



Mastech InfoTrellis Associate Handbook U.S.A.

This handbook is a general guide to Human Resources policies and procedures for all Mastech InfoTrellis, Inc. associates.

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Section 1 – Introduction

1.01 – Introduction to the Handbook

PURPOSE OF THE HANDBOOK

This handbook is a general guide to human resources policies and procedures for all Mastech InfoTrellis, Inc. (branded as Mastech InfoTrellis) associates. It is not comprehensive, does not address all employment issues or policy exceptions and is not intended to provide specific details in all areas. Many issues (such as benefits) are addressed in detail in other official, controlled documents. Each associate should read and become familiar with Mastech InfoTrellis' policies and procedures. Failure to comply with these policies or procedures may result in discipline, up to and including termination.

POLICIES ARE NOT CONTRACTS OR GUARANTEED RIGHTS

These policies and procedures are not contractual employment commitments made by Mastech InfoTrellis and may be changed or revoked at any time by Mastech InfoTrellis, in its sole and absolute discretion, with or without notice. No policy or procedure is intended as a guarantee of terms or conditions of employment or of benefits or rights. These guidelines replace and supersede any previous oral or written policies, procedures and practices regarding matters covered in this handbook. The only exceptions to these policies and procedures are those that are modified in writing by management.

If you have questions or need help in understanding the policies in this handbook,
please ask a member of Human Resources.



1.02 – Message from the CEO

Welcome to Mastech Digital.

We are on a journey of transformation and growth, and we value your contribution toward that journey. In our ongoing endeavor, we have been adopting best practices across the company as well as best-in-class technology and Human Resources frameworks for the benefit of all our associates. Our brand positioning and digital presence is reflective of our intent to build an organization that is regarded as an employer of choice. We welcome your suggestions and value your opinion to make your experience with us, more delightful. Feel free to write to us on experience@mastechdigital.com.

I sincerely hope our association will be a rewarding one.

Regards,



Vivek Gupta
President and CEO

1.03 – About Mastech InfoTrellis

Mastech InfoTrellis provides strategic consulting to help clients define and achieve their Master Data Management (MDM) vision. Services provided by Mastech InfoTrellis cover all aspects of an MDM solution lifecycle, ranging from evaluating clients' MDM needs, capturing detailed business and technical requirements, vendor selection, design, implementation, testing, deployment, and training.

Mastech InfoTrellis is a distinguished MDM service provider with access to the most CDI and MDM resources available. Mastech InfoTrellis works with several marquee brands in North America. Some of its clientele include Fortune 500 companies such as Lowe's USA, Dell Inc., JC Penney, Express Scripts, Ford among others. Headquartered in Toronto, ON, Canada, Mastech InfoTrellis also has offices based out of Pittsburgh, PA, Austin, TX, Chennai, India and Noida, India.

THE MASTECH INFOTRELLIS PHILOSOPHY

Mastech InfoTrellis takes its responsibility to both customers and associates very seriously. This philosophy is reflected in our overall mission that guides us each and every day.

OUR MISSION

Mastech InfoTrellis has defined a set of common values which help us to grow as a company. The common set of values helps support the goals and objectives of our business enterprises across all of our offices.

Integrity - Unwavering integrity and honesty in all interactions.

Teamwork – Work as a team, active knowledge development and sharing to reach common goals.

Leadership – Provides purpose, values and vision. Earns trust and loyalty and inspires others to greater performance.

Initiative – Seeks new challenges and responsibilities. Identifies, develops, and contributes market-valued intellectual capital for the company.

Professionalism – Represents self and company in a professional manner.

With every associate working toward these values, we will truly have an enjoyable experience working together.



Section 2 – Diversity

2.01 – Equal Employment Opportunity (EEO)

EEO COMMITMENT

Equal Employment Opportunity has been and will continue to be a basic principle at Mastech InfoTrellis. Mastech InfoTrellis strictly prohibits and does not tolerate discrimination against associates, applicants, or any other covered persons because of race, color, religion, creed, national origin, ancestry, ethnicity, sex, sexual orientation, gender (including gender nonconformity and status as a transgender individual), age, physical or mental disability, citizenship, marital status, veteran status, genetic information or any other characteristic protected under applicable federal, state or local law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits and termination of employment.

NO RETALIATION

You will not be subject to, and Mastech InfoTrellis prohibits, any form of discipline, reprisal, intimidation or retaliation for making a good faith report or complaint of perceived discrimination, for pursuing a good faith discrimination claim or for participating in any investigation of alleged discrimination.

CORRECTIVE ACTION

Appropriate corrective action, up to and including termination, will be taken against any Mastech InfoTrellis associate found to have violated this policy.

2.02 – Harassment

HARASSMENT-FREE ENVIRONMENT

All Mastech InfoTrellis associates have the right to work in an organization free from harassment, whether verbal or physical, that is based on race, color, religion, creed, national origin, ancestry, ethnicity, sex, sexual orientation, gender (including gender nonconformity and status as a transgender individual), age, physical or mental disability, citizenship, marital status, veteran status, genetic information or any other characteristic protected under applicable federal, state or local laws.

2.03 – Americans with Disabilities Act (ADA)

As part of our Equal Employment Opportunity commitment, we adhere to all applicable provisions of the Americans with Disabilities Act (ADA) and applicable state and local laws prohibiting discrimination in employment against qualified individuals with disabilities. We do not discriminate against any qualified applicant or associate with a known physical or mental disability in any employment practice including, but not limited to, hiring, promotion, job assignment, compensation, discipline, training and termination. Ability, not disability, is the basis of all of our employment decisions.

2.04 – Reporting Procedures

If you are subjected to any conduct that you believe violates this policy, you must promptly speak to or write to your direct supervisor, your designated Human Resources representative or a member of Mastech InfoTrellis' executive management team. Mastech InfoTrellis will promptly and thoroughly investigate the facts and circumstances of all claims of perceived discrimination and will take prompt corrective action, if appropriate. If you have not received a satisfactory response within five (5) business days, you must immediately email the legal department.

Additionally, any manager or supervisor who observes discriminatory conduct must report the conduct to his or her direct supervisor, designated Human Resources representative or a member of Mastech InfoTrellis' senior management team so that a prompt investigation can be conducted and corrective action taken, if appropriate.

If associates do not report perceived discriminatory conduct, Mastech InfoTrellis may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.



Section 3 – Employment

3.01 – Employment Classification

Mastech InfoTrellis associates are classified into several categories.

The classifications are important in determining salary, eligibility for various benefits, and eligibility for overtime, as well as for clarifying employment status.

Each associate's position is designated as either exempt or nonexempt from the overtime provisions in accordance with the Fair Labor Standards Act (FLSA) and applicable state and local laws:

- Nonexempt associates receive overtime pay for work in excess of 40 hours in a workweek. Overtime pay is based on one and half times the regular rate of actual weekly hours worked.
- Exempt associates hold positions that meet specific tests established by the FLSA and applicable state and local laws. Exempt associates are not eligible for overtime pay.

If you have any questions regarding your employment classification or exemption status, or believe you are incorrectly classified, please contact Human Resources.

3.02 – Hiring of Relatives

Qualified applicants or associates who have relatives or household members currently associated with Mastech InfoTrellis may be hired, transferred or promoted provided the employment would not establish a direct or indirect supervisory relationship, real or apparent conflict of interest or potential conflict of interest.

For the purpose of this policy, "relative" is defined to include spouse, parent, stepparent,

foster parent, sibling, stepsibling, grandparent, grandchild, child (whether by blood, marriage, adoption, or foster), mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law or daughter-in-law. Individuals who reside with an associate are considered household members.

If associates become relatives or household members, and one associate is in a supervisory position, that associate is required to inform his or her manager and Human Resources of the relationship.

3.03 – Reference Checks/Verifications of Employment

DIRECT ALL REQUESTS TO HUMAN RESOURCES

All requests for references and inquiries regarding current or former associates must be directed to Human Resources. No associate may provide a letter of reference for any current or former associate without Human Resources' written permission.

RELEASE OF INFORMATION

Under no circumstances may any information regarding current or past associates be provided over the phone. Human Resources will respond in writing only to reference requests that are submitted in writing. It is Mastech InfoTrellis's policy to provide only limited information, such as name, dates of employment, and job title.

When your signed authorization is received, we will forward the request to the Payroll Department to provide the appropriate information requested by a legitimate credit, mortgage, legal or insurance source.

3.04 – E-Verify Employer

Mastech InfoTrellis will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new associate's Form I-9 to confirm work authorization.

IMPORTANT: If the government cannot confirm that you are authorized to work, Mastech InfoTrellis is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9. To determine whether Form I-9 documentation is valid, Mastech InfoTrellis uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

If you believe that Mastech InfoTrellis has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at www.justice.gov/crt/osc.

3.05 – Termination of Employment

Mastech InfoTrellis may terminate your employment for cause. In such event, your compensation will cease as of the date of such termination. Mastech InfoTrellis may also terminate your employment without cause by providing the entitled notice of termination (or termination pay instead of notice).

VOLUNTARY TERMINATION (RESIGNATION)

All associates are requested to provide advance written notice (per the terms and conditions of their employment agreement, if such exists) of their intention to leave Mastech InfoTrellis. Paid time off may generally not be included in the notice period. Associates who fail to give proper notice will be ineligible for reemployment. On termination of employment, associates will be paid for any accrued but unused PTO at the associate's final rate of pay, provided the associate gives notice of termination as required in their employment agreement. Mastech InfoTrellis reserves the right to accept the resignation date as offered or may, depending on the situation, end the relationship immediately.

COMPANY PROPERTY

Associates are required to immediately return to Mastech InfoTrellis all property (including laptops, keys, etc.) in their possession belonging to Mastech InfoTrellis or any of its customers. Computer hardware and software must be in good working condition.

EXIT INTERVIEWS

Human Resources may conduct an exit interview with a departing associate to determine the associate's reasons for leaving and opinions regarding the workplace. The interview is also used to arrange for the return of company property and to answer associate questions regarding benefits and other Human Resources issues. Such interviews are generally conducted during the last week of employment.

PAYCHECKS

Terminated associates and those who resign will be paid as required by applicable state law.

BENEFITS

Associates, unless terminated for gross misconduct, may choose to continue their medical benefits under Consolidated Omnibus Budget Reconciliation Act (COBRA). A letter describing your COBRA options will be mailed to your last known address within thirty days of your last day of employment.



Section 4 – Workplace Expectations

4.01 – Confidentiality

Maintaining confidentiality is a condition of employment at Mastech InfoTrellis. In the course of performing their duties, associates may have access to or gain knowledge of confidential information concerning Mastech InfoTrellis, its customers/clients and other associates.

“Confidential information” is defined as confidential and proprietary business information to which the public does not have general access, including, but not limited to, trade secrets, development of systems, processes, products, know-how, technology, internal reports, policies, procedures or any other internal business-related information. This policy governs the use or further disclosure of confidential information.

Confidential information must be safeguarded. An appropriate manager will grant the necessary access if an associate needs such information to perform his or her job duties. No other access is permitted. Any release, duplication, distribution, transmittal, disclosure or discussion of such information that is not permitted or required by law or by the duties of the associates involved is strictly prohibited.

When an associate leaves Mastech InfoTrellis, the associate must return to Mastech InfoTrellis all of its confidential information and property that the associate has in his or her possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or other office supplies.

Any unauthorized access to, unauthorized use of, or unauthorized release of, confidential information violates this policy. Associates found to be violating this policy may be subject to discipline, up to and including termination and may also be subject to civil and/or criminal penalties in accordance with applicable laws.

Nothing in this policy or handbook is intended to prohibit associates from discussing their wages, hours, or other terms, conditions or privileges of employment with each other or with third parties or from engaging in any legally protected conduct under applicable law.

4.02 – Conflicts of Interest

- Associates may not participate in activities that conflict with or appear to conflict with the business interests of Mastech InfoTrellis and/or our clients' or that hurt the associate's job performance. Examples of conflicts of interest include, but are not limited to:
 - Accepting gifts, cash, discounts, entertainment or other improper personal benefits from business contacts that could be interpreted as given to influence an associate's actions [associates may accept nominal gifts (those under \$50) such as pens, calendars and meals]
 - Working for an organization or having outside business interests that compete with Mastech InfoTrellis and/or our clients or engaging in work that interferes with job performance at Mastech InfoTrellis
 - Improperly using company and/or our client facilities, equipment, supplies or company name
 - Developing a relationship with a customer or other business contact that may jeopardize an associate's independent judgment

If an associate becomes aware of a potential conflict of interest or ethical concern regarding his or her employment or another associate at Mastech InfoTrellis, he or she must report it immediately to his or her manager or Human Resources. Mastech InfoTrellis will not tolerate any retaliation against anyone who has made a report under this policy. If any associate believes that he or she has been retaliated against under this policy, the associate must report the retaliation promptly using Mastech InfoTrellis' reporting procedure. Associates who violate Mastech InfoTrellis' conflict of interest policies will be subject to corrective action, up to and including termination.

4.03 – Outside Employment (Moonlighting) and Activities

Associates may hold outside jobs or be involved in outside business, educational, community, political and charitable activities as long as such activity receives their supervisor's written approval, they continue to meet established performance standards in their positions at Mastech InfoTrellis and such activities do not impact Mastech InfoTrellis business interests, consume company resources (including, but not limited to, facilities, equipment, supplies and IT systems) or create conflicts of interest. Unless acting as a company representative, an associate should make clear at all times that he or she is acting on a private, personal basis and not as part of the Mastech InfoTrellis organization. Associates may not engage in any outside employment for an employer that competes with Mastech InfoTrellis.

Associates must comply with all Mastech InfoTrellis policies and procedures, including but not limited to, policies on confidentiality, conflicts of interest and the terms and conditions of any applicable confidentiality, non-competition and non-solicitation agreements.

An associate's position at Mastech InfoTrellis is considered to be of primary importance over any outside employment. Furthermore, associates are expected to devote their full attention and energy to the organization while on the job.

Management approval must be sought if any doubt exists regarding the appropriateness of an associate's involvement in outside activities.

4.04 – Attendance and Dependability

COMPANY EXPECTATIONS

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

NOTIFICATION OF ABSENCE/TARDINESS

Associates are expected to give their manager and Human Resources department as much advance notice as possible of anticipated tardiness, absence, or of the need to leave early. Associates must explain the reason for the absence or tardiness and when they will return to work.

An associate's manager and Human Resources department must be personally notified on a daily basis unless a set day for a return to work (or an alternate arrangement) has been established. Associates must also maintain regular contact with their manager or Human Resources department during any extended absences.

Normal office hours for Mastech InfoTrellis associates at client sites are the same as the hours followed by the client. Associates must report to work at the indicated hours. Please confirm with the Project Manager or Principal on the account to confirm the work hours for a specific client. For associates who are on an offsite client project, Fridays are optional to be physically present on site for a work week unless requested by their manager to do so.

Normal office hours for Mastech InfoTrellis office associates are from 9:00 AM to 5:00 PM Monday to Friday. Flexible timings and work from home option is available based on prior approval from your reporting manager. The policy requires that all office associates who are a) not on a project or b) on a project but not currently traveling must work out of the office for a minimum of three (3) days a week. All approvals must be written and sent to the Human Resources team.

Should an associate need to arrive late or leave early, he/she should communicate this to their manager at the earliest and get their approval. Such requests cannot be made on an ongoing basis as all associates are required to be at work during the normal working hours.

4.05 – Appearance and Grooming

Service and professionalism are what separate Mastech InfoTrellis from its competition. The nature of our business demands that an associate's appearance reflect an appropriate professional image and be consistent with an associate's particular duties and the customer's dress code. Dress, grooming and hygiene should be appropriate to the nature of work, degree of customer contact, expected business standards and the need to maintain job safety.

Improperly groomed or dressed associates will be subject to disciplinary/corrective action, up to and including termination.

4.06 – Communication and Information Systems

USE OF COMPANY SYSTEMS

The communication systems (including telephone, fax, photocopy machine, voice mail, e-mail, computer files and Internet systems) are provided for business purposes and are Mastech InfoTrellis property. An associate's use of company systems constitutes consent to monitoring. Consequently, Mastech InfoTrellis may intercept, monitor, review, and disclose any communication or files as business needs require. Messages or files created, sent, or received are not an associate's private property. Associates should have no ownership or privacy expectations regarding communications or data sent over Mastech InfoTrellis' information systems.

All communications, both inside and outside Mastech InfoTrellis, should be professional, businesslike, and courteous. Communications that are discriminatory, sexually explicit, non-job related, malicious, obscene, harassing, threatening, intimidating, or used to solicit commercial, religious, political, charitable, union, or other non-business causes are strictly prohibited. Improper use of communication systems and equipment may subject an associate to corrective action, up to and including termination.

4.07 – Solicitation and Distribution

In order to minimize work interruptions and to maintain productive business operations, associate solicitation and distribution of literature is restricted on company premises. Solicitation and distribution of literature by associates is prohibited on company property during working time. Working time includes the working time of the associate doing the soliciting or distributing and the associate to whom the soliciting or distributing is being directed, but does not include time during meals and breaks and before or after work. Even during non-working times, distribution of literature is prohibited in working areas. Solicitation and distribution of literature by non-associates is prohibited on company property at any time.

Associates are prohibited at all times from using Company equipment, supplies or space (i.e. bulletin boards) in order to produce or distribute materials or messages for solicitation. At no time are materials or literature containing hateful, obscene or discriminatory content, as deemed by Mastech InfoTrellis, permitted on Company premises. All posted or distributed information requires the prior authorization of Human Resources.

4.08 – Personnel Files and Records

UPDATING INFORMATION

Records and information regarding each applicant, associate and former associate are kept to ensure compliance with government requirements and to support benefit programs and employment actions. It is important that records are accurate and current; therefore, associates are asked to notify Human Resources of any changes in:

- Name
- Address and/or telephone number
- Emergency contact person
- Number of dependents (IRS W-4)

- Immigration status (INS form I-9 may need to be amended)
- Military status
- Insurance beneficiaries

ACCESS TO FILES

All files maintained by Human Resources are Mastech InfoTrellis property; therefore, access to them is restricted. Generally, only authorized managers have access to the files. Associates may review their own records by making a written request for an appointment with Human Resources. A member of management must be present during any associate review of records. Contact Human Resources with any questions or concerns.



Section 5 – Compensation

5.01 – Wage and Payroll Procedures

SALARY WAGE DETERMINATION

We seek to provide fair, competitive wages that recognize each individual's unique contribution to the overall goals of the organization. Wage increases, when granted, are based on, including, but not limited to, job performance, position and role expectations, prevailing market conditions, and Mastech InfoTrellis' financial health. Wage policies and procedures are made at Mastech InfoTrellis' sole discretion and may be unilaterally modified or revoked at any time.

Associates who have questions or concerns regarding any compensation programs or policies are encouraged to contact their manager or Human Resources.

PAY PROCEDURES

We seek to provide timely and accurate payment to associates in compliance with all applicable federal, state and local laws. Associates are paid biweekly. Please refer to the published payroll calendar for exact pay dates.

Associates have the option to have all or a portion of their pay sent directly to a bank account if they provide written authorization to Human Resources. Also, advance written notice should be given when an account with payroll direct deposit is closed. The itemized summary of all deductions and advances will be printed on all pay stubs.

If a payday happens to fall on a scheduled day off (such as a holiday), pay will normally be distributed (but are not required to be distributed) on the last working day before the scheduled pay date.

LOST CHECKS

Payroll must be notified in writing as soon as possible if a paycheck is lost so that a replacement check can be issued. However, Mastech InfoTrellis is not responsible for a lost check if payment cannot be stopped. Stop payment processing fees are the responsibility of the associate.

5.02 – Overtime

WHEN OVERTIME OCCURS

Associates may occasionally be required to work overtime hours to meet business needs. Failure to work overtime or working overtime without written authorization may result in corrective action, up to and including termination.

Associates are eligible for overtime pay for work performed beyond 40 hours per week and that is billable to the client. Advance written approval from the supervising manager is required before any associate may work overtime. Overtime is calculated based on a single workweek beginning at 12:00 a.m. on Sunday and ending at 11:59 p.m. on the following Saturday.

As required by law, overtime pay is based on actual hours worked. Time off for lunch breaks, sick leave, vacation, holidays, funeral leave, jury leave, leave of absence or time off for any other reason is not considered as "hours worked" for calculating overtime.

Travel time to and from the client site is not compensated for. Those hours are not paid for as well as cannot be accumulated as overtime hours.

5.03 – Working Hours

Here at Mastech InfoTrellis, we recognize the maturity and professionalism of our associates and encourage and support the occasional associate who wants or needs to establish a flexible work schedule. We believe this flexibility is an important part of retaining the bright, creative professionals whom we employ.

There are, of course, certain departments or projects that may require an associate to work standard hours. While attempts will be made to establish steady and predictable hours, there are no guarantees of minimum or maximum hours and lack of notice is not an acceptable reason for refusing to work. In summary, your manager must approve any variance from our standard work hours and is responsible for ensuring the continuity of operations.

Approval from management is required for all flexible schedules. Mastech InfoTrellis has the discretion to alter and/or terminate your working hour arrangement as determined by Mastech InfoTrellis business needs.

5.04 –Time Records

Associates are automatically paid for a set number of hours each week. Full time associates are automatically paid forty (40) hours per week, part time associates are automatically paid in accordance

with the hours set forth in their employment agreement. Associates are required to enter regular hours worked following the timesheet process. This tracks hours against the appropriate project codes as well as tracks approved overtime hours, PTO and holiday hours. Timesheets are required from all associates for auditing purposes.

Accurately recording PTO taken and hours worked in excess of regular hours worked is the responsibility of each associate. To ensure that associates are accurately paid and that we are in compliance with applicable laws, complete records of associate hours worked must be kept. It is the responsibility of all associates to complete their time records and to certify the accuracy of all time recorded. Tampering, altering or falsifying time records or recording time on another associate's time record may result in disciplinary action, including termination. All overtime hours require advance written approval from management.

Associates are encouraged to contact Human Resources regarding any questions on time entry procedures.

5.05 – Per Diem Allowance

In addition to reimbursement of travel costs and lodging expenses, associates working on client site may be entitled to a per diem allowance. Please refer to the individual client travel policies for exact amounts, or connect with the Principal on the account.

5.06 – Improper Deductions Policy

The Fair Labor Standards Act (FLSA) is a federal law that requires that most associates be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for associates employed as bona fide executive, administrative, professional and outside sales associates. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer associates. To qualify for exemption, associates generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. Job titles do not determine exempt status. In order for an exemption to apply, an associate's specific job duties and salary must meet all the requirements of the Department of Labor's regulations.

Being paid on a "salary basis" means an associate regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. Subject to certain exceptions, including, but not limited to, paid time off, family medical leave and disability, an exempt associate must receive the full salary for any workweek in which the associate performs any work, regardless of the number of days or hours worked. Exempt associates do not need to be paid for any workweek in which they perform no work. If the exempt associate is ready, willing and able to work, deductions may not be made for time when work is not available.

It is Mastech InfoTrellis' policy to comply with the salary basis requirements of the FLSA. Therefore, Mastech InfoTrellis prohibits any improper deductions from the salaries of exempt associates. Mastech InfoTrellis wants associates to be aware of this policy and that Mastech InfoTrellis does not allow deductions that violate the FLSA.

If an exempt associate believes that an improper deduction has been made to his or her salary, the



associate must immediately report this information to Mastech InfoTrellis Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the associate will be promptly reimbursed for any improper deduction made.

Section 6 – Time off/Leaves of Absence

6.01 – Paid Time Off (PTO)

Mastech InfoTrellis provides salaried associates with paid time off (PTO) from work. PTO may be taken for any reason, including vacation or other personal time away from work. Associates are eligible to accrue PTO from the inception of employment. Please refer to your Employment Offer and the PTO policy for the full schedule.

For new hires, the first month of accrual is prorated based on the number of days in your first month of employment. PTO benefits accrue on a monthly basis.

Associates may not accrue PTO during unpaid leaves of absence or other periods of inactive service. Accrued PTO must be utilized before any unpaid time will be approved.

All associates are encouraged to take their accrued PTO each calendar year. Associates must take PTO in increments of at least four (4) hours. Associates must provide the Human Resources department with a tentative vacation plan for the year by end of January of each New Year. Once this vacation time is confirmed, associates must request PTO from their manager and Human Resources as fast as in advance as possible but at least ten (10) business days in advance of a planned leave lasting more than three (3) business days. Mastech InfoTrellis generally will grant requests for PTO, when possible, taking business needs into consideration.

Associates may carry over accrued but unused PTO to the subsequent calendar year up to a maximum of 80 hours. Any accrued PTO in excess of 80 hours at the end of a calendar year will be paid out to the associate. On termination of employment, for any reason, associates will be paid for any accrued but unused PTO at the associate's final rate of pay, provided the associate gives notice of termination as required in their employment agreement.

6.02 – Sick Time

Associates are eligible for up to three (3) days of paid sick days as a result of illness per calendar year. All sick days must be communicated to the Human Resources department. Management may request associates to provide a doctor note when required. Sick days cannot be carried over and there will be no pay out for unused days. Sick days may not be taken at the beginning, middle or end of a vacation or statutory holiday. If you have exhausted your sick leave entitlement, all additional sick days that are taken can be used from your available PTO days or you may request for unpaid leave.

6.03 – Holidays

Mastech InfoTrellis observes 8 annual statutory holidays.

OBSERVED HOLIDAYS

Salaried associates observe the following holiday schedule:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day

HOLIDAYS ON WEEKENDS AND DURING SCHEDULED PAID TIME OFF

If a holiday falls on a weekend, it may be observed, at Management's discretion, either the Friday before or the Monday after the holiday. If a company-observed holiday occurs during an associate's scheduled PTO, it will not be counted against the associates PTO balance.

6.04 – Leaves of Absence

JURY AND WITNESS DUTY

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

serving jury or witness duty include:

- **Paid Leave** – Salaried associates will be paid at their regular base rates for up to ten workdays of jury or witness duty in any calendar year. In addition to the ten days, associates are paid for any hours during weeks they actually perform work.
- **Unpaid Leave** – Hourly associates do not qualify for paid jury leave. In these instances, or where paid leave has been exhausted, associates may take unpaid leave.
- **Procedure** – Associates must immediately provide Human Resources with copies of court notices. Jury or witness pay and leave will not be authorized without receiving the appropriate documentation and should be requested by the associate at least 7 days prior to jury duty day to minimize disruption of operations. Associates are expected to check in daily with their manager and provide updates of their availability to work.
- **Breaks in Duty** – Associates must report to work on any business day that the court schedule permits or if released early from the court.

If any provision of this policy conflicts with applicable province or local laws, then the applicable state or local law will govern. Any associate aware of such a conflict should notify Human Resources.

TIME OFF TO VOTE

Associates are encouraged to fulfill their civic responsibility of voting in public elections. Associates must schedule voting time at the beginning or end of the regular workday or vote prior to beginning or after completing their regularly scheduled workday.

Associates whose work schedules do not allow them the opportunity to vote in elections will be allowed to take time off to vote, however, they are expected to make up the lost time by working the additional hours as soon as possible.

Additionally, time off for voting may require authorization from Mastech InfoTrellis management if the time needed to vote should hinder the associate's ability to work a regular work schedule. If management authorization is necessary, time off to vote should be requested at least three days prior to Election Day to minimize the disruption of operations.

If any provision of this policy conflicts with applicable province or local laws, then the applicable state or local law will govern. Any associate aware of such a conflict should notify Human Resources.

FAMILY AND MEDICAL LEAVE

Family and medical leaves of absence will be granted in accordance with the Family and Medical Leave Act (FMLA) and applicable state or laws. This policy highlights some of the key provisions of the FMLA. To the extent that this policy conflicts with the FMLA or does not address all of Mastech InfoTrellis' or associates' rights under the FMLA, the terms of the FMLA will govern. In addition, where state or local laws offer more protections or benefits to associates, the protections or benefits that are more favorable to the associate will govern. If an associate has any questions about his or her eligibility for FMLA leave, he or she is encouraged to contact Human Resources.

Please refer to full policy found at <http://www.mastedchdigital.com/family-and-medical-leave-policy>.

MATERNITY/PATERNITY/DOMESTIC PARTNER LEAVE

Any associate who has successfully completed the six (6) month of employment period, may take up to five (5) business days paid Maternity/Paternity/Domestic Partner Leave for the birth or adoption of a child. The paid leave period must be taken within three (3) months of the birth or adoption of a child and may be used in one day increments.

Days off for Maternity/Paternity/Domestic Partner Leave are required to be recorded in the time tracking system.

MILITARY LEAVE

A military leave of absence will be granted to full- or part-time associates upon request. An associate will be granted a military leave of absence for the period of military service, in accordance with applicable federal, state, or local laws. Associates returning from military service will be provided reinstatement, seniority, compensation, benefits and other rights in accordance with applicable federal, state or local laws. Human Resources should be contacted for details and further information.

Associate Notice Requirements

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

Use of Paid Leave

If desired, associates on approved military leaves may utilize accrued and unused vacation time. Unless otherwise required by federal, state or local laws, leave is unpaid.

Benefits

Service benefits (vacation time and holidays) do not accrue during military leave. Unless otherwise required by federal, state or local laws, Mastech InfoTrellis will not continue insurance benefits during a military leave.

BEREAVEMENT LEAVE POLICY

This policy is designed to support associates at a time of personal difficulty to deal with loss due to the death of an immediate family member. This policy applies to regular full time associates of Mastech InfoTrellis.

Funeral Leave for an Immediate Family Member

When a death occurs in an associates immediate family, all regular full time associates may take up to three (3) days off with pay to attend the funeral or make funeral arrangements. The pay for time off will be prorated for a part-time associate if the funeral occurs on a scheduled work day. The Company may require verification of the need for the leave. The three (3) days off with pay must be taken within one (1) week from the death.

Immediate family members are defined as an associate's spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

Non-family Member Funeral Leave

All regular, full-time associates may take up to one (1) day off with pay to attend the funeral of a close, non-family member. This time off will be considered by the associate's supervisor on a case-by-case basis. The pay for time off will be prorated for a part-time associate if the funeral occurs on scheduled work days. The Company may require verification of the need for the leave. The one (1) day off with pay must be taken within one (1) week from the death.

Additional Time Off

The Company understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off may be granted. The associate may make arrangements with his or her supervisor for an additional four (4) unpaid days off in the instance of the death of an immediate family member. Additional unpaid time off may be granted depending on the circumstances such as distance and the individual's responsibility for funeral arrangements.

Days off for Bereavement Leave are required to be recorded in the time tracking system.

PERSONAL LEAVES OF ABSENCE

Mastech InfoTrellis may grant a leave of absence to eligible associates who require time off from work to fulfill personal obligations. Such leaves of absence may be granted for personal reasons, educational purposes, for community service or religious purposes. Personal leaves are unpaid. Management's approval of personal leave will be based upon the associate's work record, the reason for the request and business needs. Please reach out to the Human Resources department for the full policy.

6.05 – Communication with Mastech InfoTrellis During Leave

An associate on a leave of absence must maintain regular communication with Mastech InfoTrellis and provide Mastech InfoTrellis with a current address, telephone number and e-mail address. The associate must also provide notice of any changes in plans or intention to return to work.



Section 7 – Benefits

7.01 – Insurance & Retirement benefits

Eligible associates are provided a wide range of benefits, in addition to those required by law. Mastech InfoTrellis current benefit offerings include:

- Medical, Dental, Vision, Prescription
- Associate only Basic Life/AD&D (accidental death and dismemberment)
- 401(k) Retirement Plan

The operation of any benefit plan will be governed solely by the terms of the official plan documents, which are maintained by Human Resources and are provided to participating associates periodically, and as required by law. This includes events making associates eligible or ineligible for benefits, the amount of benefits to which associates (or their beneficiaries) may be entitled, and actions associates (or their beneficiaries) must take to request and support a claim for benefits. To the extent that any of the information contained in this handbook, a summary plan description ("SPD"), or any information associates received orally, is inconsistent with the official plan documents, the provisions set forth in the plan documents will govern in all cases. Associates should feel free to contact Human Resources.

Benefit plans may be changed or eliminated at any time at Mastech InfoTrellis' sole discretion.

7.02 – Insurance Continuation – Consolidated Omnibus Budget Reconciliation Act (COBRA)

In some instances, associates and their dependents that lose or become ineligible for coverage under their group health insurance plans may pay for a temporary extension of coverage through COBRA. COBRA coverage is not automatic. Upon separation from Mastech InfoTrellis, any associate enrolled in medical, prescription,

dental or vision will receive COBRA enrolment information directly from Mastech InfoTrellis' COBRA Administrator.

Associates wishing to extend coverage must complete and submit all required enrolment paperwork within the required time limits. The following are examples of qualifying events and beneficiaries under COBRA:

Coverage may continue for up to eighteen months upon an associate's retirement, termination (voluntary or involuntary), reduction of hours, layoff or leave of absence. Associates fired for gross misconduct are not eligible for coverage.

Coverage for dependents may continue for up to thirty six months because of divorce/legal separation, ineligibility of a dependent child, a covered associate/retiree becoming entitled to Medicare or because of the death of the covered associate/retiree.

Contact Human Resources for complete information on monthly rates and assistance for COBRA coverage.

7.03 – Training and Education

COMPANY COMMITMENT TO SKILL GROWTH

Mastech InfoTrellis supports the professional growth of its full-time salaried associates and encourages them to participate in educational opportunities provided by various colleges and/or universities to buy books/software and attend seminars and training programs. This benefit also reinforces Mastech InfoTrellis' belief of fostering a learning environment to help associates enhance their existing skills or acquire new expertise in a different "hot skill" area. To take advantage of these opportunities, associates must receive advance written approval from their managers and Human Resources before incurring any such expenditure. Courses and educational material submitted for approval must help improve the associate's current job function and provide the associate with additional knowledge to assist in career advancement within Mastech InfoTrellis. For more details, please contact Human Resources.

PARTICIPATION IN PROFESSIONAL AND OTHER ORGANIZATIONS

Membership and participation in professional organizations can be important in promoting associate development and Mastech InfoTrellis business interests. Professional memberships and related expenses may be reimbursed with the advance written approval of management and Human Resources. Associates should contact Human Resources for reimbursement guidelines and procedures.

7.04 – Referral Program

The referral bonus is used to provide an incentive to employees that refer individuals who are subsequently selected and successfully employed for various positions at Mastech InfoTrellis. The referral bonus will pay out \$1,000 based on the below guidelines for eligibility:

- The referred employee is hired on a fulltime basis
- The referred employee has successfully complete their 90 day probation period

All fulltime employees are eligible for the referral bonus except for the following:

- Directors, VPs and Executives
- Direct reporting managers or other person associated and/or involved with the recruitment, rating, or selection of the candidate.



Section 8 – Employment-Related Policies

8.01 – Associate Conduct and Work Rules

Rules and standards regarding associate behavior are necessary for the efficient operation of Mastech InfoTrellis and for the benefit and safety of all associates. All associates are expected to meet established performance and conduct requirements. While it would be impossible to compile complete lists of expected behavior and/or unacceptable conduct subject to corrective action, the following guidelines provide a general outline of expectations. If you engage in any of the following activities, it may result in corrective action, up to and including termination.

PERFORMANCE

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

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

HONESTY AND INTEGRITY

Associates are expected to demonstrate honesty and professionalism while conducting all business activities, including observing the spirit as well as the letter of the law. Additionally, associates are responsible for reporting any illegal or unethical actions of associates and non-associates to Human Resources. Examples

of unacceptable actions include:

- Willful or negligent damage, theft or misuse of Mastech InfoTrellis, client or another associate's property
- Falsification of company records or documents (including employment applications, time records, absence reports, expense accounts and other business records)
- Failure to report injury or unsafe conditions or refusal to cooperate in company investigations related to such conditions
- Failure to maintain the confidentiality of company or client trade secrets (including information regarding the development of systems, processes, products, know-how, and technology) and/or other confidential company information (including internal reports, policies, procedures, or other internal business-related confidential communications) or violation of Mastech InfoTrellis's

PROFESSIONAL CONDUCT

Associates are expected to conduct themselves professionally and to meet established standards of behaviour. Examples of unacceptable associate behavior include:

- Violation of dress and grooming standards
- Working under the influence of illegal drugs and/or alcohol
- Possession, use or sale of alcohol or illegal drugs at work
- Using malicious, obscene, harassing, threatening or intimidating language or gestures
- Possession of guns, explosives or other weapons on company property unless otherwise permitted by federal, state or local laws
- Fighting with or attempting to inflict bodily injury on a customer or associate, or otherwise exhibiting violent, harassing or threatening behavior
- Discrimination, harassment or retaliation
- Any intentional or negligent act that endangers the safety, health or well-being of another person
- Any act that disrupts work or discredits the organization

The expected conduct and work rules outlined above are merely examples of the types of behavior that may subject an associate to corrective action. Mastech InfoTrellis maintains complete discretion over corrective action and termination policies and practices. If an associate's performance, work habits, overall attitude, or conduct become unsatisfactory in the judgment of Mastech InfoTrellis, based on either violations of any of the above, or any other Mastech InfoTrellis policies, procedures, rules, or regulations, the associate may be subject to corrective action, up to and including termination.

This policy is not intended to prohibit associates from discussing their wages, hours, or other terms, conditions, or privileges of employment with each other or with third parties, or from engaging in any legally protected conduct under applicable law, including, but not limited to, the Employment Standards Act.

8.02 – Associate Inventions

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

Associates must promptly inform their managers of each invention, software development, improvement, discovery, related documentation or other work creation. They are also obligated to assist Mastech InfoTrellis, without further compensation, in obtaining patent, copyright or other legal protection. However, such inventions remain Mastech InfoTrellis property whether or not they are otherwise legally protected.

8.03 – Personal Property, Searches, and Inspections

PROTECTING PERSONAL PROPERTY

Mastech InfoTrellis does not assume responsibility for the theft, damage, or disappearance of personal property. Consequently, associates should not keep valuable property or large amounts of cash at work. Good judgment should also be used when displaying personal items in one's designated workspace. Associates must ensure that personal items displayed in their designated workspaces are professional and tasteful and do not hamper company functions.

SEARCHES AND INSPECTIONS

Mastech InfoTrellis reserves the right to conduct searches of associate areas on Company premises when, in its judgment and if permitted by applicable law, reasonable suspicion exists that the safety and/or security of associates and/or Mastech InfoTrellis may be compromised for any reason, theft or the associate has engaged in misconduct or other violation of Company policy.

"Associate areas" may include production equipment, lockers, office furniture and work stations. All furniture, file and storage areas, including lockers, are the property of Mastech InfoTrellis and are primarily issued for business use. However, Mastech InfoTrellis has the right to access, read, retrieve and retain any data on a Mastech InfoTrellis computer resource at any time.

As a general rule, no associate should bring to or store at work anything he/she would not be prepared to show and possibly turn over to Mastech InfoTrellis and/or law enforcement authorities.

Associates who refuse to submit to a search and/or interfere with a search in any manner may be subject to disciplinary action, up to and including termination of employment.

ASSOCIATE RESPONSIBILITIES

All associates are responsible for assisting with the security of company property as well as any related investigations. Associates must immediately notify management and Human Resources of any unfamiliar or suspicious persons in their work areas and offer assistance or escort such persons off company property.

8.04 – Public Relations and Customer Service

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

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

8.05 – Safety

Safety is the responsibility of each associate. Observance of safety rules and use of safety devices are conditions of continued employment. Such safety rules include, but are not limited to:

- Reporting any work-related injuries and illnesses, no matter how minor, to a manager or Human Resources
- Reporting unsafe environmental conditions or practices to a manager or Human Resources
- Reporting all suspicious persons, potentially violent situations or persons possessing guns or other weapons to a manager or Human Resources
- Using only tools and equipment that the associate is fully qualified and authorized to use
- Wearing seat belts while on company business
- Following all other written or verbal safety rules
- Observing all federal, state and local laws at all times

If you need additional equipment or instructions to get the job done safely, ask your manager. Associates who violate Mastech InfoTrellis safety policies may be subject to corrective action, up to and including termination.

8.06 – Smoking

Mastech InfoTrellis is committed to providing a work environment that supports associate health and safety and company productivity. For the protection of all associates and to ensure compliance with federal and state law, smoking is not allowed in company buildings, including any work areas, break rooms, and hallways. Associates who do smoke must do so outside in authorized areas during approved breaks and lunch periods. Associates who use their rest breaks to smoke must ensure that the smoking area remains clean after use and that the scheduled break time is not exceeded. Visitors should also be asked to smoke outside. Any smoking-related controversy that cannot be satisfactorily resolved by the individuals involved and/or their manager should be referred to Human Resources.

8.07 – Use and Possession of Weapons

Associate and customer safety and security are important to us. Therefore, no associate may possess any deadly weapon on company premises, including in any vehicle in the parking lot. This weapons ban includes associates legally licensed to carry weapons. Associates who violate this policy will be subject to immediate corrective action, up to and including termination.

8.08 – Workplace Threats or Violence

TYPES OF WORKPLACE THREATS OR VIOLENCE

Mastech InfoTrellis prohibits and will not tolerate any form of workplace threat or violence by an associate or third party at the workplace or at employer-sponsored events. Examples of workplace threats or violence include, but are not limited to, the following:

- All threats or acts of violence occurring on Mastech InfoTrellis property regardless of the relationship between Mastech InfoTrellis and the parties involved
- All threats or acts of violence occurring off Mastech InfoTrellis property involving someone who is acting in the capacity of a representative of Mastech InfoTrellis
- Making harassing or threatening remarks (written or verbal)
- Making harassing or threatening phone calls
- Sending harassing or threatening e-mails and/or letters
- Threatening an individual or his/her family, friends, associates or property with harm
- Intentional destruction of or threatening to destroy Mastech InfoTrellis property
- Hitting or shoving an individual or assault
- Bullying, intimidating or harassing another person
- Harassing surveillance or stalking (following or watching someone)
- Unauthorized possession or inappropriate use of firearms or weapons

MANAGEMENT RESPONSIBILITY

The safety and security of all Mastech InfoTrellis associates are very important. That is why we hold a “zero tolerance” standard against threats, threatening behavior or acts of violence against associates, visitors, guests or other individuals by anyone on company property.

ASSOCIATE RESPONSIBILITIES

Our standard against threats and acts of violence applies to everyone involved in Mastech InfoTrellis' operation, including full-time associates, contract and temporary workers and anyone else on company property.

In order for the policy to work, we all need to understand that workplace violence can occur as well as increase our awareness of the possible signals and warning signs. Most importantly, we must report incidents of threats or acts of physical violence of which we become aware. Any report must be made to

your manager or Human Resources.

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

8.09 – Cell Phone Use While Driving

Associates are expected to refrain from using their cellular telephones for personal matters and to exercise discretion when needed while on client site or in the office. Text messaging and personal calls outside of lunch hours can interfere with associate productivity, and may be distracting to others. Associates are encouraged to make personal calls during lunch. Cellular telephones may not be used to harass, intimidate, or threaten any other person. Associates are prohibited from using their cell phones in any illegal, illicit or offensive manner.

8.10 – Drugs and Alcohol

Mastech InfoTrellis has a strong commitment to maintaining a drug-free, healthy, and safe workplace. Consequently, the following are examples of acts that are strictly prohibited while on company property, while conducting company business off-site or while operating any vehicle while on company business:

- Possession, purchase, sale, distribution or being under the influence of alcohol or any illegal drug
- Possession, purchase, sale or distribution of any legal prescription or over-the-counter drug in a manner inconsistent with the law
- Being under the influence of any legal prescription or over-the-counter drug that impairs judgment, job performance, behavior or threatens associate safety

Nothing in this policy is meant to prohibit the appropriate use of over-the-counter medication or other medication that can legally be prescribed, to the extent that it does not impair an associate's job performance or safety or the safety of others. Associates who take over-the-counter medication or other medication that can treat a disability must inform Human Resources if they believe the medication will impair their job performance, safety, or the safety of others or if they believe they need a reasonable accommodation before reporting to work while under the influence of that medication.

Appropriate corrective action, up to and including termination, will be taken against any Mastech InfoTrellis associate found to have violated this policy.

8.11 – Nursing Mothers

Mastech InfoTrellis will provide eligible associates with a reasonable amount of unpaid break time to accommodate the associate's need to express breast milk for the associate's nursing child. Eligible associates must notify Human Resources of the frequency, timing and duration of lactation breaks they need to take. Please contact Human Resources for information about the designated location for lactation breaks. Mastech InfoTrellis will not tolerate any retaliation against anyone who has made a request under this policy. If any associate believes she has been retaliated against under this policy, the associate must report the retaliation promptly using Mastech InfoTrellis' reporting procedure.

8.12 – Open Communications

No organization, especially one as dynamic as Mastech InfoTrellis, can be free of problems. The best we can do is to try to work through them and reach resolutions that are sensitive to your needs yet consistent with Mastech InfoTrellis' practices and business needs. To do this, we have an open communications practice and encourage its use. Associates can raise concerns and make reports without fear of reprisal or retaliation. No manager or any other associate should discourage, discriminate against or in any way compromise an associate who uses these open communications practices.

If you have work-related problems or concerns, you should follow this process:

- Discuss the problem with your manager; your manager will attempt to find a solution that meets your needs and the needs of the organization.
- If your manager cannot resolve the problem or if the problem is especially sensitive, you should meet with the next level of management. As a part of the process you may be asked to submit a written summary of the problem or concern and include what action, if any, resulted from the informal meeting with your manager. The next level of management will work to find a solution, which will be presented to you as quickly as possible.
- If the problem has not been resolved, or if you find the recommended solution not acceptable, you may contact one of the Executive Vice Presidents of Mastech InfoTrellis. A decision on how to resolve the conflict at this level will be final.

We encourage you to follow this practice to resolve any work-related problems or concerns. No associate will be disciplined or otherwise penalized for raising a concern in good faith.

Associates are also encouraged to consult Human Resources at any stage in the problem-solving process. Effort will be made to resolve the problem as quickly and as confidentially as possible.

8.13 – Corrective Action

All associates are expected to comply with Mastech InfoTrellis standards of behavior and performance (as detailed in Section 4 – Workplace Expectations of this handbook). Any noncompliance with these standards must be remedied and is subject to corrective action.

Examples of corrective action include, but are not limited to, oral warning, written reprimand, suspension, probation, demotion and termination.

8.14 – Environmental Policy

Mastech InfoTrellis recognizes that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance. Our day-to-day behavior encourages customers, suppliers and other stakeholders to do the same



Section 9 – Business Travel and Expense Reimbursement

9.01 – Business Travel

All associates are responsible for limiting expenditures to necessary expenses that are normal and appropriate under the circumstances of traveling for business. Improper use of funds will subject associates to disciplinary action, up to and including termination of employment. In the event business travel is necessary, all associates must adhere to the guidelines set forth in Mastech InfoTrellis Business Travel Policy.

9.02 – Control of Business-Related Expenses and Reimbursement

OFFICE ASSOCIATE EXPENSES

Associates should play a strong role in controlling expenses of products and services used in business related activities. All expenses must be pre-approved in writing by Management, and itemized receipts or evidence of expenditures must be submitted with all reimbursement requests. Associates should contact their Manager for detailed information and procedures for receiving reimbursement. All expenses should be submitted for reimbursement within 1 week from the day the expenses were incurred. Mastech InfoTrellis reserves the right to refuse any expense reimbursement request that is inaccurate, does not include the appropriate substantiating documentation, is submitted late or otherwise fails to comply with Mastech InfoTrellis' policy, as determined by Mastech InfoTrellis in its sole discretion. Mastech InfoTrellis reserves the right to refuse reimbursing eligible expenses that are not submitted within the time limits.

BILLABLE ASSOCIATE EXPENSES

This policy has been placed in order to maintain compliance with client travel and

expense policies. Associates are required to review the specific client travel and expense policy which can be retrieved by the Principal on the account or Human Resources. It will be the responsibility of each associate to ensure that all associate reimbursements are made only for actual, reasonable business expenses associated with authorized travel as defined in this document. In order to maintain control over expenditures, any expense submitted which does not comply with the guidelines of this procedure will not be reimbursed, unless accompanied by a valid written exception by management. Expense reports must be submitted in a timely manner. Please speak to an Human Resources associate for the full policy.

ABUSE OF EXPENSE POLICY

Associates who abuse the expense policy including falsifying or exaggerating expenses and incurring unnecessary and excessive expenses will be subject to corrective action up to and including termination. Unnecessary, unauthorized and/or unreasonable expenses will not be reimbursed and will be the personal responsibility of the associate.

BUSINESS ENTERTAINMENT AND GIFTS

Providing nominal business entertainment, meals and gifts to customers or potential customers may be useful to establish or enhance working relationships. However, prior written authorization must be obtained and spending and reimbursement guidelines met before reimbursement will be made. Associates should contact their Manager for authorization and further information.

Section 10 – Immigration

10.01 – Immigration Law

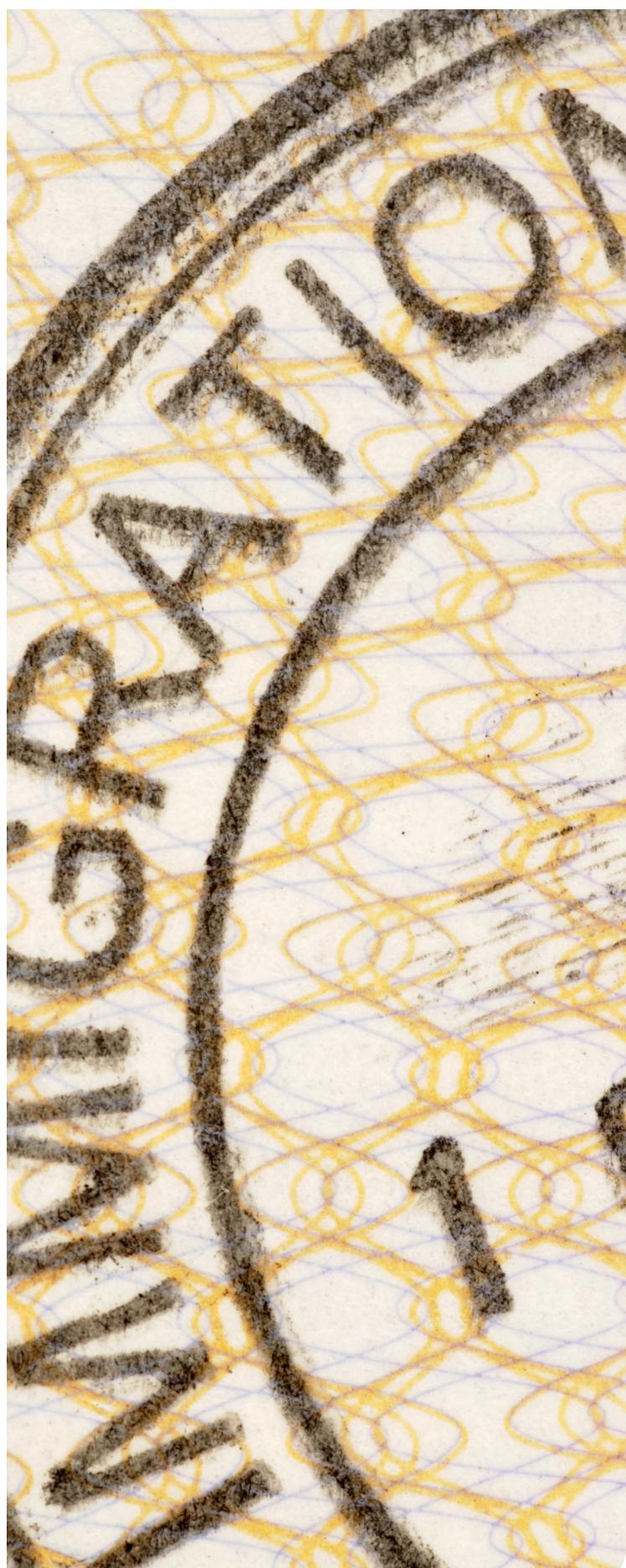
Mastech InfoTrellis is committed to employing only those who are authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986 (IRCA). As a condition of employment, associates must properly complete their employment eligibility verification form I-9 and provide the necessary documentation as required by IRCA. Associates are also responsible for keeping the Human Resources informed of any changes in their immigration status. Rehired associates must also complete the form. Failure to comply with the provisions of IRCA may result in termination.

All managers are required to obtain clearance from Human Resources before relocating associates who are not U.S. citizens or permanent residents. This is to ensure that all legal requirements are satisfied before relocating the associates from one location to the other.

10.02 – Work Permit Visa Expenses

Mastech InfoTrellis will reimburse visa stamping fees incurred in extending or revalidating the work visa (not EAD or Advance Parole) for the associates and family (spouse and dependent children). All travel expenses incurred to obtain the Visa stamping would be the associate's responsibility.

Associates are responsible for notifying Immigration (immigration@mastechinfotrellis.com) four months prior to the expiration date of their I-94 card (Arrival and Departure Card) for initiating extension procedures.



10.03 – Permanent Residency Immigration

Mastech InfoTrellis will sponsor U.S. permanent residency (green card) of foreign nationals subject to an associate meeting the eligibility criteria as outlined by governmental regulations and company guidelines.

Overtime, we have found that our legal expenses (with specific reference to processing of permanent residence applications/green cards) have gone up considerably. This has necessitated amending our policy as follows:

- All permanent residence applicants will pay \$1,000 as part of the processing costs, and Mastech InfoTrellis will pay the remainder. Associates will pay the amount of \$1,000 in two installments during the application process:
 - 1st installment of \$500 after filing the I-140 petition
 - 2nd installment of \$500 after the time of I-485 filing

The processing fee is in addition to the filing fees paid by the associate for Form I-485, Advance Parole (Form I-765), fingerprinting, photographs, and medical exams for himself/herself and his/her family.

- At the time of separation, if the I-140 has been approved, a copy of the I-140 approval notice will be handed over to the associate to enable him/her to maintain his/her priority date at the company's discretion.



Section 11 – Internet and Software Policy

11.01 – Software Access Procedure

Software needed, in addition to the Microsoft Office suite of products, must be authorized by your supervisor. If you need access to software, not currently on the Company network, talk with your supervisor. Associate must get approval from their manager before downloading any software be it Open source, Free-ware, Shareware or Commercial on their company's laptops and computers.

11.02 – Internet Usage

Internet use, on Company time, is authorized to conduct Company business only. Internet use brings the possibility of breaches to the security of confidential Company information. Internet use also creates the possibility of contamination to our system via viruses or spyware. Spyware allows unauthorized people, outside the Company, potential access to Company passwords and other confidential information.

Removing such programs from the Company network requires staff to invest time and attention that is better devoted to progress. For this reason, and to assure the use of work time appropriately for work, we ask associates to limit Internet use for work purposes only.

Additionally, under no circumstances may Company computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites. Doing so can lead to disciplinary action up to and including termination of employment.

11.03 – Email

Email is also to be used for Company business only. Company confidential information must not be shared outside of the Company, without authorization, at any time. You are also not to

conduct personal business using the Company computer or email.

Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to our sexual harassment policy.

EMAILS THAT DISCRIMINATE

Any emails that discriminate against associates by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be dealt with according to the harassment policy.

These emails are prohibited at the Company. Sending or forwarding non-business emails will result in disciplinary action that may lead to employment termination.

COMPANY OWNS ASSOCIATE EMAIL

Keep in mind that the Company owns any communication sent via email or that is stored on company equipment. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage, or access to be private if it is created or stored at work.

11.04 – Company Assets

The Associate is responsible for the physical security of their office laptop. It is the Associate's responsibility to secure the computer, and ensure password protection, as well as screen locks are used at times when the laptop is unattended to avoid any unintended leak of computer information.

ASSOCIATE HANDBOOK ACKNOWLEDGMENT

Acknowledgment receipt to be signed by associate to indicate he/she has read all the Human Resources Policies listed in this document and understands them.

I, _____ acknowledge that I have read the Human Resources Policies of Mastech InfoTrellis ("Company") and agree to adhere to them.

Associate Signature

Date

Human Resources Signature

Date



Since its inception, Mastech InfoTrellis has played a pivotal role in shaping the Information Management Roadmap for many Fortune 500 companies. Our mission is to help clients realize the full value of their data assets through our expertise in Master Data Management, Enterprise Data Integration, and Big Data. Mastech InfoTrellis is the Data Management & Analytics business unit of Mastech Digital - the NYSE-listed, digital transformation IT services company.

CORPORATE HEADQUARTERS

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