



# **VIDOORI, INC. EMPLOYEE HANDBOOK**

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**Version 9**

**August 2023**

**VERSION HISTORY**

<b>Version Number</b>	<b>Revision Date</b>	<b>Prepared By</b>	<b>Reviewed By</b>	<b>Summary of Changes</b>
1	1/2019	HR Generalist		Original Document
2	2/4/2019	S. Zayas-Morris	HR Generalist	Updated to New Format
3	2/7/2019	HR generalist		Updated language (two weeks to 14 calendar days) in sections: - PTO - Final Pay
4	9/19/2019	HR Generalist		Updated travel policy
5	12/3/2019	HR Generalist		Updated PTO policy
6	1/13/2020	HR Manager		Updated PTO accrual policy
7	10/6/2021	HR Generalist		Updated to new Vidoori Logo
8	06/29/2023	HR/Legal		General Revisions and Updates
9	8/16/2023	HR/Legal		General Revisions and Updates

## **WELCOME TO VIDOORI!**

Starting a new job is exciting, but at times can be overwhelming. This Employee Handbook will help you become acquainted with our company and answer many of your initial questions.

As an employee of Vidoori, you are very important. Your contribution cannot be overstated. Our goal is to provide quality services to our customers, and to do so more efficiently than our competitors. By satisfying our customers' needs, we ensure they will continue to do business with us and will recommend us to others.

You are an important part of this process because your work directly influences our company's reputation.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Sincerely,

**Trong Khuong Bui**  
**President & CEO**

**RECEIPT OF EMPLOYEE HANDBOOK AND EMPLOYMENT-AT-WILL STATEMENT**

This statement acknowledges that I received a copy of the Vidoori Employee Handbook and I understand that it contains information about Vidoori's employment policies and practices. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook are management guidelines only, which may change from time to time. I understand that the company retains the right to make decisions involving employment as needed to conduct its work in a manner that is beneficial to the employees and the company. I understand that this Employee Handbook supersedes and replaces all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, which can only be changed by the CEO of the company in a signed written contract, the company reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. I understand that no oral statements or representations can change the provisions of the Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time.

THIS COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP.

NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT WILL NO OFFICER, EMPLOYEE, OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT, EXPRESSED OR IMPLIED, WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE CEO.

I understand nothing in this Employee Handbook changes, modifies, or amends Vidoori's policy of employment-at-will.

I understand that this Employee Handbook refers to current benefit plans maintained by the company and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling. I have read and understand the Paid Time Off (PTO) Policy in this Employee Handbook.

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

I have read and understand the non-disclosure policies written within this Employee Handbook.

If I have questions regarding the content or interpretation of this Employee Handbook, I will ask my manager or a member of management.

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## **1**     **THE WAY WE WORK**

### **1.1**     **A Word About This Handbook**

The Employee Handbook contains important information about company policies and practices, while providing valuable references and answers to many of your questions. We expect each employee to read the Employee Handbook carefully, as these valuable references will help you to understand your job and the company. This handbook intends to provide comprehensive guidance, however, in some cases, state-specific requirements are nuanced. Should a discrepancy arise between Vidoori's practice (Maryland) and other state-specific requirements, the state-specific requirements will apply, based on your state of employment.

### **1.2**     **Total Quality Management**

Vidoori is committed to Total Quality Management (TQM). Not only do our customers benefit from this effort but so do our employees. All employees are expected to participate in TQM.

You are encouraged to offer ideas and/or constructive criticism to your managers. We also encourage you to take part in project teams or problem-solving teams and cost-reduction projects. Your participation in continuous improvement is essential to Vidoori's success.

### **1.3**     **Equal Employment Opportunity**

Vidoori is a committed equal opportunity and affirmative action employer. Applicants and employees are protected from employment discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history). Applicants and employees are also protected from retaliation for filing a charge or complaint of discrimination, participating in a discrimination investigation or lawsuit, or opposing discrimination.

We value and emphasize compliance with all anti-discrimination laws, recognized under federal, state, and local law. You are always welcome to discuss equal employment opportunity related questions with Human Resources.

### **1.4**     **Health Information Portability Accountability Act**

Vidoori protects the privacy and confidentiality of protected health information (PHI) whenever it is used by Vidoori representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs. PHI refers to individually identifiable health information received by the company's group health plans and/or received by a health care provider, health plan or health care clearinghouse that relates to past or present health of an individual or for payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, genetic information, and evidence of disability.

### **1.5**     **Our Employee Relationship Philosophy**

We are committed to providing the best possible climate to help our employees develop and achieve their professional and personal goals. Our practice is to treat each employee as an

equally valued individual. We seek to develop a spirit of teamwork, where individuals work together to attain common goals.

To maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open, and problems can be discussed and resolved in a mutually respectful atmosphere. We will always consider your individual circumstances and the individual needs of our employees.

We firmly believe that direct and respectful communication is the key to resolving any difficulties that may arise, while creating a mutually beneficial relationship and workplace atmosphere.

## **1.6 ADA Reasonable Accommodations**

Reasonable accommodation is made readily available for the known physical or mental limitations of qualified employees with disabilities. Employees qualify if they can perform essential job functions with reasonable accommodation.

A disability is any physical or mental impairment that substantially limits a major life activity.

A reasonable accommodation is a modification or adjustment of an employee's job or work environment that enables that employee to perform essential job functions or enjoy the same employment benefits and privileges as similarly situated employees without disabilities.

Examples of reasonable accommodations include modifying a workspace to make it wheelchair accessible, providing screen reading software, or adjusting an employee's work schedule to accommodate medical appointments. Vidoori does not provide accommodations of a personal nature.

Vidoori recognizes and respects each employee's religious pursuits. To that end, Vidoori will do everything reasonable to accommodate an employee's needs, unless doing so would cause an undue hardship. This may require occasional adjustment of an employee's work schedule or granting the necessary hours/days off from work for observances to attend religious services or activities at his/her local place of worship. All such requests should be made in advance, in writing, to the employee's supervisor.

Vidoori is committed to providing accommodations so long as accommodations do not place an undue hardship on business operations or pose a threat to the health or safety of employees in the workplace.

Vidoori will receive all reasonable accommodation claims and review them to determine if any reasonable accommodation can be made. Any employee can request accommodation by contacting their immediate supervisor or human resources. Employees can contact human resources by phone, by email, or in person at 240-608-6010 or at [hr@vidoori.com](mailto:hr@vidoori.com)

## **1.7 Non-Harassment**

We strictly prohibit the harassment of any employee by another employee, manager or third party for any reason based on "protected class" as defined under federal, state, or local law.

Harassment of third parties by our employees is also strictly prohibited. All employees must complete the required anti-harassment training in a timely fashion.

The purpose of this policy is not to regulate freedom of speech or expression. We must ensure that the workplace is a safe and comfortable environment for all employees. Accordingly, any manner of employee harassment is strictly prohibited. Such prohibited conduct includes harassment in any form including, but not limited to verbal harassment, gestures, e-mails, voicemails, text messages, social media, images, and writing.

Harassment may include, but is not limited to slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes, and teasing.

Any employee who believes that he or she has been harassed, or witnessed harassment, should immediately report the situation to Human Resources, via email or in-person.

If an employee makes a report and does not receive a response or the employee deems the response inconsistent with this policy, the employee should report the situation directly to any member of the management team.

The company will investigate any such report and the report will be kept confidential. Adverse action will never be taken against an employee for good faith reporting of a violation of this policy. Violations of this policy are strictly prohibited and may result in disciplinary action, up to and including discharge. All employees must cooperate in all investigations.

## **1.8 Sexual Harassment**

We strictly prohibit the sexual harassment of any employee by another employee, manager or third party. Harassment of third parties by our employees is also strictly prohibited. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct including, but not limited to drawings, pictures, jokes, e-mails, text messages, uninvited touching, or other sexually related comments. Sexual harassment may occur in any form including but not limited to verbal harassment, gestures, e-mails, voicemails, text messages, social media, images, and writing.

Sexual harassment of an employee will not be tolerated. Violations of this policy may result in disciplinary action, including termination of employment. Adverse action will never be taken against employees who report violations of this policy in good faith or participate in the investigation of such violations.

Any employee who believes that he or she is a victim of sexual harassment should immediately report such actions to Human Resources. All complaints are considered confidential and will be promptly and thoroughly investigated.

Any employee who believes that he or she is a victim of sexual harassment, has witnessed sexual harassment or has been retaliated against for complaining of sexual harassment, should report the situation immediately to Human Resources, via email or in-person.

If an employee makes a report and does not receive a response or the employee deems the response inconsistent with this policy, the employee should report the situation directly to any member of the management team.

1. The company will investigate every reported incident immediately. Any employee, manager, or agent of the company who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate termination of employment.
2. The company will conduct all investigations in a discretely. The company recognizes that every investigation requires a determination based on the facts.
3. The reporting employee and any employee participating in any investigation under this policy have the company's assurance that no reprisals will be taken because of a sexual harassment complaint. It is our policy to encourage disclosure of such matters to help protect others from being subjected to future inappropriate behavior.

## **1.9 Anti-Bullying**

Vidoori is committed to a workplace free of threats, intimidation, violence and bullying. Bullying is any repeated, negative behavior directed toward an employee, applicant, customer, contractor or vendor that is intended to intimidate, creates a risk to health and safety or results in threatened or actual harm. The following list describes activities that are expressly prohibited and is not exhaustive:

- Intimidating, threatening or hostile statements, actions or gestures
- Excluding someone from workplace activities, social isolation
- Falsely accusing and punishing "errors" not actually made; blaming without justification
- Verbal abuse, demeaning comments
- Direct, conditional or veiled threats
- Being treated differently from the rest of your work group
- Intimidation
- Yelling, screaming and other demeaning behavior
- Being given a disproportionate amount of undesirable assignments
- Public humiliation
- Hostility, such as glaring, clenched fists or a threatening posture.

Vidoori expects employees to behave in a professional manner and to treat colleagues, customers and vendors with dignity and respect. If you feel that you have been bullied or have witnessed such conduct, you should immediately contact your supervisor. If you feel that you cannot seek help from your supervisor, you should contact HR for assistance. Complaints will be investigated, and Vidoori will protect the confidentiality of complaints to the extent possible. If the investigation determines that bullying has occurred, Vidoori will take immediate and appropriate action.

Vidoori will ensure that managers take positive steps to comply with this policy. They are required to monitor the workplace to prevent bullying, resolve bullying issues that arise and

refrain from and prevent retaliation or harassment against any employee involved in the filing, investigation or resolution of a bullying complaint. Managers who learn of any such incident should immediately report it to HR. Managers and all other employees are required to cooperate fully with the investigation and resolution of all bullying complaints.

### 1.10 Categories of Employment

- INTRODUCTORY PERIOD Full-time employees are in an introductory period during their first 90 days of employment.  
During this time, you will be able to determine if your new job is suitable for you and your manager will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period since you are an at-will employee, both during and after your introductory period.
- FULL-TIME EMPLOYEES regularly work at least 40 hours per week.
- PER DIEM EMPLOYEES do not work regularly scheduled hours but are called in to work on an as-needed basis.

In addition to the preceding categories, employees are also categorized as “exempt” or “non-exempt.”

- NON-EXEMPT EMPLOYEES are entitled to overtime pay as required by applicable federal and state law.
- EXEMPT EMPLOYEES are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.

### 1.11 Anniversary Date

The first day you report to work will be recorded in company records as your anniversary date. This date may be used to calculate many different company benefits. Your manager can answer any questions you may have regarding your anniversary date and the associated benefits.

### 1.12 Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA) and any applicable state law requirements, our company is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time, the individual will be required to submit proof of renewed employment eligibility, prior to expiration, to remain employed by the company.

In addition, Vidoori utilizes E-Verify and will not utilize E-Verify to pre-screen applicants or discriminate against any job applicant or employee on the basis of his/her national origin, citizenship or immigration status.

### **1.13 New Employee Orientation**

Upon joining our company, you were given access to our Employee Handbook through your onboarding on Paylocity. After reading this Employee Handbook please e-sign it.

Upon completion of your onboarding on Paylocity you will have access to this Employee Handbook at any time by logging into your Paylocity account. If you lose your log-in credentials and you are not able to reset them, please notify your manager or HR as soon as possible.

Your manager is responsible for the operations of your department and a good source of information about the company and your job.

### **1.14 Talk to Us**

We encourage you to bring your questions, suggestions, and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations. All managers at any level of the organization keep an open-door policy to encourage open communication, feedback, and discussion about any matter of importance to you.

## **2 YOUR PAY AND PROGRESS**

### **2.1 Recording Your Time**

#### **2.1.1 CORE TIME**

The period during which all employees are expected to work.

Each division is responsible for establishing their core hours. Managers are responsible for ensuring that staff are available to cover key functions during normal work hours.

##### ***2.1.1.1 Regular Business Hours***

Regular business hours are an 8.5-hour block of time inclusive of 'Core Time,' Monday through Friday with 30-minute lunch period. Employees may take 1 hour for lunch for a 9-hour block of time inclusive of 'Core Time'.

##### ***2.1.1.2 Regular Work Week***

The regular work week is Monday through Friday.

##### ***2.1.1.3 Time Worked***

Includes all time that an employee is required to be performing duties for the company. The following provisions are included as time worked:

- Work away from premises, at home, or at a customer site.
- Break time according to applicable federal and state laws.

##### ***2.1.1.4 Time Not Worked***

Per the Fair Labor Standards Act (FLSA), Vidoori Inc. does not count the following provisions as time worked:

- Paid leave. Approved Paid Time Off (PTO), holiday leave, military leave, jury and witness duty, election officer leave, and bereavement leave are not counted as time worked.
- Lunch periods - Uninterrupted time off for lunch is not counted as time worked.

### **2.1.2 TIME-KEEPING POLICY**

Timesheets must accurately reflect all hours worked. Misrepresentation of hours worked, or forgery is unlawful. Misrepresenting hours worked or forging a timesheet may lead to immediate termination of employment. Vidoori uses SpringAhead, a web timesheet tracking system, to track time, expense, and budgets.

Each employee will have access to SpringAhead with the charge code(s) mapped to the work the employee will be supporting. This includes both billable (customer projects) and non-billable efforts (e.g., NCTA, IRAD, B&P, M&S). SpringAhead is configured to capture other areas that may be part of the work week, to include PTO, holidays, bereavement, jury duty, etc. Charge codes are selections employees use to designate the type of work performed during a particular time.

All billable and non-billable time should be entered and saved daily. The total number of hours recorded for each pay period must equal or be greater than the number of workdays multiplied by 8. (For example, 11 workdays in a pay period are multiplied by 8 and a minimum of 88 hours must be entered for that pay period.) Employees have the flexibility to record more or less than 40 hours per work week if they meet the rule described above.

Employees should submit time sheets at the end of each workweek (11:59 pm Friday). By entering the time in SpringAhead and submitting it for approval, the employee certifies the information entered is true and correct.

For per diem employees, only hours worked are reported.

Non-exempt employees must record their hours as follows:

- Immediately after finishing work before your meal period.
- Immediately before resuming work after your meal period.
- Immediately after finishing work.

Immediately before and after any other time away from work.

#### **2.1.2.1 Invoicing**

Invoices will be generated using SpringAhead reports showing the appropriate time designation for each project and person.

#### **2.1.2.2 Monitoring & Enforcement**

The Finance & Accounting department closely monitors employee time entry and notifies the relevant Project Manager when an employee on their project has failed to submit their timecard in a timely fashion.

Delinquent submittals are tracked in reports and are utilized for corrective actions/performance assessments.



1. First-time offenders will be counseled to make sure time keeping policies are understood, advised about consequences of further infractions, asked to read the policy again.
2. Second-time offenders will get a written warning in their personnel file and are required to attend a meeting on proper time submission.
3. Third-time offenders will have documented in their annual review; receive second warning in personnel file.
4. Fourth-time offenses will be presented to executive leadership for disciplinary review of rehabilitative/punitive actions up to and including termination.
5. Should a timesheet not be completed on time, the base salary in the case of exempt status, may be paid as a paper check and will be available for pick up or can be placed in the mail.

### **2.1.2.3 Approval Process**

Employees must enter their time daily and submit their time by the end of the workweek. The people manager and project manager must review and approve timesheets for accuracy at the end of each workweek (11:59 pm Friday).

Project managers are assigned to acknowledge/approve employee timesheets and leave reports for their respective projects. Project managers may not approve their own time/leave. Manager timesheets are approved by next level management in the organization structure.

If a change is made to the timesheet after it has been approved by the project manager, the employee must notify the project manager to allow the employee to amend their timesheet. The amended timesheet would then be reviewed again for approval.

Accurately recording your time is required to ensure that your compensation is processed in a timely fashion. You are expected to follow established procedures in keeping an accurate record of your hours worked.

The manipulation of charges to a contract may be subject to criminal charges.

Subject to the facts surrounding participation, the following can be liable for the violation:

- Employees who fill in and sign the timesheets with false information.
- Managers who approve the timesheets with the knowledge that they contain false information.
- Managers and officers who know those facts and make the claim anyway by submitting the invoice based upon the false timesheet.
- The Company, in a cases where the falsification is known by individuals who submit or have authority to submit or disapprove the submission of invoices, or who are of a sufficiently high level in the Company that the court will impute their knowledge to the corporation.

Auditors from the Defense Contract Audit Agency (DCAA) periodically perform physical observations of work areas and make inquiries of contractor employees to determine if: (1) employees are actually at work; (2) employees are performing in their assigned job classification;

and (3) employee time is charged to the appropriate job or indirect account. These types of audits are referred to as “floor checks.” DCAA will perform unannounced floor checks to determine the adequacy and accuracy of the timekeeping system for reimbursement of labor costs under cost reimbursable contracts.

## 2.2 Pay

You will be paid semimonthly no later than the 10<sup>th</sup> and 25<sup>th</sup> day of each month. Hours worked from the 1<sup>st</sup> through 15<sup>th</sup> of the month are paid no later than the 25<sup>th</sup> day of the same month and hours worked the 16<sup>th</sup> through the last day of the previous month are paid no later than the 10<sup>th</sup> day of the following month. A payroll schedule is provided on the Vidoori intranet. See the table for example.

<u>Pay Period</u> <u>(Days worked)</u>	<u>Pay Date</u> <u>(No later than)</u>
1 <sup>st</sup> - 15 <sup>th</sup>	25 <sup>th</sup>
16 <sup>th</sup> - end of month	10 <sup>th</sup> of next month

Please review your paycheck for errors. If you find a mistake, report it to the Finance and Accounting Department immediately.

### 2.2.1 PAYCHECK DEDUCTIONS

The company is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions.

All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of the company that exempt employees' pay will not be “docked,” or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, the company may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability; or
  - Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or

- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
- Suspensions of one or more full days for severe performance and/or behavioral deficiencies; or
  - Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
  - Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
  - Any unpaid leave taken under the Family and Medical Leave Act; or
  - Negative paid-time-off balances.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with their manager.

### **2.2.2 GARNISHMENT/CHILD SUPPORT**

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

### **2.2.3 DIRECT DEPOSIT**

You have the option of receiving your pay in a payroll check or having your pay deposited into your bank account through our direct deposit program.

## **2.3 Performance Reviews**

Vidoori strives to be a place where our employees can grow their careers and tap into their potential. To this end, we have established a Performance Review Process to ensure that you have the tools you need to succeed. It is a process that helps us determine if your role is providing you with work that challenges and interests you.

The Performance Review Process allows reviewers and employees to establish a dialogue that provides positive feedback that will help employees plan for success, improve performance and advance in their career development. This process also provides us with the opportunity to assess your compensation and ensure that you are being compensated properly for your contributions to our success.

Once each year, at the beginning of the calendar year, you will set your goals. At the end of the year, you and your reviewer will meet to assess your job performance, potential and development within the company.

New employees will set their goals and be reviewed at the end of their introductory period.

### **2.3.1 INDIVIDUAL PERFORMANCE SUPPORT PLAN**

Vidoori values everyone at our company and wants to ensure that all our employees have the opportunity for success.

Vidoori has a Performance Support Plan in place to ensure that all employees have the best opportunity to achieve and exceed expectations in their workplace performance. If there is ever a question about an individual's performance, all concerns will be addressed to the individual by their direct supervisor.

However, there are instances when a Performance Support Plan (PSP) may be required. In these instances, Vidoori has instituted a process that starts with a written "performance notification." A performance notification is a documented meeting between supervisor and employee where an issue regarding the employee's performance is brought to the attention of the employee. The supervisor notifies Human Resources of the performance notification and provides documentation of the concern, to be included in the employee's personnel file.

If the performance issue persists after the performance notification, a Performance Support Plan (PSP) may be instituted. A PSP involves formal documentation of the issues and an action plan for improvement. Human Resources and the supervisor will communicate an action plan for the employee to improve his or her performance in the form of a PSP. The goal of the PSP is to establish goals and milestones to guide the employee towards substantial and sustained improvement.

At the conclusion of the PSP, if such goals and milestones are achieved, the employee will be removed from the PSP. However, if substantial and sustained improvement is not demonstrated during the PSP timeline, the employee may be subject to additional discipline up to and including termination.

While Vidoori will strive to consistently implement the policy described above, Vidoori reserves the right to take the corrective action it deems appropriate, including the right to immediately terminate an employee for the violation of any rule or policy.

## **2.4 Overtime**

There may be instances when overtime hours are required to meet the demands/requirements of our customers. Whenever feasible, you will be given notice of when overtime is required. Overtime must be authorized, in writing, by your manager. Any employee who works overtime hours without authorization risks disciplinary action up to and including termination of employment.

In accordance with Maryland law, non-exempt employees will be paid at a rate of one-and-a-half times their regular hourly rate for time worked in excess of the standard forty (40) hour work week. Vidoori will provide additional paid time off equivalent to the hours worked during a holiday.

Only actual hours worked count toward computing weekly overtime.

Exempt employees are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable Federal and state laws.

If you have any questions concerning overtime pay, check with your manager.

## **2.5 On Call**

It may be necessary for individuals in certain positions to be available by telephone after hours during the week or on the weekend. Employees who are required to be on call will be compensated in accordance with applicable state and federal wage and hour laws.

## **3 TIME AWAY FROM WORK AND OTHER BENEFITS**

### **3.1 Employee Benefits**

Our company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits plan creates additional value and income for our employees.

This Employee Handbook describes the current benefit plans maintained by the company. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding benefit plans. Those documents are controlling.

Only full-time salaried employees are eligible for benefits.

The company reserves the right to modify benefits at any time. We will keep you informed of any changes.

### **3.2 FMLA**

#### **3.2.1 GENERAL PROVISIONS**

In accordance with the Family and Medical Leave Act, Vidoori offers employment-protected unpaid family and medical leave to eligible employees for up to 12 weeks per 12-month period for any one or more of the following reasons:

- A. To care for a child following the child's birth, adoption, or placement in foster care with the employee.
  - 1. Leave must be taken within the 12-month period following the child's birth or placement with the employee.
  - 2. If married spouses both work for Vidoori, their total leave in any 12-month period may be limited to an aggregate of 12 weeks if the leave is taken for the birth or placement of a child.
- B. To care for an immediate family member (spouse, child, or parent) of the employee if such immediate family member has a serious health condition.
- C. The employee's own serious health condition that makes the employee unable to perform the functions of his/her position; or
- D. The employee must attend a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces.

### **3.2.2 SERVICEMEMBER FAMILY LEAVE**

Eligible employees who are the spouse, child, parent, or next of kin of a covered Servicemember are entitled to up to 14 weeks of additional leave during a single 12-Month Servicemember Period (for a total of 26 weeks if combined with other FMLA leave), to care for such covered Servicemember who incurred a serious injury or illness in the line of active duty in the Armed Forces.

Available leave not taken during the 12-Month Servicemember Period, which begins on the first day leave is taken, will be forfeited. No more than 26 weeks of leave may be taken in a single 12-Month Service Member Period, and no additional extended leaves may be taken in other years for the same injury or illness. If married spouses work for Vidoori, their total Service Member Family Leave may be limited to an aggregate of 26 weeks.

#### **3.2.2.1 Definitions**

- A. "12-Month Period" means a rolling 12-month period measured backward from the date leave is taken.
- B. "12-Month Servicemember Period" means a single 12-month period measured forward from the first day Servicemember Family Leave is taken.
- C. "Child" means a child either under 18 years of age, or older than 18 who is incapable of self-care because of a disability, for whom the employee has actual day-to-day responsibility for care, including a biological, adopted, foster or stepchild. For purposes of a son or daughter on covered active duty or call to covered active duty, or for Servicemember Family Leave, the child may be of any age.
- D. "Parent" means a biological parent of an employee or an individual who stood in place of a parent to an employee when the employee was a child.
- E. "Next of Kin" means the nearest blood relative of a Covered Servicemember.
- F. "Covered Active Duty" means:
  - 1. in the case of a member of a regular component of the Armed Forces, duty during the deployment with the Armed Forces to a foreign country; and
  - 2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment with the Armed Forces to a foreign country where they may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force.
- G. "Covered Servicemember" means:
  - 1. a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing recuperation for a serious injury or illness; or,
  - 2. a veteran who is undergoing recuperation for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the preceding period of five years.
- H. "Veteran" means a person who served in the active military, naval, or air service, and who was discharged or released under conditions that were not dishonorable.
- I. "Serious Injury or Illness" means an injury or illness that was incurred by a member or veteran of the Armed Forces in the line of duty while on active duty (or existed before

the beginning of the member's active duty and was aggravated by service in the line of duty) and, in the case of a member, renders the member medically unfit to perform his or her duties, or in the case of a veteran, manifested itself before or after becoming a veteran.

J. "Qualifying Exigency" includes:

1. notification of a call to covered active duty seven or fewer days from date of deployment;
2. military events and related activities, including post-deployment activities (e.g., official ceremonies, support programs, counseling, etc. related to covered active duty or a call to such;
3. attending to childcare and school activities;
4. attending to financial and legal matters;
5. to spend up to five days with a military member who is on short-term, temporary rest and recuperation leave during the period of deployment; and
6. any additional activities related to the call to covered active duty otherwise agreed to by the employer and employee.

K. "Serious Health Condition" means an illness, injury, impairment, or a physical or mental condition that involves

1. inpatient care (overnight stay);
2. incapacity requiring absence from work for more than three calendar days and that involves continuing treatment (two or more visits within 30 days) by a health care provider;
3. continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or which, if left untreated, would likely result in a period of incapacity of more than three calendar days; or
4. prenatal care by a health care provider.

### **3.2.3 COVERAGE AND ELIGIBILITY**

To be eligible for family/medical leave an employee must have worked for Vidoori for at least 12 months total and have worked at least 1250 hours over the previous 12-month period.

### **3.2.4 INTERMITTENT OR REDUCED LEAVE**

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule. The employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodate recurring periods of leave. An employee may not take intermittent leave following the birth or placement of a child except at the discretion of Vidoori.

### **3.2.5 USE OF PAID LEAVE**

An employee will be required to use accrued paid leave (including paid vacation, sick leave, compensatory time and workers' compensation) for any part of a family/medical leave. When an employee has used all his or her accrued paid leave, the employee may request an additional

period of unpaid leave so that the total paid and unpaid leave provided equals 12 weeks (or 26 weeks if combined with Servicemember Family Leave time).

### **3.2.6 EMPLOYEE NOTICE REQUIREMENT**

- A. An employee must give 30 days' notice in the event of a foreseeable leave. A "Request for Family/Medical Leave" form should be completed by the employee and returned to Vidoori. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, followed by the completed form. The notice must indicate that
  1. The employee is unable to perform the functions of the job or a covered family member is unable to participate in regular daily activities.
  2. the anticipated duration of the absence; and
  3. whether the employee intends to visit a health care provider or is receiving
  4. continuing treatment.
- B. If an employee fails to give 30 days' notice of foreseeable leave with no reasonable excuse, leave may be denied until 30 days after the employee provides notice.
- C. When planning medical treatment, an employee must make a reasonable effort to schedule the leave so as not to unduly disrupt Vidoori's operations.
- D. In the event of leave to attend to a qualifying exigency, the employee shall provide as much notice as is reasonable and practical under the circumstances.

### **3.2.7 EMPLOYER NOTICE REQUIREMENTS**

- A. Notice of Eligibility Rights: Within five days after the employee requests leave or after Vidoori learns the leave may be for an FMLA-qualifying reason, Vidoori will provide written notice stating whether the employee is eligible for FMLA leave, and if not eligible, at least one reason why.
- B. Notice of Designation of Leave: Within five days after the employee requests or Vidoori learns of the need for FMLA leave, Vidoori will provide a written notice stating whether leave is available, how much leave has been designated as FMLA leave, and how much leave remains. For a leave of unspecified duration, Vidoori will update the notification every 30 days as to how much leave was designated FMLA and how much leave remains. If any part of the requested leave is not designated as FMLA leave, Vidoori will provide written notice of and reason for denial.

### **3.2.8 MEDICAL AND MILITARY CERTIFICATION**

- A. Certification of Serious Health Condition: For leaves taken because of the employee's or a covered family member's serious health condition, the employee, upon request, must submit a completed "Physician or Practitioner Certification" form and return the certification to Vidoori. Medical certification must be provided by the employee within 15 days of the request. If the employee fails to provide adequate certification within this time period, then Vidoori will inform the employee, in writing, what additional information is necessary and will allow the employee at least seven days to correct the certification.



- B. Vidoori may delay leave until such certification is produced. In the case of medical emergency, the employee must submit certification as soon as is reasonably possible.
- C. Vidoori May Require Second Opinion: Vidoori may require a second or third opinion (at its own expense), periodic reports on status and intent to return to work, and a fitness-for-duty report to return to work.
- D. Certification Related to Covered Active Duty or Call to Covered Active Duty: The employee requesting leave related to a family member's covered active duty or call to covered active duty shall provide supporting documentation of such status issued by the applicable Armed Services branch.
- E. Certification for Extended Servicemember Family Leave: Employees requesting extended Servicemember Family Leave must provide documentation of the injury, recovery or need for care, such as an official Armed Forces communication, showing that the injury or illness was incurred on active duty and, in the case of a member, renders the member medically unfit to perform military duties, or in the case of a veteran that the veteran was a member of the Armed Forces within the preceding five years.
- F. Confidentiality of Medical Records: Documentation related to the employee's or family member's medical condition will be held in strict confidence and maintained in the employee's medical records file.

### **3.2.9 EFFECT ON BENEFITS**

- A. An employee granted a leave under this policy will continue to be covered under Vidoori's group health insurance plan with the same conditions as if the employee had been continuously employed during the leave period.
- B. Employee contributions will be required either through payroll deduction or by direct payment to Vidoori. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. Employee contribution amounts are subject to any change in rates that occurs while the employee is on leave.
- C. If an employee's contribution is more than 30 days late, Vidoori may terminate the employee's insurance coverage.
- D. If Vidoori pays the employee contributions missed by the employee while on leave, the employee will be required to reimburse Vidoori (on a payroll deduction schedule) upon return from leave. The employee will be required to sign a written statement at the beginning of the leave period authorizing the payroll deduction for delinquent payments.
- E. If the employee fails to return from unpaid leave for reasons other than
  1. the continuation of a serious health condition of the employee or a covered family member or
  2. circumstances beyond the employee's control (certification required within 30 days of failure to return for either reason), Vidoori may seek reimbursement from the employee for the portion of the premiums paid by Vidoori on behalf of that employee (employer contribution) during the period of leave.
- F. An employee is not entitled to seniority or benefit accrual during periods of unpaid leave but will not lose benefits already accrued prior to the start of the leave. Paid time off

does not accrue while on unpaid leave. Employees will not receive Holiday pay while on leave.

### **3.2.10 JOB PROTECTION**

- A. If the employee returns to work within 12 weeks following a family/medical leave (or 26 weeks if combined with Servicemember Family Leave), the employee will be reinstated to his or her former position or an equivalent position in terms of pay, benefits, status, and authority.
- B. The employees' restoration rights are the same as they would have been had the employee not been on leave. If the position would have been eliminated or the employee would have been terminated but for the leave, the employee does not have the right to reinstatement upon return from leave.
- C. If the employee fails to return to work by the previously agreed upon date, in absence of further communication, the employee will be considered to have abandoned the job.

### **3.2.11 UNLAWFUL ACTIONS AND ENFORCEMENT OF FMLA RIGHTS**

It is unlawful for Vidoori to interfere with, restrain, or deny the exercise of FMLA rights, or to discharge or discriminate against anyone for opposing such unlawful practices or for participating in proceedings relating to FMLA. An employee may file a complaint with the U.S. Department of Labor's Wage and Hour Division or may bring a private lawsuit against an employer for violating his/her rights under the FMLA.

## **3.3 Holidays**

Our company normally observes the following holidays during the year:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

If one of the above holidays falls on Saturday, it normally is observed on the preceding Friday. If a holiday falls on Sunday, it normally is observed on the following Monday.

Full-time employees are eligible for paid holidays immediately upon hire.

Non-exempt employees must work their scheduled workday before and after the holiday in order to be paid for the holiday, unless they are absent with prior permission from their supervisor.

In addition to the six fixed holidays above, regular full-time employees qualify for five (5) additional paid floating holidays (40 hours).

Eligible employees are awarded the floating holiday as follows:

- 16 hours of floating holiday on January 1st

- 8 hours of floating holiday on June 1st
- 8 hours of floating holiday on July 1st
- 8 hours of floating holiday on October 1st

New employees become eligible after any trial/introductory period.

These floating holidays may be scheduled and taken on any regular workday, subject to advance scheduling and supervisory approval. A floating holiday not used during the calendar year will be forfeited. In addition, terminating employees will not receive pay for an unused floating holiday, nor can employees take a floating holiday during the resignation notice period, unless scheduled prior to resignation notice.

### **3.4 Paid Time Off (PTO)**

Paid Time Off (PTO) is inclusive of vacation, sick time and any state provided sick and safe leave.

Eligible reasons for leave include:

- To care for or treat the employee's medical or physical illness, injury, or condition;
- To obtain preventative medical care for the employee or the employees' family member
- To care for a family member with a mental or physical illness, injury, or condition;
- For maternity or paternity leave; or
- For an absence due to domestic violence, sexual assault or stalking committed against

the employee or the employee's family member. Full-time employees are eligible to use Paid Time Off upon accrual.

Employees in less than full time status are eligible to accrue and use PTO 90 days after their hire date unless state law dictates otherwise (e.g, New York). PTO for those working 12 or more hours per week will accrue 1 hour for every 30 hours worked.

Full time status PTO is calculated according to your anniversary date<sup>1</sup> as follows:

- Immediately upon hire, you will begin to earn 5 hours of PTO each pay period.
- After five years of employment, you earn 6.67 hours of PTO each pay period.
- After ten years of employment, and each year thereafter, you earn 8.33 hours of PTO each pay period.

Submit PTO requests in writing through the Paylocity system at least 14 calendar days in advance. Your manager will approve or deny your request via the Paylocity system. When possible, PTO requests are granted, taking into account operating requirements. Length of employment may determine priority in scheduling PTO times.

If you need to make a PTO request for a medical or another type of emergency situation and it is impossible to request it via the Paylocity system, inform your manager as soon as possible by phone or email.

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<sup>1</sup> In situations where an employee takes a leave of absence (including leave under the FMLA), PTO accrual periods will be adjusted to exclude the leave of absence time.

PTO can be used for vacation time, sick time, to care for a family member, or to take care of personal matters or in accordance with Maryland Sick and Safe Leave Act. A maximum of 160 hours PTO can be accrued or carried over into the following year.

Eligible employees who provide at least 14 calendar days advance notice of their resignation will be paid for accrued but unused PTO. All other employees will not be paid for accrued but unused PTO upon discharge, unless state law dictates otherwise.

### **3.4.1 UNPLANNED LEAVE**

If you need to make a PTO request for a medical or another type of emergency situation and it is impossible to request it via the Paylocity system, inform your manager as soon as possible by phone or email. When completing your timecard for the week when the leave was taken, you should utilize the "comments" section in your timecard to indicate that the leave was unplanned.

**Please note:** If an employee takes unplanned leave that exceeds three consecutive business days, Vidoori reserves the right to request written justification for the leave. If the reason for the leave is a medical issue, then the written justification should come from a licensed medical professional and should state that the reason for the absence from work was a medical issue. All requests for justification will be limited in their scope so as to not violate any laws or regulations governing individual privacy.

### **3.4.2 PAID TIME OFF (PTO) CASH-OUT**

Full time employees can cash-out their PTO at the end of each calendar year. To be eligible for PTO Cash-out employees must:

- Have completed one year of employment.
- Have more than 40 hours of PTO balance; only hours in excess of 40 can be cashed out.
- Must be in Active status.

Employees who wish to cash out their PTO are required to fill out the PTO Cash-Out Request Form and send it to their managers at a minimum of a month prior to the last paycheck of the year.

The PTO will be paid out as a bonus in the last paycheck of the calendar year.

### **3.4.3 JURY DUTY**

Under Maryland Law, companies are not required to pay employees for jury duty. But, as a Vidoori policy, full-time employees summoned for jury duty are paid their normal rate of pay for up to seven days. Thereafter, the leave is unpaid. All other employees are granted unpaid leave in order to serve.

Employees must provide the company with a copy of the court payment records in order to be compensated.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

We reserve the right to request proof of jury service issued by the court upon return. Make arrangements with your manager and HR as soon as you receive your summons.

We expect you to return to your job if you are excused from jury duty during your regular working hours.

*\* Please see Appendix 3.4.3 for multi-state regulations regarding Jury Duty.*

#### **3.4.4 ELECTION OFFICER LEAVE**

The company will provide paid leave to an employee to serve as an election official. The employee must provide the company with reasonable advanced notice of the intent to take leave.

Officers of election who serve for four or more hours, including travel time, on the day of election service will not be required to start any work shift that begins on or after 5:00 p.m. on the day of service or begins before 3:00 a.m. on the day following the day of service.

*\*Please see appendix 3.4.4 for multi-state regulations of Voting Leave.*

#### **3.4.5 MILITARY LEAVE**

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and individual state laws.

Full-time employees are paid the difference between their normal rate of pay and their military pay for up to four weeks. Thereafter, the time off is unpaid, unless state law dictates otherwise.

All other employees are granted unpaid leave in order to serve, except where state law dictates otherwise.

Exempt employees may be provided additional time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued paid time off (PTO) may be used for this leave if the employee chooses. Military orders should be presented to Human Resources and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the company unless military necessity makes this impossible. You must notify Human Resources of your intent to return to employment based on the requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leave may be obtained from Human Resources.

#### **3.4.6 WITNESS LEAVE**

Employees are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. We ask that you notify Human Resources of the need to take witness leave as far in advance as is possible.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

### **3.4.7 BEREAVEMENT LEAVE**

Full-time employees are eligible immediately upon hire for two paid days for the death of an immediate family member. Members of the immediate family include spouses, domestic partners, parents, siblings, children, children of domestic partners. Full-time employees are eligible immediately upon hire for one paid day for the death of an extended family member. Members of the extended family include grandchildren, grandparents, parents-in-law, and parents of domestic partners.

Requests for bereavement leave should be made to your manager as soon as possible. Our company reserves the right to request written verification of an employee's familial relationship to the deceased and his or her attendance at the funeral service as a condition of the bereavement pay.

### **3.4.8 LEAVE OF ABSENCE**

Under special circumstances, full-time employees who have completed two years of employment may be granted a leave of absence without pay. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of the CEO.

Leaves may not exceed one month during which time no benefits will accrue and employees must pay their insurance premiums while on leave. Leaves of absence are granted only after earned PTO is exhausted.

We will make reasonable efforts to return you to the same or similar job you held prior to the leave of absence, subject to our staffing and business requirements.

### **3.4.9 VICTIMS OF CRIME LEAVE**

The company will grant reasonable and necessary leave from work, without pay, to employees who are victims of a crime, as well as the spouse or child of any victim of a crime or the parent of a minor child who is a victim of a crime, to exercise their rights to be present at a proceeding pertaining to the crime.

Prior to taking leave under this policy, eligible employees must provide the company with reasonable notice of the need for leave including a copy of the form provided to the employee by the law enforcement agency and notice of each scheduled proceeding. However, the company may limit the leave provided under this section if the employee's leave creates an undue hardship to the company's business.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

## **3.5 Medical Insurance**

Eligible full-time employees may enroll in a single, a single plus one dependent, or a family contract on the first of the month following their date of hire. Eligibility may be defined by state law and/or by the insurance contract.

Information and enrollment forms may be obtained from Human Resources.

To assist you with the cost of this insurance, our company pays a portion of a single contract. You are responsible for paying the balance of a single contract and any dependent coverage through payroll deduction.

Participating employees are also covered under our medical insurance plan's prescription drug program.

A booklet containing the details of the plan and eligibility requirements may be obtained from Human Resources.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

Upon discharge you may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact Human Resources.

### **3.6 Dental Insurance**

Eligible full-time employees may enroll in a single, a single plus one dependent or a family contract on the first of the month following their date of hire.

Information and enrollment forms may be obtained from Human Resources.

You will be responsible for the full cost of this insurance through payroll deduction.

A booklet containing the details of the plan and the eligibility requirements may be obtained from Human Resources.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

Upon discharge you may be entitled to continuation or conversion of the group dental insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact Human Resources.

### **3.7 Section 125 Plans**

Our company offers a pretax contribution option for employees. This employee benefit is known as a Section 125 plan.

A Section 125 plan is a benefit plan that allows you to make contributions toward premiums for medical insurance, dental insurance, vision care insurance and out-of-pocket medical expenses or dependent care expenses on a "before tax", rather than an "after tax" basis. Your premium contributions and qualified expenses are deducted from your gross pay before income taxes and Social Security is calculated.

### **3.8 Disability Leave**

Full-time employees are eligible for unpaid disability leave after one year of employment. Disability leave due to non-occupational illness, injury, or pregnancy-related disability is not to exceed three months.

Employees requesting leave must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and the expected date of return to work. The company will not seek genetic information in connection with requests for disability leave. All medical information received by the company in connection with a request for leave under this policy will be treated as confidential.

To the extent allowed by the insurance contract, we will continue to provide medical insurance and dental insurance coverage for employees on authorized disability leave for the full length of their disability. During this time, you will be responsible for paying your portion of the monthly premium(s).

When you are able to return to work, please give us at least one week's advance written notice. Include a doctor's certificate stating that you are medically able to return to your normal duties. We reserve the right to require a physical examination by a physician of our own choosing prior to your resumption of duties, as allowed by state law.

We will return you to the same or similar position you held prior to the disability leave, subject to our staffing and business requirements. Your continued absence from work beyond your disability (as determined by your physician) will be deemed a voluntary discharge of your employment.

This leave may run concurrently with any other leave permitted by state and federal law.

### **3.9 Short-Term Disability Insurance**

All full-time, salaried exempt employees are automatically enrolled for the short-term disability insurance program upon hire. This insurance program is designed to provide income for you when you are absent from work for more than seven calendar days due to non-occupational illness, injury, or pregnancy-related disability.

The benefits are calculated as a percentage of your salary for up to 13 weeks. The cost of this insurance is fully paid by the company.

Please check with Human Resources for additional information concerning this benefit.

### **3.10 Long-Term Disability Insurance**

All full-time, salaried exempt employees are automatically enrolled for the long-term disability insurance program upon hire. This insurance program is designed to provide income for you when you are absent from work for more than 90 calendar days due to injury or sickness.

The benefits are calculated as a percentage of your salary.

### **3.11 Life Insurance**

Vidoori offers Basic Life Insurance for all full-time, salaried exempt employees in the amount of 100% of your annual salary, to a maximum of \$200,000. Your basic life coverage includes Accidental Death and Dismemberment coverage equal to one times the employee's life benefits to a maximum of \$200,000. Vidoori contributes 100% towards this life insurance benefit.



Employees have the option to purchase additional coverage but must go through our broker directly to do so. Eligible new hires may enroll 30 days after their start date.

### **3.12 Social Security**

During your employment, you and the company both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

### **3.13 Unemployment Insurance**

Upon separation from employment, you may be entitled to state and Federal unemployment insurance benefits.

Information about unemployment insurance can be obtained from Human Resources.

### **3.14 Communicable Disease Safety Policy**

Vidoori will take proactive steps to protect the workplace in the event of a communicable disease outbreak. It is our goal during any such time to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS- Related Complex (ARC), leprosy, severe acute respiratory syndrome (SARS), including the SARS-CoV-2 (coronavirus, COVID-19) and tuberculosis. Vidoori may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

The health and safety of our employees and their families is our top priority, and we are committed to providing authoritative information about the nature and spread of communicable diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak. Information shared with our employees is based on guidance provided by the Center for Disease Control and Prevention (CDC), Aberdeen Proving Ground (APG), and local health authorities.

Failure to comply with the policy outlined here may result in discipline, up to and including termination of employment.

### **Preventing the Spread of Infection in the Workplace**

Vidoori will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. We ask all employees to cooperate in taking steps to reduce the transmission of communicable disease in the workplace. The best strategy remains the most obvious – frequent

hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face challenges reporting to work during a communicable disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with managers about the potential to work from home temporarily or on an alternative work schedule.

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick and safe time and other benefits to compensate employees who are unable to work due to illness. Contact Human Resources with questions related to these benefits.

### **3.15 Workers' Compensation**

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your manager. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to an employee accident.

### **3.16 401(k) Qualified Retirement Plan**

Our company provides eligible employees with a 401(k) Qualified Retirement plan which is an excellent means of long-term savings for your retirement. An Employee that is eligible to participate must be Full time, must be the age of 21 or older, and has completed at least 30 days of service with Vidoori. Enrollment day is any day starting from the day you become eligible.

The company will make a Safe Harbor matching contribution to your account based on the amount that you elect to defer. You will receive a \$1 for \$1 match up to 4% of wages. You are 100% vested in the Safe Harbor Match.

You can obtain a copy of the Summary Plan Description which contains the details of the plan including eligibility and benefit provisions from Human Resources. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. If you have any questions regarding this plan, see the plan administrator.

### **3.17 Employee Bonuses**

Employees may receive bonuses from time to time. These are based on individual merit, the company's profitability and any other factor(s) deemed significant by the company. Whether or not bonuses are granted, and the amounts granted are within the sole discretion of management.

### **3.18 Professional Development**

Our company believes in supporting the individual growth of its employees. To encourage employee development, our company offers a professional development reimbursement program to eligible employees.

To participate in this program, you must:

- Be a full-time employee who has completed six months of employment;
- Complete and submit the Vidoori Professional Development Reimburse Request form to Human Resources;
- Receive notice of approval, prior to enrollment; and
- Successfully complete the training/course work, as evidenced by receiving the corresponding degree/certificate.

Approval is contingent upon various factors including relevance of the training/class, budget constraints, ability to balance completion of curriculum with professional responsibilities, etc. Additional terms and conditions of reimbursement may be added, depending on the cost and scope of the request.

If a reimbursement of \$500 or more is approved, employees are required to reimburse Vidoori.

- for 100% of the cost that Vidoori covers, if employment is terminated within 1 year of receiving the reimbursement.
- for 50% of the cost that Vidoori covers, if employment is terminated within 2 years of receiving the reimbursement.

We also ask that, to the extent practicable, employees be willing to share their newly acquired training and expertise with their colleagues. To this end, they may be asked to prepare a briefing(s) or presentation to share with their colleagues after they have completed their curriculum.

### **3.19 Employee Assistance Program**

Eligible full-time, part-time and per diem employees may participate in our employee assistance program immediately upon hire.

Our Balance Work®, Employee Assistance Program (EAP), and Work/Life Benefit help eligible employees and their immediate families with a wide range of problems. Situations addressed by the EAP include marriage and family problems, emotional problems, alcoholism and alcohol abuse, drug abuse and dependency, financial problems, compulsive gambling and eating disorders. Your conversations and all records are strictly confidential.

The administrative cost of this program is fully paid by the company.

Additional information regarding this program is available at [www.eniweb.com](http://www.eniweb.com) or by calling 1-800-EAPCALL. Complete details of this program may be obtained from Human Resources.

## **4 ON THE JOB**

### **4.1 Conduct at Customer's Office**

The nature of our company may require that employees perform work connected with a customer's assignment at the customer's office. The importance of professional conduct when working in a customer's office cannot be emphasized enough. Professional conduct is a broad term that is open to many interpretations. The following guidelines describe appropriate conduct when working at a customer's office:

- Do not discuss internal affairs with customer personnel during working hours on the customer's worksite.
- Avoid comments or criticisms involving other companies and their work or fees.
- Refrain from discussing shortcomings or idiosyncrasies of customer employees.
- Avoid conversations involving customer matters in all places that would violate customer confidentiality.
- Avoid discussing procedural problems with management, while customer employees are present.
- Do not borrow money from a customer unless the customer's business involves lending money.
- Do not solicit customers for charitable donations.
- Entertain customers only after first receiving approval from your manager.

### **4.2 Confidentiality of Customer Matters**

Our professional ethics require that each employee maintain the highest degree of confidentiality when handling customer matters.

To maintain this professional confidence, no employee shall disclose customer information to other customers, friends, or members of one's own family.

Questions concerning customer confidentiality may be addressed to your manager.

### **4.3 Discussions with Customers**

When working on an assignment in a customer's office, you may be asked to offer specific suggestions or comments regarding his or her practices.

Prior to discussing any suggestions with a customer, your recommendations must first be approved by your manager.

### **4.4 Care of Customer Records**

The impression that customers have of our company is based, in part, on the way we care about their records. If we are careless with their files and records, customers may conclude that we have the same attitude toward our technical work. As professionals, we must respect the confidence in which we are entrusted and ensure that customer files are handled with care.

When possible, obtain all material from customer files and then return the material back to the files. Material should be returned in the same condition or better than when it was received.

Under no circumstances will outside requests for customer material be fulfilled unless prior written permission is received from your manager.

#### **4.5 Deviations in Customer Records**

Occasionally you may find what appears to be an obvious clerical or mathematical error on the part of the customer. Mistakes of this nature should tactfully be brought to the attention of the appropriate person. When discussing such an error, be certain of the mistake, be careful with whom it is discussed and most importantly, be diplomatic in handling the misunderstanding.

During your career, you may discover or suspect evidence of theft, embezzlement, defalcation, or some other irregular practice on the part of the customer or customer personnel. If such an event occurs, inform your manager immediately. Under no circumstances should you discuss the matter with the customer or customer personnel.

#### **4.6 Use of Customer Telephones**

When working at a customer's office, keep telephone usage to a minimum. Do not disclose the location and telephone number of your customer assignment to outsiders. Direct all telephone calls to our company to ensure the identities of our customers are protected. Messages will then be relayed to staff members working at the customer's place of business.

Personal calls must be made from outside the customer's office. Incoming personal calls or calls from other customers should be kept to a minimum.

#### **4.7 Attendance and Punctuality**

Attendance and punctuality are important factors for your success within our company. We work as a team, and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify your manager as far in advance as is feasible under the circumstances, but before the start of your workday.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours if possible.

If you are absent for two days without notifying the company, it is assumed that you have voluntarily abandoned your position with the company.

##### **4.7.1 HYBRID OFFICE ENVIRONMENT**

Vidoori has instituted a hybrid in-office / remote work policy. We expect employees to be in-office at least two days a week. Of those two days, one of them will be assigned to your department so that you can meet with your team once per week. The second in-office day is more flexible, and employees can coordinate with their department regarding the second in-office day.

#### **4.7.2 BUSINESS HOURS**

Because of the nature of our business, your work schedule may vary depending on your position within the company and/or the requirements of the client(s) you are supporting. Our normal business hours are 9:00 a.m. to 5:00 p.m., Monday through Friday. Check with your manager if you have questions about your hours of work.

#### **4.7.3 TELECOMMUTING**

Vidoori employees are required to perform their work at their designated work site. However, Vidoori recognizes that there may be instances when it is appropriate to perform work at an alternate location. For these instances, Vidoori requires employees to request approval from their direct supervisor.

Telework requests should be submitted in advance of the new telework dates. Your request should provide justification for the remote work. Please communicate with your direct supervisor to coordinate telework requests. No telework is authorized without an explicit approval from your direct supervisor.

### **4.8 Standards of Conduct**

Each employee has an obligation to observe and follow the company's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

The following may result in disciplinary action, up to and including discharge: violation of the company's policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in company activities or in company vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; physical harassment; sexual harassment; disrespect toward fellow employees, visitors, or other members of the public; performing outside work or use of company property, equipment, or facilities in connection with outside work while on company time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

### **4.9 Drug Free Workplace**

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. 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 they must promptly disclose any work restrictions to their supervisor.

Employees are prohibited from using, possessing, buying, selling, manufacturing or dispensing any illegal drug ( to include possession of drug paraphernalia) as well as being under the

influence of alcohol or an illegal drug as defined in this policy and possessing or consuming alcohol during work hours or non-employee engagement functions.

The presence of any illegal drugs, illegal controlled substance or alcohol in an employee's body system, while performing company business or while in a company facility, is prohibited.

Any illegal drugs or drug paraphernalia found on Vidoori Inc. property will be turned over to a law enforcement agency and may result in criminal prosecution.

Vidoori is a government contractor agency. Therefore, we must abide by the following:

- Employees must notify the employer within five (5) calendar days if he or she is convicted of a criminal drug violation in the workplace.
- Vidoori must notify the contractor within 10 days after receiving notice that a covered employee has been convicted of a criminal drug violation in the workplace.
- Vidoori requires satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is convicted of a reportable workplace drug conviction.

### **Pre-employment**

Applicants being considered for hire 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. Applicants who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to reapply/retest in the future.

### **Consequences for drug use on company property**

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested, yet the company believes he or she is impaired, under no circumstances will the employee be allowed to drive himself or herself home.

Employees who test positive, or otherwise violate this policy, will be subject to discipline, up to and including termination. Depending on the circumstances, the employee's work history/record and any state law requirements, Vidoori Inc. may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by Vidoori Inc. for a minimum of one year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be immediately discharged from employment.

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

Vidoori will assist and support employees who voluntarily seek help for drug or alcohol addiction before becoming subject to discipline or termination under this or other Vidoori Inc policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including discharge.

#### **4.10 Access to Personnel Files**

Upon request, you may inspect your own personnel file. Inspections will be held on company premises in the presence of a company official. Contact Human Resources to arrange a time to view these records. You will be permitted to review records related to your qualification for employment, compensation and disciplinary action. You are not permitted access to any letter of reference maintained by the company. If you disagree with the accuracy of any statement in the records and no correction can be agreed upon, you may submit an explanatory statement, which will be attached to the records.

For more information, contact Human Resources.

#### **4.11 Computer Software Licensing**

The company purchases or licenses the use of various computer software programs. Neither the company nor any of the company's employees have the right to duplicate this computer software or its related documentation. Unauthorized duplication of computer software is a federal offense, punishable by up to a \$250,000 fine and up to five years in jail.

The company does not condone the illegal duplication of software. You must use the software in accordance with the license agreement. This policy applies not only to individual desktop computers and laptops but to local area networks as well.

Employees learning of any misuse of software or related documentation within the company shall notify a member of management. Employees who reproduce, acquire or use unauthorized copies of computer software will be subject to discipline, up to and including discharge.

#### **4.12 Customer and Public Relations**

Our company's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that customers have toward our company may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a customer for granted, but if we do we run the risk of losing not only that customer, but his or her associates, friends or family who may also be customers or prospective customers.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.



#### **4.13 Solicitation and Distribution**

In the interest of maintaining productivity and a proper business environment, employees may not distribute literature or other materials of any kind or solicit for any cause during the working time of any employee involved.

Employees may not distribute literature or other materials of any kind in working areas, at any time, whether or not the employees are on working time. Likewise, employees may not solicit for any cause during the working time of any employee involved.

Non-employees are prohibited from soliciting or distributing materials on company premises at any time.

#### **4.14 Changes in Personal Data**

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to your manager promptly.

#### **4.10 Care of Equipment**

You are expected to demonstrate proper care when using the company's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break, or damage any property, report it to your manager at once.

#### **4.11 Employment of Relatives**

A manager may not hire or supervise an individual if that individual and the manager have an on-going romantic relationship, including but not limited to, marriage, or if that individual is a member of the manager's close family. The term "close family" refers to parents, children, sisters, brothers, nieces, nephews, or other family members residing in the same household.

#### **4.12 Employee Referral Bonus**

The company may pay a referral bonus to any employee who refers an applicant to our company who is ultimately hired by the company to a full-time position. The bonus is payable upon completion of the newly hired employee's 90-day introductory period. The referring employee must still be employed with the company at the time the bonus is to be given. Employee referrals must be directed to your manager. Vidoori executives are excluded.

#### **4.13 Expense Reimbursement Policy**

During the course of performing daily/regular business activities, employees may incur expenses that may be reimbursable. These expenses may include things like business lunches or dinners, presentation expenses, attendance at conferences/training, etc. Whenever possible, employees should obtain preapproval, in writing, from their manager before incurring the expense. If an expense is not pre-approved, Vidoori reserves the right to deny reimbursement if the activity is found to not be a reasonable business expense.

#### **4.14 Travel**

In general, travel requests can be submitted for reimbursement. Vidoori follows Federal Travel Regulations and therefore, employees are expected to elect the most cost-efficient approach for business travel. Employees can locate additional details on travel request and reimbursement in the Vidoori Travel Request and Reimbursement Procedure.

#### **4.15 Visitors**

If you are expecting a visitor, please notify your manager. All visitors must first check in at the reception area. Visitors are not allowed in any area of the building without being accompanied by an authorized employee. Under no circumstances will visitors be allowed in confidential, unauthorized, or potentially hazardous areas.

#### **4.16 Severe Weather**

Severe weather is to be expected during certain months of the year. Except in cases of severe storms, we are all expected to work our regular hours. Vidoori's Paid Time Off policy will apply to any leave taken when Vidoori is open for business. (See Paid Time Off section for further information.).

If Vidoori is closed for business due to severe weather, you will be notified by HR on what options are available to you.

If you are working at a government site, defer to the guidance of that site. If you do not work at a government site, please consult your manager.

#### **4.17 Government Shutdown**

In the case of a government shutdown, you will be notified by Human Resources, and you will receive specific instructions from your manager. If no instruction is provided, you are expected to report to work as usual.

#### **4.18 Personal Telephone Calls**

It is important to keep our telephone lines free for customer calls. Although the occasional use of the company's telephones for a personal emergency may be necessary, routine personal calls are discouraged.

#### **4.19 Electronic Mail and Voice Mail Monitoring**

We recognize your need to be able to communicate efficiently with fellow employees and customers. Therefore, we have installed internal electronic mail (email) and voice mail systems to facilitate the transmittal of business-related information within the company and with our customers.

The e-mail and voice mail systems are intended for business use only. The use of the company's e-mail and/or voice mail systems to solicit fellow employees or distribute non-job-related information to fellow employees is prohibited to the extent allowed by applicable law.

Our company's policies against sexual and other types of harassment apply fully to the e-mail and voice mail systems. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from the display or transmission of sexually explicit images, messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging to others.

Employees shall not use unauthorized codes or passwords to gain access to others' files and or accounts.

All e-mail and voicemail passwords must be made available to the company at all times. Please notify your manager if you need to change your password.

Violation of this policy may result in disciplinary action, up to and including discharge.

For business purposes, management reserves the right to enter, search and/or monitor the company's private email and voice mail systems and the files/transmissions of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the company's private email and voice mail systems will be disclosed to management. Employees should not assume that communications that they send and receive by the company's private e-mail and voice mail systems are private or confidential.

#### **4.20 Internet Usage and Monitoring**

The Internet is intended for business use only. Use of the Internet for any non-business purpose, including but not limited to, personal communication or solicitation, purchasing personal goods or services, gambling and downloading files for personal use, is strictly prohibited.

Our company's policies against sexual and other types of harassment apply fully to Internet usage. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from displaying, transmitting and/or downloading sexually explicit images, messages, ethnic slurs, racial epithets, or anything that could be construed as harassment or disparaging to others.

Consistent with applicable federal and state law, the time you spend on the Internet may be tracked through activity logs for business purposes. All abnormal or inappropriate usage will be investigated thoroughly. For business purposes, management reserves the right to search and/or monitor the company's Internet usage and the files/transmissions of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the Internet will be disclosed to management. Employees should not assume that communications that they send and receive by the Internet are private or confidential.

Employees learning of any misuse of the Internet should notify a member of management. Violation of this policy may result in disciplinary action up to and including discharge.

## 4.21 Acceptable Use of Electronic Communications

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using company communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic Communications" include, among other things: messages, images, data or any other information used in e-mail, instant messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry, iPhone or similar devices), text messages, pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems".

Employees may use our Systems to communicate internally with co-workers or externally with customers, suppliers, vendors, advisors, and other business acquaintances for business purposes.

All Electronic Communications contained in company Systems are company records and/or property. Although an employee may have an individual password to access our Systems, the Systems and Electronic Communications belong to the company. The Systems and Electronic Communications are accessible to the company at all times including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Our Systems and Electronic Communications are not confidential or private. The company's right to use, access, monitor, record and disclose Electronic Communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Although incidental and occasional personal use of our Systems that does not interfere or conflict with productivity or the company's business or violate policy is permitted, personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by the company at any time without further notice. Since all Electronic Communications and Systems can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want revealed to third parties.

Employees may not use our Systems in a manner that violates our policies including but not limited to Non-Harassment, Sexual Harassment, Equal Employment Opportunity, Confidentiality of Customer Matters, Care of Customer Records, Protecting Company Information, Solicitation and Distribution, Electronic and Voice Mail Monitoring, and Internet Usage. Employees may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale.

In addition, employees may not use our Systems:

- To download, save, send, or access any discriminatory or obscene material;
- To download, save, send, or access any music, audio, or video file;

- To download anything from the internet (including shareware or free software) without the advance written permission of the Systems Manager;
- To download, save, send, or access any site or content that the company might deem "adult entertainment;"
- To access any "blog" or otherwise post a personal opinion on the Internet;
- To solicit employees or others;
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the company or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights; and
- In connection with the violation or attempted violation of any law.

An employee may not misrepresent, disguise, or conceal his or her identity or another's identity in any way while using Electronic Communications; make changes to Electronic Communications without clearly indicating such changes; or use another person's account, mailbox, password, etc. without prior written approval of the account owner and without identifying the actual author.

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer proprietary materials of the company or others without appropriate authorization.

All Systems passwords and encryption keys must be available and known to the company. Employees may not install password or encryption programs without the written permission of their manager. Employees may not use the passwords and encryption keys belonging to others.

Numerous state and federal laws apply to Electronic Communications. The company will comply with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Nothing contained herein shall preclude an employee from engaging in conduct protected by Section 7 of the National Labor Relations Act.

Violations of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, the company may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our Systems or the content of Electronic Communications, ask your manager for advance clarification.

## **4.22 Social Media**

The company has in place policies that govern use of its own electronic communication systems, equipment, and resources, which employees must follow. The company may also have an interest in your electronic communications with co-workers, customers, vendors, suppliers,

competitors, and the general public in your own time. Inappropriate communications, even made on your own time using your own resources, may be grounds for discipline up to and including immediate termination.

We encourage you to use good judgment when communicating via blogs, online chat rooms, networking Internet sites, social Internet sites, and other electronic and non-electronic forums (collectively "social media"). The following is a general and non-exhaustive list of guidelines you should keep in mind:

- Make it clear that the views expressed in social media are yours alone. Do not purport to represent the views of the company in any fashion.
- Do not disclose confidential or proprietary information regarding the company, your co-workers or the company's vendors and suppliers. Use of copyrighted or trademarked company information, trade secrets, or other sensitive information may subject you to legal action. If you have any doubt about whether it is proper to disclose information, please discuss it with your manager.
- Do not use company logos, trademarks, web addresses, email addresses or other symbols in social media. You may not use the company name or other identifying information to endorse, promote, denigrate, or otherwise comment on any product, opinion, cause, or person.
- Be respectful of the privacy and dignity of your co-workers. Do not use or post photos of coworkers without their express consent.
- Harassing or discriminatory comments, particularly if made on the basis of gender, race, religion, age, national origin, or other protected characteristic, may be deemed inappropriate even if the company name is not mentioned. If social media communications in any way may adversely affect your relationships at work or violate company policy, you may be subject to discipline up to and including immediate termination under various company policies.
- Ensure that engaging in social media does not interfere with your work commitments.
- Social media and similar communications have the potential to reflect on both you and the company. We hope that you will show respect for our employees, customers, affiliates, and competitors.

Nothing contained herein shall preclude an employee from engaging in conduct protected by Section 7 of the National Labor Relations Act.

#### **4.23 Laptop Security**

Each employee provided with a laptop is responsible for the physical security of the laptop. All laptops acquired for or on behalf of the company are company property. The laptop must be locked up and stored in a secure location when it is not in the immediate possession of the authorized user. In addition, the user must return the laptop immediately upon request of the company. A laptop user must notify their manager immediately if the laptop is lost, stolen, misplaced, or damaged. All work created or performed on the laptop is company property. The laptop is subject to inspection by the company at any time without further advance notice. The

laptop must be used in a manner that complies with all company policies including the Acceptable Use of Electronic Communications, Non-Harassment, Sexual Harassment, Equal Employment Opportunity, Confidentiality of Customer Matters, Care of Customer Records, Protecting Company Information, Solicitation and Distribution, Electronic and Voice Mail Monitoring, and Internet Usage.

Violations of this policy may be grounds for disciplinary action up to and including discharge.

#### **4.24 Dress Policy**

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

Our customers' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct customer contact, you represent the company with your appearance as well as your actions. The properly attired individual helps to create a favorable image for the company, to the public and fellow employees.

The company maintains a business casual environment. All employees should use discretion in wearing attire that is appropriate for the office and customer interaction.

In addition to the Vidoori dress policy, Vidoori employees are required to adhere to the dress policies of their assigned project sites.

#### **4.25 Protecting Company Information**

Protecting our company's information is the responsibility of every employee, and we all share a common interest in making sure information is not improperly or accidentally disclosed. Do not discuss the company's confidential business or proprietary business matters, or share confidential, personal employee information with anyone who does not work for us such as friends, family members, members of the media, or other business entities.

All telephone calls regarding a current or former employee's position/compensation with our company must be forwarded to HR.

The company's address shall not be used for the receipt of personal mail.

#### **4.26 Code of Business Ethics & Conduct**

Employees will ensure that:

- They do not engage in any activity that might create a conflict of interest for the Company or for themselves individually.
- They do not take advantage of their Company position to seek personal gain through the inappropriate use of the Company or non-public information or abuse of their position. This includes not engaging in insider trading.
- They will follow all restrictions on use and disclosure of information. This includes following all requirements for protecting Company information and ensuring that non-



Company proprietary information is used and disclosed only as authorized by the owner of the information or as otherwise permitted by law.

- They observe that fair dealing is the foundation for all of our transactions and interactions.
- They will protect all company, customer, and supplier assets and use them only for appropriate Company approved activities.
- They will comply with all applicable anti-corruption laws, such as the US Foreign Corrupt Practices Act (FCPA) of 1979 and the UK Bribery Act (UKBA) of 2010 prohibiting improper payments, gifts or inducements of any kind to and received from any person, including officials in the private or public sector, customers and suppliers. No employee may offer anything of value in exchange for improper beneficial treatment of the Company. These various anti-corruption laws prohibit:
  - Giving, attempting to give or offering to give a bribe or kickback to any prime contractor or subcontractor, as well as receiving, attempting to receive or offering to receive any such bribe or kickback. What is a kickback? A kickback is anything provided to an entity or its employees in order to receive favorable treatment.
  - Offering or promising anything of value to a Federal procurement official in exchange for favorable consideration.
  - Offering or promising anything of value to a Federal employee in exchange for proprietary or source selection information.
  - Conflict of Interest – Any action or activity that competes with an employee's duty to the Company is a conflict of interest. Employees may not engage in financial business or other relationships which could be reasonably viewed as creating a conflict between the employee's personal interest and the best interest of the Company. Some examples of conflict of interest:
    - Outside employment with a competitor or acting as a consultant to a competitor or potential competitor.
    - Acceptance of loans or gifts from a competitor.
    - Making purchases on behalf of the company from a firm which is owned by or employs a relative.
    - Disclosing employee proprietary information for personal benefit.
    - Making decisions that benefit the employee rather than the Company.
  - Gifts, Gratuities, and Entertainment of Federal Employees and Other Businesses: Company employees will not give gifts, gratuities or entertainment to Federal employees or employees of other businesses where receipt of such items would violate the regulations of their agency or business.
- Without exception, they will comply with all applicable laws, rules, and regulations.
- They will promptly report any illegal or unethical conduct to management or other appropriate authorities (i.e., Ethics, Law, Security, and EEO).

Every employee has the responsibility to ask questions, seek guidance, and report suspected violations of this Code of Conduct. Retaliation against employees who come forward to raise genuine concerns will not be tolerated.



#### **4.27 Outside Employment**

We hope that you will not need to seek additional outside employment. However, if you are planning to accept an outside position, you must notify your supervisor in writing prior to accepting the offer. Failure to notify your manager in a timely manner could result in disciplinary actions including and up to termination.

Outside employment must not conflict in any way with your responsibilities within our company. You may not work for competitors, nor may you take an ownership position with a competitor.

Employees may not conduct outside work or use company property, equipment, or facilities in connection with outside work while on company time.

#### **4.28 Cellular Telephones**

Employees in certain positions are issued company cellular telephones or mobile devices so they may maintain contact with customers and co-workers when they are out of the office on business.

Employees are encouraged to take appropriate safety precautions when using their cellular telephone or PDA. The use of handheld cellular telephones or mobile devices while driving is prohibited. Employees are expected to comply with applicable state laws regarding the use of cellular telephones or mobile devices.

Company cellular telephones are for business purposes. Although the occasional use of your company cellular telephone for personal calls may be necessary, incoming, and outgoing personal calls should be kept to a minimum.

The use of cellular telephones or mobile devices is not a work requirement for most employees. Employees who are not issued a company cellular telephone will not be reimbursed for the use of their personal cellular telephones and are expected to make business calls from the office.

Employees are expected to demonstrate proper care of cellular telephones or mobile devices. If you lose, break, or damage your company cellular telephone or mobile device, report it to your manager at once. All cellular telephones or mobile devices issued by the company must be returned upon leaving our company or upon transferring to a position that does not require a company cellular telephone or mobile device.

A violation of this policy may result in disciplinary action.

#### **4.29 Contact with the Media**

All media inquiries regarding the company and its operations must be referred to the CEO. Only the CEO is authorized to make or approve public statements on behalf of the company. No employees, unless specifically designated by the CEO, are authorized to make statements on behalf of or as a representative of the company.

### **4.30 Office Supplies**

Our company maintains a stock of basic office supplies such as pens, paper clips, staples, notepads, etc. used on a day-to-day basis by employees. Your manager will provide all office supplies to you.

If you need additional items not regularly stocked, please speak to your manager to place a special order.

All office supplies are for business use only and should not be removed from the office for non-business use. Violations of this policy may result in disciplinary action up to and including discharge.

### **4.31 Recording Devices in the Workplace**

Any recording or copying of company's information or material must be authorized by your supervisor or HR.

## **5 TERMINATION POLICY**

### **5.1 Voluntary Terminations**

#### **5.1.1 PURPOSE**

Vidoori policy ensures that all employee terminations are handled in a professional manner with minimal disruption to ongoing work functions.

#### **5.1.2 VOLUNTARY TERMINATIONS**

A voluntary termination of employment occurs when an employee informs his or her supervisor of the employee's resignation. If you are absent for two days without notifying the company, it is assumed that you have voluntarily abandoned your position with the company, and you will be removed from the payroll.

#### **5.1.3 PROCEDURES**

1. Should you decide to leave your employment, we ask that you provide your manager with at least 14 calendar days advance written notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the company.
2. Upon receipt of an employee's resignation, the manager will notify Human Resources by sending a copy of the resignation letter or notification to HR and any other pertinent information (e.g., employee's reason for leaving, last day of work).
3. Human Resources will coordinate the employee's off-boarding. This process will include:
  - A. The employee's returning of all company property (e.g., keys, ID cards, etc.). The employee must return all company property. Otherwise, the company may take action to recoup any replacement costs and/or seek the return of company property through appropriate legal recourse.
  - B. Following termination, former employees receive a letter from Human Resources that outlines the status of their benefits upon termination.

- C. HR will provide the employee with a copy of Vidoori's Non-disclosure agreement/policies.
4. The employee will complete a brief exit interview with HR. The exit interview provides employees with the opportunity to freely express views about working at Vidoori and the employee's comments during the exit interview will be kept confidential.
5. The employee must supply Vidoori with any change of address if the address changes during the calendar year in which discharge occurs so that the employee's tax information will be sent to the proper address.

## **5.2 Involuntary Terminations**

An involuntary termination or employment, including layoffs of over 30 days, is a management-initiated dismissal.

The inability of an employee to perform the essential functions of his or her job with or without reasonable accommodation may also result in an involuntary termination. An employee may also be discharged for any legal reason, e.g., misconduct, tardiness, absenteeism and/or unsatisfactory performance.

In some cases, a performance support plan may be used, prior to termination, to correct misconduct and/or unsatisfactory performance. However, certain types of employee misconduct are so severe that one incident of misconduct will result in immediate dismissal without implementation of a performance support plan.

## **5.3 Death of an Employee**

A termination due to the death of an employee will be made effective as of the date of death.

### **5.3.1 PROCEDURES**

1. Upon receiving notification of the death of an employee, the employee's manager should immediately notify the benefits administrator.
2. The benefits administrator will process all appropriate beneficiary payments from the various benefits plans.

## **5.4 Final Pay**

An employee who resigns or is discharged will be paid through the last day of work.

Eligible employees who provide at least 14 calendar days advance notice of their resignation will be paid for accrued, unused PTO, unless state law dictates otherwise. All other employees will not be paid for accrued, unused PTO upon discharge.

Any unpaid expenses for company business purposes (turned in on an expense report) and bonuses will be paid in the final paycheck.

In cases of an employee's death, the final pay due to that employee will be paid to the deceased employee's estate. The employee's manager should ensure that the payroll office receives the deceased employee's timecard.

*\* Please see Appendix 5.4 for multistate Final pay regulations.*

## **5.5 Reference Checks**

Our company does not provide a "letter of reference" to former employees. We will confirm upon request and written authorization, our employees': dates of employment, salary history, and job title. Employment verifications should be sent to Human Resources for completion.

## **5.6 Rehired Employees**

Employees who are rehired following a break in service in excess of six months, other than an approved leave of absence, must serve a new initial introductory period whether or not such a period was previously completed. The introductory period is 90 days. Such employees are considered new employees from the effective date of their reemployment for all purposes, including the purposes of measuring benefits.

# **6 SAFETY IN THE WORKPLACE**

## **6.1 Each Employee's Responsibility**

Safety can only be achieved through teamwork at our company. Each employee and manager must practice safety situations and reporting unsafe conditions immediately.

Please observe the following precautions:

- Notify your manager of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your manager immediately.
- The use of alcoholic beverages or illegal substances during working hours will not be tolerated.
- The possession of alcoholic beverages or illegal substances on the company's property is forbidden.
- Use, adjust and repair machines and equipment only if you are trained and qualified.
- Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
- Understand your job fully and follow instructions. If you are not sure of the safe procedure, do not guess; just ask your manager.
- Know the locations, contents, and use of first aid and fire extinguishing equipment.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

## **6.2 Workplace Violence**

Violence by an employee or anyone else against an employee, manager, or anyone in the office will not be tolerated.

If you receive or overhear any threatening communications from an employee or third party, report it to your manager immediately. Do not engage in physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact emergency services (call 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the company's investigation, may result in disciplinary action, up to and including discharge.

### **6.3 Workplace Searches**

To protect the property and to ensure the safety of all employees, customers and the company, the company reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes or any other possessions or articles carried to and from the company's property. In addition, the company reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the company, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the company.

Persons entering the premises who refuse to cooperate with an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the company's security procedures or any other company rules and regulations.

### **6.4 Good Housekeeping**

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to your manager.

### **6.5 Smoking in the Workplace**

Our company is committed to providing a safe and healthy environment for employees and visitors. Smoking is allowed only in designated areas.

Violations of this policy may result in disciplinary action, up to and including discharge.

### **6.6 No Weapons in the Workplace**

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

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to their manager immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

## **6.7 In an Emergency**

Your manager should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If your manager is unavailable, contact the nearest company official.

Should an emergency result in the need to communicate information to employees outside of business hours, your manager will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify your manager when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of your manager or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at a location as communicated to you by your manager to await further instructions or information.

Please direct any questions you may have about the company's emergency procedures to your manager.

## **7 STATE-SPECIFIC REQUIREMENTS**

For employees working outside of the state of Maryland, state-specific laws may apply to certain policies and requirements discussed in this Handbook. Appendix A acts as a reference to some of these state-specific variances. Given that state laws will change frequently, Appendix A is not controlling—current state laws are controlling. Compliance with state law will supersede any portions of this Handbook that do not meet the minimum requirements of your state of employment. In situations where Vidoori policies extend benefits beyond the minimum state law requirements, such benefits will apply to all employees, regardless of state.

Appendix A is a helpful reference to familiarize employees with potential variances between their state employment laws and Vidoori's policies, which are largely based on Maryland law.

Generally, you will only be categorized as an out-of-state employee if you have a work-from-home agreement, and you reside and work in another state. For example, if you live in Virginia and commute to work from Maryland, Maryland law would still apply to your employment.

## **8 LEGAL GUIDANCE**

The Employee Handbook is not a contract and is not intended to create contractual obligations. The policies outlined in the Employee Handbook should be regarded as management guidelines that will require periodic changes. The company retains the right to make decisions involving employment as needed to conduct its work in a manner that is beneficial to employees and the company. This Employee Handbook supersedes and replaces all prior Employee Handbooks and

any inconsistent verbal or written policy statements. Likewise, if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

Except for the policy of at-will employment, which can only be changed by the Chief Executive Officer (CEO) of the company in a signed written contract, the company reserves the right to revise, delete and add to the provisions of the Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook must be in writing and must be signed by the CEO of the company.

Nothing in the Employee Handbook is intended to restrict an employee's right to exercise any of the protections guaranteed by Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection.

OUR COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE COMPANY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT WILL. NO OFFICER, EMPLOYEE, OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT – EXPRESSED OR IMPLIED – WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE CEO OF THE COMPANY.

The Employee Handbook refers to current benefit plans maintained by the company. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

## APPENDIX A - STATE EMPLOYMENT LAWS

### CALIFORNIA

**Background Checks** - Vidoori will not inquire into an applicant's conviction until after making a conditional offer of employment.

**California Family Rights Act (CFRA)** - Parents can receive up to 12 weeks of leave while taking time off for birth, adoption, or start of foster care. There are eligibility requirements for this leave. Please contact Human Resources for more details.

**Credit Act** - Vidoori will not ask, obtain, or use credit information about its current or prospective employees. Vidoori will not discriminate against a current or prospective employee based on that person's credit information.

**CROWN Act** - The CROWN Act expands the definition of race under the FEHA to be inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. Protective hairstyles are hairstyles such as braids, locks, and twists.

**Domestic Violence, Sexual Assault and Stalking Victim Leave** - Employees can take time off to obtain a restraining order or to seek other judicial relief from domestic violence or sexual assault for the employee or the employee's child. Vidoori will grant unpaid leave to employees who are victims of domestic violence, sexual assault or stalking so that they may obtain any relief (such as a restraining order) to help ensure the health, safety, or welfare of either themselves or their children.

**Employment Records** - Employees have the right to inspect and copy certain documents in their personnel files. In addition, employees are entitled to inspect and copy their payroll records. Employees also have the right to receive copies of any employment documents they have signed. Former employees have the same rights.

**Final Pay** - Terminated employees will receive their final paycheck at the time of termination. If the employee quits with at least 72 hours (about 3 days)' notice, the final paycheck must be provided at the time of quitting. If the employee quits without 72 hours (about 3 days)' notice, the final paycheck will be paid within 72 hours (about 3 days) of quitting.

**Jury Duty** - Employees will receive unpaid leave for jury duty. However, employees are permitted to use vacation, personal leave, or other paid time off.

**Military Leave** - Vidoori will grant 17 calendar days annually of unpaid leave to employees in the U.S Reserves, National Guard, Naval Militia, or State Military Reserve and 10 calendar days for employees who are military spouses.

**New Parents Leave Act** - New parents can receive partial wages from the state while taking time off to bond with a child. The state pays 60% of an employee's wages—up to a maximum set



by state law, for six weeks. There are eligibility requirements for this leave. Please contact Human Resources for more details.

**Overtime** - Overtime pay is 1.5 times the employee's regular rate of pay for work in excess of 8 hours per day or 40 hours per week. An employee receives double their regular rate of pay for hours worked, more than 12 hours per day. If an employee works a 7th consecutive workday, the employee is entitled to 1.5 times the employee's regular rate of pay for the first 8 hours, then double their regular rate of pay for hours worked more than 8.

**Paid Family Leave (PFL)** - California Paid Family Leave (PFL) provides partial wage replacement benefits to employees who need to take time off from work to care for a seriously ill family member (child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner) or to bond with a new child entering the family through birth, adoption, or foster care placement.

**Pay Transparency** - Vidoori will provide pay scale information (salary or hourly rate) to current employees or job applicants upon request.

**Pregnancy Disability Leave Act (PDL)** - Pregnant employees may take up to four months of unpaid leave during any period of time during which they are unable to work due to pregnancy, childbirth, or a related medical condition. Please contact Human Resources for more details.

**Sick Leave** - Paid sick leave accrues at the rate of one hour per every 30 hours worked to a maximum of 24 hours paid at the employee's regular wage rate. Accrual shall begin on the first day of employment. Employees may use their paid sick leave upon completion of 90 days of employment.

*\*Vidoori's PTO benefit provides an amount equal to or greater than the leave that the employee would otherwise be entitled to under the state law, therefore Vidoori does not need to provide additional leave.*

**Kin care leave** - Vidoori will allow employees to take time off from work to care for a family member. Employees may use up to half of their sick leave for specific family members as defined by California law.

**Time off for Rehabilitation** - Vidoori will provide unpaid time off to any employee who wants to enter an alcohol or drug rehabilitation program unless it would pose an undue hardship (an unreasonable burden on the company). Vidoori will give time off, allow the use of accrued sick leave, and protect privacy.

**Paid Time Off Accrued** - Accrued Paid Time Off will be paid out to an employee upon termination or separation from Vidoori.

**Military and Military Spouse Leave** - Vidoori will provide temporary unpaid leave to military members for periods of military duty, as follows:

- Up to 17 days per year for U.S. Reserve members; and up to 15 days per year for State Military Reserve members. Notice and certification requirements apply.

**School Activity Leave** – Vidoori will provide up to 40 hours of unpaid leave per year to attend or otherwise be involved with their child’s school or day care facility. The school activity leave law specifically allows a parent to take this leave for the following child-related activities:

- To find, enroll or reenroll his or her child in a school or with a licensed childcare provider, or to participate in activities of the school or childcare provider, limited to 8 hours per month; or
- To address a school emergency or childcare provider emergency (including a situation where a child cannot stay at school or with a childcare provider due to behavioral or discipline problems).

This law extends leave protections to nontraditional family relationships. The law defines a “parent” as a parent, guardian, stepparent, foster parent, or a grandparent of, or a person who stands in loco parentis to, a child. Finally, Vidoori will permit employees to take time off from work to appear at their child’s school after the child has been suspended.

**Voting Leave** - Vidoori will allow employees who do not have sufficient time outside of working hours to vote in a statewide election to, on an election day, take enough time off from work to vote. Vidoori will pay employees for up to 2 hours of leave for voting purposes.

**Organ and Bone Marrow Donor Leave** - Vidoori will provide employees who are organ or bone marrow donors with:

- Up to 30 business days of unpaid leave per year to donate an organ; and
- Up to five business days of unpaid leave per year to donate bone marrow. Leave may not run concurrently with FMLA or California disability leave, but Vidoori may require employees to take accrued sick leave or Paid Time Off.

**State Disability Insurance (SDI)** - The California State Disability Insurance (SDI) program provides short-term Disability Insurance (DI) and Paid Family Leave (PFL) wage replacement benefits to eligible workers who need time off work.

## **COLORADO**

**Credit Act** - Vidoori will not ask, obtain, or use credit information about its current or prospective employees. Vidoori will not discriminate against a current or prospective employee based on that person’s credit information.

**Domestic Violence Leave** – Vidoori allows employees to use this unpaid leave if they have worked for Vidoori for at least 12 months and have been victims of domestic violence, sexual assault, domestic abuse, or stalking. Employees may take up to three days off in a 12-month period.

**Fair Employment Law** – Vidoori prohibits discrimination based on race, color, religion, national origin, sex (including pregnancy, childbirth, and related medical conditions), creed, sexual orientation, age (40 and over, marriage to a co-worker (subject to specific circumstances), ancestry, military or veteran status, genetic information, disability (physical or mental).

**Final Paycheck** – Terminated employees will receive their final paycheck immediately, unless Vidoori's accounting is not regularly scheduled to be operational on the day of termination, in which case, the employee will be paid no later than six hours after the start of the accounting department's next regular workday. In resignations, employees will receive their final paycheck on the next regular payday. Accrued Paid Time Off will be paid out to an employee upon termination or separation from Vidoori.

**Jury Duty** – Vidoori will allow employees to take time off to serve on a jury. Employees will be paid their regular wages, up to \$50 a day, for the first three days of jury service. After that, the time is unpaid. However, special rules apply to exempt employees.

**Colorado Family Care Act (FCA)** – employees are eligible for leave to care for partners with serious health conditions, where they have civil unions or domestic partnerships. An employee is eligible for leave under the FCA if he or she is eligible for leave under the FMLA and is either:

- In a civil union under Colorado law;
- In a domestic partnership that is registered in the municipality in which the person resides or with the state; or
- In a domestic partnership recognized by the employee's employer. The domestic partner may be of the same or different sex. Vidoori may require reasonable documentation of the civil union or domestic partnership.

**School Activities leave** - Employees are entitled to take up to 18 hours of unpaid leave per year (not to exceed six hours in one month), to attend academic activities for or with the employee's child.

**Voting Leave** – Vidoori will provide employees with two hours of leave with pay for voting.

**Sick leave** - Employees can use sick leave for a mental or physical illness, to care for a sick family member, for instances of domestic abuse or assault, or in instances where a child's school has been closed.

**Workplace Accommodations for Nursing Mothers** – Vidoori will provide reasonable unpaid break time, or allow an employee to use paid break and/or meal time, each day to express breast milk for their nursing child up to 2 years after the child's birth, make reasonable efforts to provide a private location in close proximity to the work area (other than a toilet stall) where an employee can express breast milk, and not discriminate against the employee for expressing breast milk in the workplace.

**FLORIDA**

**Fair Employment Law** – Vidoori will not fire, refuse to hire, or otherwise discriminate against an individual with respect to compensation or terms, conditions, or privileges of employment based on his or her race, color, religion, sex, pregnancy, national origin, age, handicap, and marital status.

**Jury Duty** – Vidoori will allow employees unpaid time off from work to serve as jurors, and for employees that have been subpoenaed, to testify in judicial proceedings. Vidoori will not dismiss from employment any employee summoned for jury duty because of the nature or length of the jury service, or any employee whose absence results from compliance with a subpoena.

**GEORGIA**

**Jury Duty** – Vidoori will not discharge, discipline, or otherwise penalize an employee because the employee is absent for the purposes of attending a judicial proceeding in response to a subpoena, summons for jury duty, or other court order. An employee is entitled to be paid his or her salary while missing work to serve on jury duty. Vidoori may require employees to provide reasonable notification of their expected absence to attend jury proceedings.

**Voting Leave** – Vidoori will grant employees time off to vote as follows:

- Vidoori will provide up to 2 hours of unpaid leave to vote.
- Vidoori is not required to provide time off to vote if an employee has at least 2 hours of nonworking time during the time the polls are open.
- Vidoori may specify the time during which an employee may take leave to vote.

Employees must provide reasonable notice to Vidoori of their intention to take time off to vote.

**HAWAII****Fair Employment**

Vidoori will not discriminate on the basis of: race, sex, sexual orientation, age, religion, color, ancestry, disability, marital status, civil union status, credit history, credit report, arrest and court record and domestic or sexual violence victim status.

**Final Pay**

Vidoori will pay an involuntarily terminated employee the final paycheck at the time of termination or the next working day, if the termination occurs at a time and under conditions which prevent Vidoori from making immediate payment. If an employee resigns, the employee will receive his/her final paycheck at the time of quitting (if the employee gives at least one pay period's notice).

**Victim Leave**

Vidoori will grant an employee who is a victim of domestic or sexual violence (or whose minor child is a victim) unpaid leave from work for a reasonable period of time not to exceed five (5) days. Eligible employees are those who have worked for the Company at least six (6) consecutive months.

## **ILLINOIS**

### **Fair Employment**

Vidoori will not refuse to hire, segregate, or act with respect to recruitment, hiring, promotion, renewal of employment, selection for training or apprenticeship, discharge, discipline, tenure or terms, privileges or conditions of employment, on the basis of unlawful discrimination or citizenship status. "Unlawful discrimination" means discrimination against a person because of his or her:

- Age (40 or older)
- Ancestry
- Citizenship status
- Color
- Marital status
- National origin (includes physical, cultural or linguistic characteristics, or a name which identifies a person's national origin)
- Physical or mental disability
- Pregnancy (includes pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth)
- Race
- Religion
- Sex (includes sexual harassment)
- Sexual orientation (actual or perceived, whether or not traditionally associated with the person's designated sex at birth)
- Unfavorable discharge of military status (any discharge from the U.S. Armed Forces, their Reserve components or any National Guard or Naval Militia which is less than "honorable," but not "dishonorable")

### **Final Pay**

Terminated employees will receive the final paycheck at the time of separation, if possible, but in no case later than the next regularly scheduled payday. When an employee requests in writing that his or her final compensation be paid by check and mailed, Vidoori will comply with this request.

### **Jury Duty**

Vidoori will grant employees unpaid time off from work to perform jury service.

### **Paid Sick Leave**

Chicago and Cook County Paid Sick Leave – employees accrue 1 hour for every 40 hours worked.

Half of an employee's unused accrued leave up to a maximum of 20 hours will carry over to the following year.

**Voting Leave**

Vidoori will provide employees two (2) hours of paid time off to vote if an employee's work shift begins less than two (2) hours after polls open and ends less than two (2) hours before polls close.

**Victim Leave**

Vidoori allows a total of four (4) workweeks of unpaid leave during any 12-month period if he/she is a victim of domestic, sexual or gender violence or who has a family or household member who is a victim of domestic, sexual or gender violence.

**KENTUCKY****Fair Employment**

Vidoori will not discriminate based on: race, color, religion, national origin, sex, age (40 and older) and disability, and discrimination based on whether an individual smokes tobacco as long as the individual complies with any workplace policy concerning smoking; and retaliation against any individual for asserting their rights or participating in any claim or investigation under the law.

**Voting Leave**

Vidoori will provide employees with a reasonable amount of unpaid leave, but not less than four (4) hours in which to vote in an election, between the opening and closing of the polls.

**MARYLAND**

**Background Checks** – Vidoori will not require applicants to reveal, in an application, interview, or by other means, information about criminal charges or convictions that have been expunged or pardoned. Vidoori will not require a job applicant to disclose "shielded" information about criminal charges on an employment application or during an interview.

**Credit Act** – Vidoori will not ask, obtain, or use credit information about its current or prospective employees. Vidoori will discriminate against a current or prospective employee based on that person's credit information.

**Fair Employment Law** – Vidoori will not discriminate on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation, genetic information, gender identity and disability.

**Flexible Leave** – Employees may use their PTO or sick leave to care for an immediate family member who is ill under the same conditions that would apply if the employee took leave for his or her own illness.

**The Reasonable Accommodations for Disabilities Due to Pregnancy Act** – Vidoori will provide pregnant employees with certain reasonable accommodations beyond the requirements of the

Americans with Disabilities Act (ADA) and the Pregnancy Discrimination Act (PDA). Vidoori will provide pregnant employees who are temporarily disabled with light duty assignments or transfers to less strenuous jobs, among other accommodations.

**Job Fairness Act** – Vidoori will not use credit reports as a basis for the following:

- Determining rate of pay;
- Determining whether to hire an applicant;
- Determining whether to terminate an employee; or
- Establishing other conditions of employment.

**Voting** – Vidoori allows employees up to two hours of paid leave to vote unless they have two continuous nonworking hours when polls are open. Deduction from wages is prohibited for employees who use the time to vote or attempt to vote. Employees will be required to furnish proof to Vidoori of voting or attempting to vote.

**Jury Duty and Court Attendance Leave** - Vidoori will not require an employee to use any sick or Paid Time Off leave to attend jury duty. Vidoori will not require an employee who appears for jury duty for four or more hours (including travel time) to work his or her scheduled shift if it begins: On or after 5 p.m. on the day of the employee's appearance for jury duty; or Before 3 a.m. on the day after the employee's appearance for jury duty.

**Username and password privacy protection** – Vidoori will not request or require that an employee or applicant disclose any username, password, or other means for accessing a personal account or service through an electronic communications device Vidoori may require an employee to disclose any username, password, or other means for accessing non-personal accounts or services that provide access to the employer's internal computer or information systems.

## **NEW YORK**

### **Crime Victim Leave/Domestic Violence Leave**

Vidoori will allow employees to take unpaid leave to appear as a witness, to consult with a district attorney or to exercise certain other rights under the law. Employees may take leave for the following reasons: To seek medical attention (including for a child victim); to obtain services from a domestic violence shelter, program or rape crisis center; to obtain psychological counseling (including for a child victim); to take action to increase safety from domestic violence in the future, including relocating; or to obtain legal services, assist in the prosecution of the offense or appear in court.

### **Fair Employment**

Vidoori will not discriminate on the basis of age, color, creed (religion), disability (including pregnancy and pregnancy-related conditions, lactation), domestic violence victim status, familial status, gender expression, gender identity, marital status, military status, national origin,

predisposing genetic characteristics, race, sex, sexual orientation, status as a domestic violence victim, employee or dependent's reproductive health decision.

### **Paid Family Leave**

Vidoori participates in the Paid Family Leave Program. Paid family leave is funded by employee payroll deductions. Employees receive 10 weeks of leave during any calendar year at 67% of their earnings.

### **Paid Sick and Safe Leave**

Vidoori provides employees with one (1) accrued hour of paid sick leave for every 30 hours worked to a maximum of 40 hours. Employees may carry over unused sick leave to the following calendar year. Paid sick leave accrual starts at the beginning of employment and may be used immediately.

### **Voting Leave**

Vidoori will pay for up to two (2) hours of voting leave for any election for employees who do not have sufficient time (total of four (4) hours) to vote outside work hours.

### **Wage Notice**

Vidoori will provide a written notice of wage rates to each new hire and at the time of a rate change.

## **PENNSYLVANIA**

### **Victim Leave**

Vidoori will provide employees who are victims of domestic violence, sexual assault or stalking, or have a family or household member who is a victim of domestic violence, sexual assault or stalking with four (4) workweeks of unpaid leave each year

## **VIRGINIA**

### **Fair Employment**

Vidoori will not discriminate on the basis of race, including traits historically associated with race, including hair texture, hair type and protective hairstyles such as braids, locks, and twists, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age (40 or older), marital status or disability.

### **Crime Victim Leave**

Vidoori will allow an employee who is a victim of a crime to leave work (without pay) to be present at all criminal proceedings relating to a crime against the employee.

### **Military Leave**

Vidoori will not discharge or otherwise discriminate against an employee because he or she is a member of the Virginia National Guard, Virginia State Defense Force or naval militia. Virginia National Guard, Virginia Defense Force or naval militia members who are called to state active



duty by the governor or military duty pursuant to Title 32 of the United States Code for weekend drills and 2-week training duty are entitled to take leave without pay from a nongovernment job and cannot be forced to use vacation or other accrued leaves for a period of active service.