: January 10, 2025

1. Purpose and Scope

This policy establishes guidelines for the responsible use of artificial intelligence tools and platforms within Presidio. All employees, contractors, and third-party vendors with access to company systems must comply with these standards to ensure data security, ethical AI usage, and regulatory compliance.

2. Approved AI Tools

Employees may only use AI platforms that have been vetted and approved by the IT Security Team. Currently approved tools include:

- Microsoft Copilot (Enterprise License) - For productivity and document generation
- Presidio AI Assistant - Internal knowledge management system
- GitHub Copilot - Code completion for engineering teams (with code review requirements)
- Grammarly Business - Writing assistance and content optimization

3. Prohibited Activities

The following activities are strictly forbidden:

- Uploading confidential client data, proprietary code, or trade secrets to public AI platforms
- Using AI to generate content that misrepresents company positions or creates legal liability
- Bypassing security protocols to access unauthorized AI services
- Submitting personal information of employees, customers, or partners without proper authorization
- Using AI-generated content without human review and verification for accuracy

4. Data Classification Requirements

Data Classification	AI Usage Permission	Required Approval
Public	Allowed on approved platforms	None
Internal	Enterprise tools only	Manager approval
Confidential	Restricted to Presidio AI Assistant	VP-level approval
Restricted/PII	Prohibited	Chief Data Officer exception only

5. Compliance and Monitoring

The IT department maintains audit logs of all AI tool usage through enterprise systems. Random compliance checks occur quarterly. Violations may result in disciplinary action ranging from mandatory retraining to termination, depending on severity and intent.

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Leave and Time Off Policy

Policy Code: HR-LEAVE-2024-03

Effective Date: January 1, 2024 | Last Revised: January 5, 2025

1. Paid Time Off (PTO) Entitlement

Presidio operates on a flexible PTO model that combines vacation, sick leave, and personal days. Accrual is based on tenure and employment level:

Years of Service	Individual Contributor	Management Level	Executive Level
0-2 years	20 days annually	25 days annually	30 days annually
3-5 years	25 days annually	28 days annually	35 days annually
6-10 years	28 days annually	32 days annually	40 days annually
10+ years	32 days annually	35 days annually	45 days annually

2. Leave Request Procedures

Employees must submit leave requests through the Workday self-service portal with the following notice periods:

- Planned absences of 1-3 days: Minimum 5 business days advance notice
- Planned absences of 4-10 days: Minimum 15 business days advance notice
- Extended leave beyond 10 days: Minimum 30 business days advance notice
- Emergency or sick leave: Notification to direct supervisor within 2 hours of shift start

3. Parental Leave Benefits

Presidio supports new parents with comprehensive leave options:

- **Primary Caregiver:** 16 weeks fully paid parental leave, must be taken within 12 months of birth or adoption
- **Secondary Caregiver:** 8 weeks fully paid parental leave, flexible scheduling within first year
- **Phased Return Option:** Employees may return part-time (60-80% schedule) for up to 8 weeks at full pay
- **Adoption Assistance:** \$10,000 reimbursement for adoption-related expenses

4. Special Leave Categories

Bereavement Leave: Up to 5 days paid leave for immediate family (spouse, children, parents, siblings). Up to 3 days for extended family members. Additional unpaid leave may be granted upon request.

Jury Duty and Civic Obligations: Full pay continuation for jury duty service. Employees must provide summons documentation and return any jury fees exceeding \$50 per day to the company.

Sabbatical Program: Employees with 7+ years of continuous service are eligible for a 4-week paid sabbatical. Available once every 7 years. Must be coordinated with department head at least 90 days in advance.

Medical Leave: Short-term disability coverage begins after 14 days of continuous illness at 70% salary replacement for up to 90 days. Long-term

disability insurance activates thereafter.

5. PTO Carryover and Payout

Unused PTO may be carried over to the following calendar year up to a maximum of 10 days. Any balance exceeding 10 days will be forfeited unless pre-approved by HR. Upon termination, employees receive payout for unused PTO up to 15 days maximum at their current base salary rate.

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Recruitment and Hiring Standards

Policy Code: HR-RECRUIT-2024-07

Effective Date: February 1, 2024 | Last Revised: December 20, 2024

1. Equal Opportunity Employment

Presidio is committed to fair and equitable hiring practices. All recruitment decisions are based solely on qualifications, skills, and cultural alignment. We do not discriminate based on race, color, religion, gender, gender identity, sexual orientation, national origin, age, disability, veteran status, genetic information, or any other protected characteristic under applicable law.

2. Requisition and Approval Process

New positions or backfill requests require documented business justification through the Headcount Planning System:

- Hiring manager completes Position Requisition Form with role specifications, budget code, and business case
- Department VP reviews and approves headcount allocation
- Finance confirms budget availability and cost center coding
- CHRO provides final authorization for external postings
- Standard approval timeline: 3-5 business days for routine positions, 10 days for new role creation

3. Interview Panel Requirements

To ensure comprehensive candidate evaluation and minimize bias, all interview processes must include:

Position Level	Minimum Interviewers	Required Participants
Entry Level (L1-L2)	3 interviewers	Hiring manager, peer team member, HR representative
Mid-Level (L3-L4)	4 interviewers	Hiring manager, 2 team members, skip-level manager
Senior/Lead (L5-L6)	5 interviewers	VP, hiring manager, cross-functional partner, 2 senior team members
Executive (L7+)	6-8 interviewers	C-suite sponsor, relevant VPs, board advisor (if applicable)

At least one panel member must have completed Unconscious Bias training within the past 12 months. Interview questions must be standardized using approved competency frameworks.

4. Background Verification Standards

All final candidates undergo comprehensive screening prior to offer letter issuance:

- **Employment History:** Verification of last 7 years of employment, including titles, dates, and reason for departure
- **Education Credentials:** Degree verification for all claimed educational qualifications
- **Criminal Background Check:** County, state, and federal records search (7-year lookback)
- **Credit Check:** Required only for finance positions or roles with fiduciary responsibility

- **Professional References:** Minimum of 3 professional references, at least 2 from former supervisors
- **Technical Assessments:** Role-specific skills validation for engineering, data science, and technical positions

Adverse findings must be reviewed by HR and Legal before candidate disqualification. Candidates have the right to dispute inaccurate information.

5. Offer Authorization and Compensation Guidelines

Compensation packages must align with established salary bands and equity guidelines. Offers require tiered approval:

- Within band, standard benefits: Hiring manager + HR approval
- Top quartile of band: VP + Compensation team approval
- Above band maximum: CHRO + CFO exception required with written justification
- Signing bonuses above \$15,000: Executive committee approval

All offers must be extended in writing via DocuSign within 48 hours of verbal acceptance. Standard offer validity period is 5 business days.

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Workplace Rules and Conduct Standards

Policy Code: HR-CONDUCT-2024-11

Effective Date: January 1, 2024 | Last Revised: January 8, 2025

1. Code of Professional Conduct

All Presidio employees are expected to maintain the highest standards of professional behavior. This includes treating colleagues, clients, and partners with respect, communicating transparently, meeting commitments, and representing the company's values in all business interactions. Employees serve as ambassadors of the Presidio brand both during and outside of work hours when representing the company.

2. Attendance and Punctuality Standards

Regular and predictable attendance is essential for business operations. Employees are expected to:

- Arrive ready to work at their scheduled start time or log in within 5 minutes for remote workers
- Notify supervisors of any tardiness or absence as early as possible, minimum 2 hours before shift
- Maintain attendance records through the time tracking system with daily clock-in/clock-out
- Limit unscheduled absences to no more than 6 occurrences per rolling 12-month period

Progressive Discipline for Attendance Issues: 1st occurrence: verbal counseling | 3rd occurrence: written warning | 5th occurrence: final written warning | 7th occurrence: termination consideration

3. Dress Code and Appearance

Presidio maintains a business casual dress code for office environments. Client-facing roles require business professional attire during external meetings. Remote employees should maintain professional appearance during video conferences.

Acceptable: Collared shirts, blouses, slacks, khakis, professional dresses, closed-toe shoes

Not Permitted: Torn or excessively worn clothing, clothing with offensive graphics, beach attire, athletic wear (except on designated casual Fridays), visible undergarments

4. Technology and Communication Usage

Company-provided technology and communication tools are for business purposes. Limited personal use is permitted during break periods, provided it does not interfere with job responsibilities or violate security protocols.

Prohibited Technology Activities:

- Accessing inappropriate, offensive, or illegal content on company networks
- Installing unauthorized software or applications without IT approval
- Sharing login credentials or allowing unauthorized access to company systems
- Using company email for personal business ventures or solicitation
- Downloading or distributing copyrighted materials without proper licensing
- Circumventing security controls, firewalls, or content filters

All company devices and communications are subject to monitoring and review. Employees have no expectation of privacy when using company resources.

5. Conflict of Interest and Outside Employment

Employees must disclose any relationships, investments, or activities that could create actual or perceived conflicts with Presidio's interests. This includes:

- Financial interests in competitors, clients, or vendors
- Personal relationships with individuals in hiring or procurement decisions
- Outside employment or consulting that competes with Presidio services
- Board positions or advisory roles with other organizations

All conflicts must be reported to HR within 10 business days of identification. Secondary employment requires prior written approval from your department head and must not interfere with job performance or exceed 15 hours per week.

6. Disciplinary Action Framework

Presidio follows a progressive discipline approach, though serious violations may warrant immediate termination:

Violation Severity	First Offense	Second Offense	Third Offense
Minor (tardiness, dress code)	Verbal warning	Written warning	Final warning
Moderate (policy violation)	Written warning	Final warning + PIP	Termination
Serious (harassment, safety)	Final warning + suspension	Termination	N/A
Severe (theft, violence, fraud)	Immediate termination	N/A	N/A

7. Workplace Safety and Security

Maintaining a safe work environment is a shared responsibility. Employees must immediately report safety hazards, security concerns, or threatening behavior to their supervisor or Security Operations. Workplace violence of any kind—including threats, intimidation, or physical altercations—will result in immediate termination and potential legal action. Weapons are strictly prohibited on company premises except for authorized security personnel.