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MANUAL OF POLICY AND PROCEDURE

**REVISED
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INTRODUCTION

History

Origin is a full-service private investigation and intelligence agency. We provide services to governments, corporations, law firms, and individuals. Our investigators and operatives have extensive knowledge and training acquired through law enforcement, intelligence, and private sector experience. Origin is a registered United States federal government contractor (7R8N0) and a licensed private investigation agency with the State of California (187863).

Mission and Vision

Our investigators specialize in matters related to criminal investigations, intelligence gathering, corporate and insurance fraud, surveillance, background investigations, computer forensics, threat assessment, and missing persons. We maintain an extensive network of assets to assist with cases throughout the United States and abroad.

Core Values

- Origin works tirelessly to expose hidden or misunderstood evidence. With our uncommon depth of diligence, we find the answers that have eluded others.
- We focus on the details of every case. Our understanding of the real world injects our findings with authenticity to which clients and courts can relate.
- Origin reports are clear, comprehensive, and decisive. We account for alternative explanations and strive for definitive assessments whenever the facts allow.
- Our investigators are experienced professionals and are able to maintain critical focus during high-profile investigations and contentions court proceedings.
- Origin responds to what you think is urgent. We meet our deadlines, but maintain flexibility to serve the constantly changing priorities and schedules of our clients.

Purpose of the Manual of Policy and Procedure

This manual of policy and procedure is presented as a matter of information and has been prepared to inform employees about the Agency's philosophy, employment practices, policies, and the benefits provided to our valued employees, as well as the conduct expected from them. While this manual is not intended to be a book of rules and regulations or a contract, it does include some important guidelines which employees should know. Except for the at-will employment provisions, the manual can be amended at any time.

This manual of policy and procedure will not answer every question employees may have, nor would the Agency want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this guide will help employees feel comfortable with us. The Agency depends on its employees; their success is our success. Please don't hesitate to ask questions. Every manager will gladly answer them. We believe employees will enjoy their work and their fellow employees here. We also believe that employees will find the Agency a good place to work.

No one other than authorized management may alter or modify any of the policies in this manual. No statement or promise by a supervisor, manager, or designee is to be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in this manual be found to be unenforceable and invalid, such a finding does not invalidate the entire manual, but only the subject provision. Nothing in this manual is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act (NLRA) or be incompatible with the NLRA.

We ask that employees read this guide carefully, become familiar with the Agency and our policies, and refer to it whenever questions arise.

EMPLOYMENT

Equal Employment

It is the policy of the Agency to provide equal employment opportunities to all qualified individuals and to administer all aspects and conditions of employment without regard to the following:

- Race and associated traits, including hairstyle
- Color
- Age
- Sex
- Sexual orientation
- Gender
- Gender identity and gender expression
- Religion, including dress and grooming practices
- National origin, including language use restrictions
- Pregnancy, childbirth, or breastfeeding
- Marital status
- Genetic information, including family medical history
- Physical or mental disability
- Military or veteran status
- Citizenship and/or immigration status
- Child or spousal support withholding
- Domestic violence, assault, or stalking victim status
- Medical conditions, including cancer and AIDS/HIV
- Denial of family or medical care leave
- Political activities or affiliations
- Lawful conduct occurring during nonworking hours not on Agency premises
- Credit report or credit information
- Prior non-conviction arrest record
- Any other protected class, in accordance with applicable federal, state, and local laws

Discriminatory, harassing, or retaliatory behavior is prohibited from coworkers, supervisors, managers, owners, and third parties, including clientele. The Agency takes allegations of discrimination, harassment and retaliation very seriously and will promptly conduct an investigation when warranted.

Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence and termination.

Background Checks

The Agency may conduct an initial background check on any applicant or employee with their signed consent and periodic background checks thereafter. A background check may consist of prior employment verification, reference checks, education confirmation, criminal background, credit history, or other information, as permitted by law (if permitted by AB 22). Third-party services may be hired to perform these checks. All offers of employment and continued employment are contingent upon a satisfactory background check. Refusal to consent to a background check may result in discipline, up to or including termination.

At-Will Notice

The employment relationship between the Agency and employees is at-will. This means that employees are not hired for any specified period of time and their employment may be terminated at any time, with or without cause, and with or without notice, by either the Agency or the employee. Agency policy requires that all employees are at-will; any implied, oral, or written agreements or promises to the contrary are void and unenforceable, unless approved by an officer with the power to create an employment contract. There is no implied employment contract created by this manual or any other Agency document or written or verbal statement or policy.

Anniversary Date and Seniority

The employee's date of hire is their official employment anniversary date. Seniority is the length of continuous service starting on that date. Should an employee leave the Agency and then be rehired, previously accrued seniority will be lost and seniority will begin to accrue again on the date of rehire. With the exception of certain protected leaves and paid time off, seniority does not accrue during leaves of absence that exceed 30 calendar days.

Immigration Law Compliance

All employees are required to complete Section 1 of Form I-9 on their first day of employment, and produce, within three business days, acceptable proof of their identity and eligibility to work in the United States. Failure to produce the proper identifying documents within three days will result in termination.

Introductory Period

The employee's first 90 days of employment with the Agency are considered an introductory period. This introductory period will be a time for getting to know fellow employees, managers and the tasks involved in the position, as well as becoming familiar with the Agency's products and services. The supervisor or manager will work closely with each employee to help them understand the needs and processes of their job.

This introductory period is a try-out time for the employee and the Agency. During this introductory period, the Agency will evaluate employees' suitability for employment and employees can evaluate the Agency as well. At any time during this first 90 days, employees may resign. If, during this period, employee work habits, attitude, attendance, performance or other relevant factors do not measure up to our standards, the Agency may terminate employment.

At the end of the introductory period, the supervisor or manager will discuss each employee's job performance with them. During the course of the discussion, employees are encouraged to give their comments and ideas as well.

Completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for cause. Completion of the introductory period also does not imply that employees now have a contract of employment with the Agency, other than at-will. Successful completion of the introductory period does not alter the at-will employment relationship.

A former employee who has been rehired after a separation from the Agency of more than one year is considered an introductory employee during their first 90 days following rehire.

Employment Classifications

The Agency has established the following employee classifications for compensation and benefit purposes only. An employee's supervisor or manager will inform the employee of their classification, status, and responsibilities at the time of hire, re-hire, promotion or at any time a change in status occurs. These classifications do not alter the employment at-will status.

Regular Full-Time Employee

An employee who is scheduled to work no less than 100% of the scheduled work hours in a workweek on a fixed work schedule (not less than 30 hours). The employee may be exempt or non-exempt and is generally eligible for all employment benefits offered by the Agency.

Regular Part-Time Employee

An employee who is scheduled to work less than 30 hours in a workweek and may be eligible for some benefits.

Temporary Employee

An employee who is scheduled to work on a specific need of the Agency. The employee will not receive any benefits unless specifically authorized in writing.

Exempt

Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay requirements. The basic premise of exempt status is that the exempt employee is to work the hours required to meet their work responsibilities.

Non-Exempt

Employees whose positions do not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for overtime hours worked. Unless notified otherwise in writing by management, all employees of the Agency are non-exempt.

Personnel Records

The Agency will maintain various employment files while individuals remain an employee of the Agency. Examples of these files are employee personnel files, attendance files, I-9 files and files for medical purposes. If any changes with respect to personal information, such as a change in home address and telephone number or a change of name occur, employees are required to notify their supervisor or manager so the appropriate updates can be made to the files. The Agency will take reasonable precautions to protect employee files and employee personally identifiable information in its records.

Employee files have restricted access. Employees, their supervisor or manager, or their designated agents, may have access to those personnel files. In the event that an employee (or former employee) wishes to review their personnel file, they must do so in the presence of a supervisor or manager.

Employees may review or obtain a copy of their personnel file or payroll records by making a written request to their supervisor or manager. The written request will become a permanent part of the personnel file and the Agency will make the contents of those records available within a reasonable time frame.

Employee References

All employee reference check requests should be forwarded to Human Resources; only authorized members of management or Human Resources may provide this information. When the Agency is contacted for a reference check or employment verification, generally only positions held and dates of employment will be confirmed. In some circumstances, past salary and eligibility for rehire may be provided as well.

Job Transfers

The Agency aspires to promote qualified internal candidates to fill open positions whenever possible and practical. When job openings occur, current employees are encouraged to apply.

Management reserves the right to place an employee in whatever job it deems useful or necessary. All job transfers, reassignments, promotions, or lateral transfers are at the discretion of the Agency.

CONDUCT AND BEHAVIOR

General Conduct Guidelines

Employees are expected to exercise common sense and courtesy at all times, for the benefit of clients, co-workers, and the Agency as a whole. Professionalism is expected, as is respect for the safety and security of people and property. Failure to meet these expectations may be grounds for discipline, up to and including termination. The following are examples of unacceptable conduct, but this is not an exhaustive list.

- Failure to follow the policies outlined in this manual.
- Negligent, careless, or inconsiderate treatment of clients or their information.
- Theft, misappropriation, or unauthorized possession or use of any property that does not belong to the employee.
- Unauthorized removal of Agency property from the premises.
- Sharing trade secrets or other confidential business information with anyone who does not have an official need to know.
- Accessing, without authorization, confidential information pertaining to clients or employees.
- Falsifying or changing any type of Agency, client, or employee document or record without authorization.
- Willfully, negligently, or carelessly damaging, defacing, or mishandling property of the Agency, a client, or an employee.
- Taking or giving bribes of any nature.
- Entering Agency premises without authorization.
- Violating security, safety, or fire prevention regulations, or tampering with safety equipment.
- Unauthorized use of a personal vehicle for Agency business.
- Conduct that is illegal under federal, state, or local law.
- Creating a disturbance on Agency premises.
- Use of abusive language.
- Any rude, discourteous, or unbusinesslike behavior, on or off Agency premises, which is not protected by Section 7 of the National Labor Relations Act and that adversely affects the Agency services, operations, property, reputation, or goodwill in the community, or interferes with work.
- Insubordination or refusing to follow instructions from a supervisor or manager; refusal or unwillingness to accept a job assignment or to perform job requirements.
- Leaving during scheduled work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.
- Sleeping during regular working hours.
- Recording time for another employee or having time recorded by another employee.
- Use or possession of illegal drugs on Agency premises at any time.
- Use of alcohol or illegal drugs during working hours, or working under the influence of intoxicants.
- Unauthorized possession of a weapon on Agency premises.
- Illegal gambling on Agency premises.
- Soliciting, collecting money, vending, and posting or distributing bills or pamphlets during working hours in work areas. Such activity by employees during non-working time, including meal and rest periods, is not restricted so long as such activity does not interfere with the regular operation of business, is orderly, lawful, in good taste, conducted in an orderly manner, and does not create a safety hazard or a mess. Non-employees are prohibited from all forms of solicitation on Agency property at all times.

Sexual and Other Unlawful Harassment

The Agency is committed to providing a work environment free of harassment in any form, including inappropriate and disrespectful behavior, intimidation, and other unwelcome conduct directed at an individual because of their inclusion in a protected class. Applicable federal and state law defines harassment as unwelcome behavior based on someone's inclusion in a protected class. Sometimes language or actions that were not expected to be offensive or unwelcome actually are, so employees should err on the side of being more sensitive to the feelings of their co-workers rather than less.

The following are examples of harassment; behaviors not in this list may also be considered harassment:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Retaliation or threats of retaliation for refusing advances or requests for favors;
- Leering, making sexual gestures or jokes, or commenting on an employee's body;
- Displaying sexually suggestive content;
- Displaying or sharing derogatory posters, photographs, or drawings;
- Making derogatory epithets, or slurs;
- Ongoing teasing about an employee's religious or cultural practices;
- Ongoing teasing about an employee's sex, sexual orientation, or gender identity;
- Physical conduct such as touching, assault, or impeding or blocking movements

Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a manager, or harassment by persons doing business with or for the Agency, such as clients, customers or vendors.

Training

All employees and contractors of Origin must complete an online training course on preventing sexual harassment and abusive conduct in the workplace. The course is provided by the CA Department of Fair Employment and Housing and can be accessed via the link below.

<https://www.dfeh.ca.gov/shpt/>

Within 30 days of starting employment with Origin, all employees and contractors must submit a certificate of completion from the CA Department of Fair Employment and Housing to Jayden Brant by email at brant@origininvestigations.com.

Retaliation

Any form of retaliation against someone who has expressed concern about any form of harassment, refused to partake in harassing behavior, made a harassment complaint, or cooperated in a harassment investigation, is strictly prohibited. A complaint made in good faith will under no circumstances be grounds for disciplinary action. Individuals who make complaints that they know to be false may be subject to disciplinary action, up to and including termination.

Enforcement

All managers and supervisors are responsible for:

- Implementing the Agency's harassment policy;
- Ensuring that all employees they supervise have knowledge of and understand the Agency policy;
- Reporting any complaints of misconduct to the designated Agency representative, Jayden Brant, so they may be investigated and resolved internally;
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the policy; and
- Conducting themselves in a manner consistent with the policy.

Addressing Issues Informally

Employees who witness offensive behavior in the workplace - whether directed at them or another employee - are encouraged, though not required, to immediately address it with the employee whose behavior they found offensive. An employee who is informed that their behavior is or was offensive should stop immediately and refrain from that behavior in the future, regardless of whether they agree that the behavior could have been offensive.

Harassment Complaint Procedure

Employees are encouraged to use the Complaint Procedure to report behavior that they feel is harassing, whether or not that behavior is directed at them. The Complaint Procedure provides for immediate, thorough, and objective investigation of claims of harassment. Appropriate disciplinary action will be taken against those who are determined to have engaged in harassing behavior.

Abusive Conduct

Abusive conduct means malicious conduct in the workplace that a reasonable person would find hostile or offensive and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the sabotage or undermining of a person's work performance. A single act will generally not constitute abusive conduct, unless especially severe.

The Agency considers abusive conduct in the workplace unacceptable and will not tolerate it under any circumstances. Employees should report abusive conduct to a manager or Human Resources. Managers are responsible for ensuring that employees are not subjected to abusive conduct. All reports will be treated seriously and investigated when appropriate. Employees who are found to have engaged in abusive conduct will be subject to discipline, up to and potentially including termination. Retaliation against an employee who reports abusive conduct or verifies that it took place is strictly prohibited.

Complaint Procedure

The Agency has established a procedure for a fair review of complaints related to any workplace controversy, conflict, or harassment. Employees may take their complaint directly to the person or division listed in Step 2 if the complaint is related to their supervisor or manager or if the employee feels the supervisor or manager would not provide an impartial resolution to the problem.

Step 1

The complaint should be submitted orally or in writing to a supervisor or manager within three working days of the incident or as soon as possible. Sooner is better, as it will assist in a more accurate investigation, but complaints will be taken seriously regardless of when they are reported. Generally, a meeting will be held within three business days of the employee's request, depending upon scheduling availability. Attempts will be made to resolve the issue during the meeting, but regardless of whether there is an immediate resolution, the supervisor or manager will give the employee a written summary of the meeting within three business days. Resolution may take longer if further investigation of the complaint is required. If the employee is not satisfied with the resolution, they may proceed to Step 2.

Step 2

The employee may submit an oral or written request for review of the complaint and Step 1 resolution to Jayden Brant or a designated investigator. This request should be made within three working days following the receipt of the Step 1 resolution. Jayden Brant or the designated investigator will review the complaint and resolution and may call an additional meeting to explore the problem. If warranted, additional fact-finding will be undertaken. A final decision will be rendered within 10 working days after receiving the Step 2 request, and a written summary of the resolution will be provided to the employee who filed the complaint.

Corrective Action

A high level of job performance and professionalism is expected from each employee. In the event that an employee's job performance does not meet the standards established for the position, they violate Agency policies or procedures, or their behavior is otherwise unacceptable, corrective action may ensue. Corrective action may include, but is not limited to, coaching, oral or written warnings, performance improvement plans, paid or unpaid suspension, demotion, and termination. The type and order of actions taken will be at management's sole discretion and the Agency is not required to take any disciplinary action before making an adverse employment decision, including termination.

COMPENSATION

Pay Periods

The standard seven-day payroll workweek for the Agency will begin at 12:00 a.m. Monday. The designated pay period for all employees is bi-weekly. Paydays are every other Friday. Except as otherwise provided, if any date of paycheck distribution falls on a holiday, employees will be paid on the preceding scheduled workday.

Timekeeping

All non-exempt employees are required to use the timekeeping system to record their hours worked. For the purpose of this policy, all forms of timekeeping will be referred to as clocking in or out.

Employees should clock in no sooner than five minutes before their scheduled shift and clock out no later than five minutes after their scheduled shift. Additionally, employees are required to clock in and out for their designated lunch periods. The length of the lunch period will be designated by the employee's manager; alteration or waiver of the lunch period requires manager approval. Lunch periods are unpaid time when employees are relieved of all duties. Waiver of the lunch period requires prior approval of the employee's manager. Under no circumstance may the waiver of the lunch period result in overtime work.

Accurate timekeeping is a federal and state wage and hour requirement, and employees are required to comply. Failing to enter time into the timekeeping system in an accurate and timely manner is unacceptable job performance. Employees may not ask another employee to clock in or out for them. Should an employee miss an entry into the timekeeping system, they must notify their manager as soon as possible for correction.

Non-exempt employees are not permitted to work unscheduled time without prior authorization from their manager. This includes clocking in early, clocking out late, or working through scheduled break or lunch periods.

Reporting Time Pay

Non-exempt employees who report to work and are then sent home by the Agency without completing their assigned shift are generally entitled to reporting time pay. Non-exempt employees who are required to call in to see if they must report for a scheduled on-call shift that day and then told that they are not needed will also be entitled to reporting time pay.

Employees will be paid for half of their regularly scheduled shift, but no fewer than two hours and no more than four hours. All time worked prior to dismissal counts toward these totals. Reporting time pay will be paid at the employee's regular rate of pay. Reporting time hours, with the exception of any actual hours worked, will not count toward overtime calculations.

If an employee is required to report to work a second time in any one workday and is furnished fewer than two hours of work on the second reporting, they will be paid for two hours at their regular rate of pay.

Reporting time pay will not apply if operations cannot begin or continue due to threats to employees or property, or when civil authorities recommend that work not begin or continue; when public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities or sewer system, when the interruption of work is caused by an Act of God or other cause not within the Agency's control. Employees who are regularly scheduled to work a shift of less than two hours do not qualify for reporting time pay.

Overtime

The Agency complies with all applicable federal and state laws with regard to payment of overtime work. Non-exempt employees will be paid overtime (one and one-half times the regular rate of pay) for all hours worked over eight in one work day, over 40 in one work week and for the first eight hours of work performed on the seventh consecutive work day in one work week, without regard to the total number of hours worked in the previous six days.

Overtime is paid at the rate of double the regular rate of pay for every hour worked after the completion of eight hours worked on the 7th consecutive workday in any workweek. In addition, overtime is paid at the rate of two times the regular rate of pay for every hour worked after the completion of 12 hours worked in one workday.

If the Agency approves an employee's request to make up work time, the hours of that makeup work performed in the same week that the work was lost do not count towards computing the total number of hours worked in a day, so long as the total number of hours worked does not exceed 11 hours.

Employees are required to work overtime when assigned. Any overtime worked must be authorized by a supervisor or manager, in advance. Working unauthorized overtime or the refusal or unavailability to work overtime is unacceptable work performance, subject to discipline including but not limited to termination.

Payroll Deductions

The Agency complies with the salary basis requirements of the Fair Labor Standards Act (FLSA) and does not make improper deductions from the salaries of exempt employees. There are, however, certain circumstances where deductions from the salaries of exempt employees are permissible. Such circumstances include:

- When an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability
- When an exempt employee is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide sick leave plan that provides compensation for salary lost due to illness
- To offset amounts received as witness or jury fees, or for military pay
- When an employee is on unpaid leave under the Family Medical Leave Act
- During an employee's first and last week of employment, if they work less than a full week

If an employee believes that an improper deduction has been made, they should immediately report this to their manager or the person responsible for payroll processing. Reports will be promptly investigated and if it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

Pay Adjustments, Promotions and Demotions

All pay increases are based upon merit, market factors, and the profitability of the Agency. There may not be an automatic annual cost of living or salary adjustment. Employee pay also may be adjusted downward. Salary decreases may take place when there is job restructuring, job duty changes, job transfers, or adverse business economic conditions. Demotion is a reduction in responsibility, usually accompanied by a reduction in salary. If demotion occurs, employees will maintain their seniority with the Agency.

Performance Evaluation

Employees will generally receive an appraisal of their job performance annually. This evaluation may be either written or oral. Such evaluation may not occur at exactly the same time each year, but thereabout, at the discretion of the employee's manager.

If the employee receives an evaluation sheet or other written document, they will be required to sign it. An employee's signature does not necessarily indicate that the employee agrees with all the comments, but that they have been given the opportunity to examine the evaluation and discuss it with their manager. The completed and signed evaluation form will be placed in the employee's personnel file and the employee will receive a copy of the performance evaluation.

In addition to performance evaluations, informal counseling sessions may be conducted from time to time.

Work Assignments

On occasion employees may be required to perform duties that are not part of their job description or usual tasks. This may happen because a co-worker is absent, a position is temporarily vacant, the business or division is particularly busy, or for other reasons. Employees are expected to perform these additional duties in a timely fashion and to the best of their ability. Should questions about process or procedure arise, employees should speak with their manager. Unless informed otherwise, employees will be paid at their regular rate of pay.

Expense Reimbursement

The Agency will cover all reasonable, business-related expenses. Any cost that does not fall within the guidelines below must be approved by the appropriate manager *before* the expense is incurred. Employees may not be reimbursed for expenses that were not approved in advance and are deemed unnecessary or extravagant.

The following types of expenses may be reimbursable under this policy:

- Lodging
- Travel expenses including airfare, reasonable airline luggage fees, train fare, bus, taxi, and related tips
- Meals, including tips up to 20%
- Laundry and dry-cleaning expenses during trips in excess of five days
- Car rental, parking fees, and tolls
- Mileage on a personal vehicle at the current IRS reimbursement rate
- Conference and convention fees
- Business entertainment expenses, up to pre-approved limits

The following expenses are examples of expenses not reimbursable under this policy:

- Airline club dues
- Traffic fines
- Tips in excess of 20%
- In-flight movies, mini-bar expenses, and other forms of personal entertainment
- First-class airfare

No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses not listed above may be reimbursable. When prior approval is required, managers should use their best judgment to determine if an unlisted expense is reimbursable under this policy.

Credit Cards

Agency-issued credit cards are to be used for purchases on behalf of the Agency and for any travel expenses incurred while traveling on Agency business only. At no time may an employee use an Agency credit card for purchases intended for personal use; such expenses will require that the Agency be reimbursed and may lead to revocation of credit card privileges and other discipline. Credit card expenses require the same reimbursement documentation as other expenses.

Documentation

Requests for reimbursement of business expenses must be submitted on the Expense Report Template. In order to comply with IRS regulations, all business expenses be supported with adequate records; employees are responsible for keeping these records as expenses are incurred. These records must include:

- The amount of the expenditure
- The time and place of the expenditure
- The business purpose of the expenditure
- The names and the business relationships of individuals for whom the expenditures were made

Requests for reimbursement lacking this information will not be processed and will be returned to the employee. While original receipts are preferred for all expenses, they are required for those greater than \$25.00. Requests for exceptions to this policy should explain why the exception is necessary and be approved by management.

Approvals

Expense reimbursement forms, together with required documentation, must be submitted to the employee's manager for review and approval. Once the expense reimbursement has been approved, it should be submitted for processing no more than 30 days after the expenses occurred. Managers approving expense reports are responsible for ensuring that the expense report have been filled out correctly with the required documentation and that the expenses submitted are allowable under this policy.

Advances and Loans

The Agency does not give advances or loans to employees.

BENEFITS

Health Insurance

Origin offers all full-time employees Anthem Blue Cross with seven different health insurance plans to choose from and Origin covers up to 50% of the premium.

Dental Insurance

Origin offers all full-time employees Guardian dental insurance.

Vision Insurance

Origin offers all full-time employees Guardian vision insurance.

Life Insurance

Origin offers all full-time employees Guardian life insurance. Origin pays 100% of the premium for \$50,000 in life insurance benefits. Employees have the option to purchase additional coverage.

Long-Term Disability Insurance

Origin offers all full-time employees Guardian long-term disability insurance. Origin pays 100% of the premium for \$6,000 in monthly long-term disability insurance benefits. Employees have the option to purchase additional coverage.

All of these insurance plans are administered through the employee's existing Gusto account and advisors are available to assist with choosing the right coverage. All of the insurance programs are voluntary and, after making initial selections, you will be able to make changes during the annual enrollment period.

401(k) Retirement Savings Plan

Origin partners with Guideline to provide a retirement savings plan that lets employees invest a portion of each paycheck before taxes are deducted. Origin covers 100% of the administration costs. Advisors are available to discuss plan options and retirement goals. Participation is voluntary and employees can change your contribution amount at any time.

Holidays

Regular full-time employees are entitled to the following paid holidays observed by the Agency:

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

Other days or parts of days may be designated as holidays with or without pay. No holiday pay will be paid to an employee who is on an unpaid status, on any leave, or absent due to workers' compensation.

Sick Leave

All employees will earn one hour of paid sick leave for every 30 hours worked and it will accrue on a pay period basis. Exempt employees will be presumed to work 40 hours per week unless they are regularly scheduled to work fewer hours, in which case accrual will be based on their actual schedule.

Employees are eligible to use accrued sick leave on the 90th day of employment. When sick leave is used, it will be paid at the employee's regular rate of pay. Sick leave may be used in increments of two hours or more. If the need for sick leave is foreseeable, employees must provide advance notice. If the need for sick leave is unforeseeable, the employee must provide notice as soon as practicable.

The Agency limits the use of paid sick leave to a maximum of 24 hours per year. Sick leave accrual is capped at 48 hours; when that point is reached the employee will cease to accrue additional time. Employees may carry over accrued sick leave into a new year.

Sick leave may be used for diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member, or by an employee who is a victim of domestic violence, sexual assault, or stalking.

Unused sick leave will not be compensated for at the end of employment. Employees rehired within one year of separation will have their previously accrued sick leave restored.

Paid Time Off

In order to help employees foster a work-life balance, the Agency offers paid time off (PTO). PTO may be used for any purpose, including but not limited to vacation, personal matters, and recovery from injury or illness. PTO should be scheduled with the appropriate manager with as much notice as is possible so as to not disrupt the workplace.

Full-time employees will accrue 0.06 hours earned per 1 hour worked (not including overtime).

PTO begins to accrue after an employee's 90-day introductory period

Employees will not be paid wages in lieu of unused PTO. Unused PTO will be carried over each year up to the maximum accrual bank of 120 hours. Unused PTO will be paid out upon employment separation.

State Disability Insurance

The State of California has a partial wage-replacement insurance plan for California workers. The cost of this insurance is fully paid by the employee through payroll deductions. The SDI program includes both Disability Insurance and Paid Family Leave.

Disability Insurance (DI)

Employees who lose wages when an illness, injury or pregnancy-related disability prevents them from working and who meet all the state eligibility requirements can collect disability insurance benefits.

The benefits are calculated as a percentage of employee salary up to a weekly maximum as specified by law, for up to 52 weeks.

Employees are responsible for filing their claim and other forms promptly and accurately with the Employment Development Department. A claim form may be obtained from the Employment Development Department online, by telephone, or in person.

Paid Family Leave (PFL)

Employees may be eligible for partial wage replacement benefits under the Paid Family Leave Act for up to a maximum of eight weeks for the following reasons:

- To bond with a new child after birth or placement for adoption or foster care
- To care for a serious health condition of an employee's child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner
- To participate in a qualifying event related to a family member's deployment to a foreign country

The Paid Family Leave Act provides benefits based on past earnings. The cost of the insurance is fully paid by the employee. The 12-month period begins on the first day an employee submits a claim.

To be eligible for benefits, employees may be required to provide medical and/or other information that supports a claim for time off to bond with a new child or to care for a family member with a serious health condition.

The employee is responsible for filing their claim for family leave insurance benefits and other forms promptly and accurately with the Employment Development Department. A claim form may be obtained from the Employment Development Department by telephone, letter, the Internet or in person. All eligibility and benefit determinations are made by the Employment Development Department.

Employees may not be eligible for Paid Family Leave benefits if they are receiving Disability Insurance, Unemployment Compensation Insurance or Workers' Compensation benefits.

The Paid Family Leave Act does not provide a right to leave, job protection or return to work rights. Further, this policy does not provide additional time off; rather, family leave insurance may provide compensation during an approved leave pursuant to any employer-provided leave.

California Family Rights Act

The California Family Rights Act (CFRA) allows a California employee to take 12 weeks of unpaid leave for family care and medical leave. To be eligible, an employee must have worked more than 12 months for the Agency and have worked at least 1,250 hours in the 12 months immediately before taking leave. Eligible employees may take CFRA leave for the following reasons:

- To bond with a new child after the child's birth, adoption, or placement in foster care with the employee ("baby bonding leave")
- To care for a family member who has a serious health condition. For this leave reason, family members include parents, parents-in-law, children, spouses, registered domestic partners, grandparents, grandchildren, and siblings.
- For the employee's own qualifying serious health condition that makes the employee unable to perform their job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, registered domestic partner, child, or parent.

Leave may be taken on an intermittent or reduced schedule basis if needed for an employee's own serious health condition or for the care of a family member with a serious health condition.

Baby bonding leave should generally be requested in increments of two weeks or more. The Agency will grant two of an employee's requests for baby bonding leave of less than two weeks.

Employees should provide the Agency with 30 days' notice of the intent to take family or medical leave. When this is not possible, notice should be given as soon as practical. The Agency may request certification from a healthcare provider to confirm an employee's need for medical leave to care for themselves or a family member.

Employees who take leave will be reinstated to the same or an equivalent position upon return. Health coverage, if provided, will continue as if the employee was not on leave. Other benefits or seniority will accrue if they would during other types of leave. FMLA and CFRA will run concurrently if an employee is entitled to both and the reason for leave is covered by both entitlements.

Pregnancy disability leave is separate from this policy. An employee in California may take both pregnancy disability leave and baby bonding leave. Please contact Human Resources for additional details on which leave laws may apply to your circumstances.

Temporary Disability Leave

The Agency recognizes that a temporary disability may prevent employees from coming to work for a period of time. In such cases, the Agency may grant a temporary disability leave. This leave does not have a minimum or maximum time frame. Rather, the Agency will attempt to reasonably accommodate the needs of the employee as well as the needs of the Agency. If a leave is granted, any extensions will be subject to the same considerations.

Employees requesting a temporary disability leave must document their request in writing. That request should be accompanied by a doctor's statement identifying how the temporary disability limits the employee's ability to work, the date and the estimated date of return and, where appropriate, diagnosis and prognosis. Should the employee's expected return date change, the employee should notify the Agency as soon as possible. Prior to returning to employment with the Agency, employees will be required to submit written medical certification of their ability to work, including any restrictions. Upon returning to work, if employees qualify, they will be reinstated to their former position or one that is substantially the same, depending upon the availability of any position at that time.

The leave will be unpaid, except that employees must use any available paid sick leave concurrently and may choose to use other accrued paid time off concurrently once their sick leave has been exhausted.

Pregnancy Leave

The Pregnancy Disability Leave (PDL) Act allows an employee who is disabled due to pregnancy, childbirth, or related medical conditions to take a pregnancy-related disability leave for the period of actual disability, up to a maximum of four months. The duration of the leave is determined by the employee's physician. Part-time employees are entitled to leave on a prorated basis. Employees will be required to provide medical certification supporting the need to time away under pregnancy disability leave.

Employees who take leave for pregnancy, childbirth, or a related medical condition will be treated like an employee with any other disability and will be eligible for temporary disability benefits in the same amount as any other employee on leave.

Regular and temporary full- and part-time employees of the Agency are eligible for pregnancy leave without regard to length of employment. Any accrued but unused sick leave will be substituted for unpaid pregnancy disability leave. Employees may elect to substitute any other accrued but unused paid time off for unpaid pregnancy disability leave.

Upon request of the employee and recommendation of the employee's physician, the employee's work assignment may be changed to protect the health and safety of the employee and her child. Temporary transfers due to health considerations will be granted when possible. The transferred employee must be qualified for the position, and they will have an equivalent rate of pay and benefits received in the position they occupied immediately before the leave.

The Agency will maintain health coverage during the period of actual disability, up to a maximum of four months, in addition to the requirement to maintain health coverage during an approved leave under the California Family Rights Act (CFRA) of up to 12 weeks, if applicable.

At the end of the employee's pregnancy disability leave, an employee who has a physical or mental disability (related to pregnancy or otherwise) may be entitled to reasonable accommodation, including additional leave, for that disability.

Military Leave

If employees are on an extended military leave of absence, they are entitled to be restored to their previously held position or similar position, if available, without loss of any rights, privileges or benefits provided the employee meets the requirements specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

An employee who is a member of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia will be granted temporary leave of absence without pay while engaged in military duty as required by state employment law. In certain circumstances, a letter from the employee's commanding officer may be requested to establish the dates of duty.

Volunteer Emergency Responder Leave

Employees who are volunteer firefighters, reserve peace officers, or emergency rescue personnel will be allowed to take temporary unpaid leaves of absence for the purpose of performing emergency duties. Employees who are volunteer emergency responders should inform their supervisor so that they are aware that the employee may need to take time off for emergency duty. When an employee is called to an emergency and needs to miss work, they should alert their supervisor before doing so whenever possible.

Jury Service Leave

If an employee is summoned to report for jury duty, they will be granted a leave of absence when they notify and submit a copy of the original summons for jury duty to their supervisor or manager. The Agency reserves the right to request that they seek to be excused from or request postponement of jury service if the absence from work would create a hardship to the Agency.

Any fees received for jury duty, including travel fees, are to be retained by the employee. Employees are to report to work on any day, or portion thereof that is not actually spent in the performance of jury service. For each week of jury duty, a certificate of jury service must be certified by the Court and filed with the Agency no later than Wednesday of the following week.

The leave is unpaid, but employees are allowed to use any available paid time off towards the absence. Exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) requirements.

Witness Leave

If an employee is absent from work to serve as a witness in a judicial proceeding in which they are the victim, or in response to a subpoena or other order of the court, the employee will be granted leave without pay for such time as it is necessary to comply with the request. The Agency may request proof of the need for leave.

Voting Leave

If an employee cannot vote because of their scheduled work hours, then the employee will be given additional time off to vote in any state or federal election.

Employees must apply for leave at least two days before Election Day. The Agency may specify the time during the day that leave can be taken. Generally, time off will be at the beginning or end of their shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed upon.

Up to two hours will be compensated at the employee's regular rate of pay. Additional time off, when necessary, will be unpaid. Exempt employees will be paid in accordance with the Fair Labor Standards Act.

Crime Victim Leave and Accommodations

An employee who is the victim of crime or abuse, or whose family member has died as a result of a crime, will be allowed to take time off work to attend court proceedings or to seek a restraining order or other relief for their or their child's health, safety, or welfare.

Employees should provide reasonable notice of their absence if the need for leave is foreseeable. If an employee is unable to give advance notice, the Agency may require documentation of the need for leave after it has been taken.

This leave is unpaid, but employees may use any accrued paid time off towards the leave. Exempt employees will be paid in accordance with state and federal wage and hour laws.

The Agency will also make reasonable accommodations for victims of domestic violence, sexual assault, or stalking, including but not limited to the implementation of safety measures. Employees should contact HR for additional information.

School Leave for Disciplinary Matters

The Agency will grant unpaid time off for employees who are parents or guardians of school-age children who need time off to attend disciplinary events at school such as hearings and/or meetings for other events including suspension and expulsion. Employees are required to give reasonable notice to the Agency that they need to take time off.

The employee must use available vacation or personal leave for school visitation, and must take leave without pay if no paid leave is available. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Personal Leave of Absence

Regular full-time employees who have been with the Agency for more than six months may request a personal leave of absence without pay. The employee must submit their request in writing and state the date they would like the leave to begin, the date they expect to return, and the reason for the leave. The Agency will consider all factors, including the necessity of the leave and the impact on business operations, and provide written approval or denial of the request at its sole discretion.

If approved, employees must use their leave of absence for the approved purpose. Sick leave, vacation time, seniority and other benefits will not accrue during an unpaid leave of absence. Holidays that occur during the leave of absence will not be paid. If an employee fails to return to work on the scheduled date of return, the Agency will assume the employee has resigned.

HEALTH, SAFETY, AND SECURITY

Non-Smoking

California law prohibits smoking in any public building or within 20 feet of a main entrance, exit, or window of a public building. The Agency does not permit smoking in any Agency buildings, facilities, work sites, or vehicles. Employees wishing to smoke should do so during their break times, outside Agency buildings in designated areas, and in accordance with local ordinances.

Drug and Alcohol

The Agency is dedicated to providing employees with a workplace that is free of drugs and alcohol. While on Agency premises, whether during work time or non-work time, employees are prohibited from being under the influence of drugs or alcohol. There are limited exceptions for the use of prescription drugs (not including marijuana), as long as they do not create safety issues or impair an employee's ability to do their job, and the moderate use of alcohol at Agency-sponsored or sanctioned events.

Employees are strictly prohibited from possessing illegal drugs, cannabis, or excessive quantities of prescription or over-the-counter drugs while on Agency premises, performing Agency-related duties, or operating any Agency equipment. Any drugs confiscated that are suspected of being illegal will be turned over to the appropriate law enforcement agency.

Employees taking medication should consult a medical professional to determine whether the drug may affect their personal safety or ability to perform their job and should advise their manager of any resulting job limitations. Once notified, the Agency will make reasonable efforts to accommodate the limitation.

The Agency reserves the right to test any employee for the use of illegal drugs, marijuana, or alcohol, in accordance with applicable law. Employees in safety-sensitive positions may be subject to regular or random drug testing. Drug or alcohol tests may also be conducted after an accident in which drugs or alcohol could reasonably be involved, or when behavior or impairment on the job creates reasonable suspicion of use. Under those circumstances, the employee may be driven to a certified lab for testing at the Agency's expense. Refusal to be tested for drugs or alcohol will be treated the same as a positive test result.

Violation of this policy may result in discipline, up to and including termination.

To the extent that any federal, state, or local law or regulation limits or prohibits the application of any provision of this policy, then that particular provision will be ineffective in that jurisdiction only, while the remainder of the policy remains in effect.

Reasonable Accommodations

If the Agency is made aware of an employee's disability and resulting need for accommodation, Human Resources or the employee's manager will engage with them in the interactive process. This process will determine what, if any, accommodations are necessary and reasonable in order to assist the employee in doing the essential functions of their job. Whether an accommodation is reasonable will be determined based on a number of factors, including whether it will effectively assist the employee in doing the essential functions of their job, the cost, and the effect on business operations. In most cases, employees will be required to provide documentation from an appropriate healthcare provider. Human Resources will provide employees with the necessary form.

All employees are required to comply with safety standards. Employees who pose a direct threat to the health or safety of themselves or others in the workplace may be temporarily moved into another position or placed on leave until it is determined if a reasonable accommodation will effectively mitigate the risk.

Injury and Accident Response and Reporting

If an employee is injured or witnesses an injury at work, they must report it immediately to the nearest available manager. Employees should render any assistance requested by that manager. When any accident, injury, or illness occurs while an employee is at work, regardless of the nature or severity, the employee must complete an injury reporting form and return it to Human Resources as soon as possible. Reporting should not be allowed to delay necessary medical attention. Once the accident is reported, follow-up will be handled by Human Resources or the designated Safety Officer, including a determination as to whether the injured employee may return to work.

Questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials.

In addition to compliance with safety measures imposed by federal Occupational Safety and Health Act (OSHA) and state law, the Agency has an independent interest in making its facilities a safe and healthy place to work. The Agency recognizes that employees may be in a position to notice dangerous conditions and practices and therefore encourages employees to report such conditions, as well as non-functioning or hazardous equipment, to a manager immediately. Appropriate remedial measures will be taken when possible and appropriate. Employees will not be retaliated or discriminated against for reporting of accidents, injuries, or illnesses, filing of safety-related complaints, or requesting to see injury and illness logs.

Workers' Compensation

The Agency carries insurance that covers work-related injuries and illnesses. The workers' compensation insurance carrier governs the benefits provided. These benefits will not be limited, expanded, or modified by any statements of Agency personnel or Agency documents. In the case of any discrepancy, the insurance carrier's documents will control.

Workplace Violence and Security

The Agency expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional, or veiled threat of harm to any employee, customer, business partner, or Agency property will be acceptable. Acts of violence or intimidation of others will not be tolerated. Any employee who commits, or threatens to commit, a violent act against any person while on Agency premises, will be subject to discipline, up to immediate termination.

Employees share the responsibility of identifying and alleviating threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to a manager. Threats will be investigated and appropriate remedial or disciplinary action will be taken.

Driving Safety

Employees who drive on Agency business are expected to drive safely and responsibly and to use common sense and courtesy. Employees are also subject to the following rules and conditions:

- A valid driver's license must be maintained as a condition of continued employment for positions that require driving. The Agency may request to see an employee's license at any time.
- Employees may not use an Agency vehicle without express authorization from management.
- If Agency vehicles are generally used for Agency business, employees must receive authorization from management to use their personal vehicle instead.
- Employees who drive their own vehicles for work must maintain the minimum amount of insurance required by state law as a condition of continued employment. The Agency may request proof of insurance at any time.
- Employees must wear seat belts at all times, whether they are the driver or a passenger.
- With the exception of a phone being used only for navigation purposes, employees are required to turn off cell phones or put them on silent before starting their car. Employees are permitted and encouraged to communicate to clients, associates, and business partners the reason why calls may not be returned immediately.
- Employees who are using a device for navigation purposes should complete all set up before starting the vehicle.
- Use of electronic devices for purposes other than navigation is strictly prohibited. This includes, but is not limited to, making or receiving phone calls, sending or receiving text messages or e-mails, browsing the internet, reading books, and downloading information from the web. If an employee needs to engage in any of these activities while driving, they must pull over to a safe location and stop the vehicle prior to using any device.
- Employees should not engage in other distracting activities such as eating, shaving, or putting on makeup, even in stopped or slow-moving traffic.
- The use of alcohol, drugs, or other substances that in any way impair driving ability is prohibited. This includes, but is not limited to, over-the-counter cold or allergy medications and sleep aids that have a residual effect.

- Employees must follow all driving laws and safety rules, such as adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.
- All passengers must be approved by management in advance of travel.
- Employees must not allow anyone to ride in any part of the vehicle not specifically intended for passenger use or any seat that does not have a working seat belt.
- Employees must promptly report any accidents to local law enforcement as well as the Agency.
- Employees must promptly report any moving or parking violations received while driving on Agency business or in Agency vehicles.

Inclement Weather and Outages

This policy establishes guidelines for Agency operations during periods of extreme weather and similar emergencies. The Agency will remain open in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to report to work. However, the Agency does not advise employees to take unwarranted risks when traveling to work in the event of inclement weather or other emergencies. Each employee should exercise their best judgment with regard to road conditions and other safety concerns.

Designation of Emergency Closing

Only by the authorization of designated managers will the Agency cease operations due to emergency circumstances. If severe weather conditions develop during working hours, it is at the discretion of Management to release employees. Employees will generally be expected to remain at work until the appointed closing time.

Procedures during Closings

If weather or traveling conditions delay or prevent an employee's reporting to work, their immediate supervisor should be notified as soon as possible. If possible, such notification should be made by a telephone conversation directly with the supervisor. If direct contact is not possible, leaving a detailed voicemail message or message with another employee is acceptable.

An employee who is unable to report to work may use any accrued time off or take the day off without pay.

Pay and Leave Practices

When a partial or full-day closing is authorized by Management, the following pay and paid leave practices apply:

- Non-exempt hourly employees will be sent home for partial days with the option of using paid time off for the remainder of the day. If paid time off is not available, employees will be excused from work without pay and without disciplinary action.
- Exempt employees will be expected to continue work from home if their job duties allow. The Agency will pay the exempt employee's regular salary regardless, as outlined in the Payroll Deductions policy.
- Exempt and non-exempt employees already scheduled to be off during emergency closings are charged such leave as was scheduled.

Other Work Options

Supervisors may approve requests for employees to temporarily work from home, if doing so allows completion of work assignments.

TRAVEL POLICY

Generally, the time employees spend commuting to and from work is not considered work time and is excluded from this policy. However, Origin considers time spent traveling for work-related purposes during the workday as work time, and thus pays nonexempt employees travel pay, as described in this policy, for such time.

Nonexempt employees who are required to travel for work-related purposes are eligible for travel pay under this policy. Nonexempt employees who are required to travel for work-related purposes during the workday will be paid for such travel time at their regular base rates of pay.

Employees are expected to record work-related travel time on their time records pursuant to the Agency's time-keeping policy.

Travel pay will apply in the following circumstances:

- Off-premises work location from work – Once an employee reports to work, if he or she is required to travel to an off-premises worksite, all time spent from the time the employee leaves the work premises until the employee returns to his or her normal work location is counted as work time and all mileage driven from when the employee leaves the work premises until the employee returns to his or her normal work location is counted as work mileage.
- Off-premises work location from home – If an employee is required to travel to and from an off-premises worksite directly from his or her home, all time and mileage spent for such travel, less the employee's normal commute time and mileage, is counted as work time and mileage.
- Extended travel – If an employee is required to travel out of town for work-related purposes, the time spent traveling to and from the out-of-town location, including all time spent as a passenger on an airplane, train, bus, taxicab or car, is considered work time; however, any time the employee spends engaged in personal activities (such as mealtime, sleeping, sightseeing or watching television) will not count as work time.

As detailed in the Agency's expense reimbursement policy, employees will be reimbursed for all reasonable travel-related costs incurred. Employees with questions regarding travel pay should contact Jayden Brant.

WORKPLACE GUIDELINES

Hours of Work

Employees are expected to be at their work area and ready to work at their scheduled time. Employees will be given their work hours upon hire and at the time of any change in position. If the normal work hours are changed or if the Agency changes its operating hours, employees will be given notice.

Work Location

All full-time and designated part-time employees are required to be at an Origin office location from 9am – 6pm Monday through Friday, or during designated workdays and/or hours as directed by management. The only exceptions are field personnel actively working a field assignment and employees that reside more than 250 miles from an Origin office location with the approval of management.

Off-the-Clock Work

Non-exempt employees must accurately record all time worked, regardless of when and where the work is performed. Off-the-clock work (doing work that is not reported in the timekeeping system) is prohibited. No member of management may request, require, or authorize non-exempt employees to perform work without compensation. Any possible violations should be reported promptly to a member of management.

Meal Periods

Employees are entitled to take a non-compensated meal period each workday of 30 minutes. No employee will be scheduled to work more than five consecutive hours in a workday without taking a meal period. In no case may any meal period be waived to shorten an employee's work hours or to be used in lieu of time without pay. Any employee who is scheduled to work not more than six hours in any workday may, by mutual agreement between the Agency and the employee, work without a meal period.

When the work period is 10 hours per day, a second meal period of at least 30 minutes will be provided. If the total hours worked is 12 or fewer, the second meal period may be waived by mutual consent of the Agency and the employee only if the first meal period was not waived. If the nature of the work prevents relief from all duties, then the on-duty meal period will be compensated.

Rest Periods

Employees will take a 10-minute rest period during each half of a full workday or major fraction thereof. However, a rest period need not be authorized for employees whose total daily work time is less than three and one-half hours. Any variances in rest periods are subject to advance management approval.

Lactation Accommodation

The Agency provides a supportive environment to enable breastfeeding employees to express their milk during work hours. Accommodations under this policy include a private place (other than a bathroom) as well as unpaid time to express milk. If a dedicated lactation space is not possible, a multi-use area will be made available and a lactating employee will be given priority.

Employees should request lactation accommodations through their manager or Human Resources in person or by phone or email. Managers who receive requests for lactation accommodations should contact Human Resources or a member of the leadership team if they have any doubt about their ability to accommodate the request. The Agency will respond to the request either by providing the requested accommodations in full or by providing what is possible and giving the employee a written explanation as to why any other part of the request could not be granted.

When possible, employees should take their lactation breaks concurrently with their meal and rest breaks, if applicable. Employees will be paid for the duration of their standard rest breaks, and additional time will be unpaid. Exempt employee pay will not be affected by lactation break time.

Any form of discrimination or harassment related to breastfeeding is unacceptable and will not be tolerated. Employees who believe they are not being provided with accommodations as required by law may file a complaint with the Labor Commissioner.

Attendance and Tardiness

Employees are expected to be at work and ready to go when their scheduled shift begins or resumes. If an employee is unable to be at work on time, or at all, they must notify their manager no later than 30 minutes before the start of their scheduled work day. If an employee's manager is not available, the employee should contact another member of management. If an employee is physically unable to contact the Agency, they should ask another person to make contact on their behalf. Leaving a message with a co-worker or answering service is not considered proper notification. Excessive tardiness or absences are unacceptable job performance.

When an employee calls in absent, they should provide their expected time or date of return. The Agency reserves the right to require proof of the need for absence, if allowed by law. If an employee is absent for three consecutive days and has not provided proper notification, the Agency will assume that the employee has voluntarily quit their position and will proceed with the termination process.

If an employee becomes ill during their scheduled work day and feels they may need to leave before the end of their shift, they should notify their manager immediately. If an employee is unable to perform their job at an acceptable level, they may be sent home until they are well enough to work.

Absences should be arranged as far in advance as possible. When an employee needs to be absent during the workday they should attempt to schedule their outside appointment or obligation so that their absence has the smallest impact possible on business operations.

Personal Appearance and Hygiene

Employees are expected to present a professional image, both through behavior and appearance. Accordingly, employees must wear work-appropriate attire during the workday or any time they are representing the Agency. Clothing does not need to be expensive, but should be clean and neat in appearance. Employees should consider their level of customer and public contact and the types of meetings they are scheduled to attend in determining what attire is appropriate.

The following are generally not acceptable:

- Bare feet or flip flops
- Spandex, sweats, or work out attire
- Sagging pants, shorts, or skirts
- Sexually provocative clothing or exposed undergarments
- Clothing with offensive slogans or pictures
- Clothing showing excessive wear and tear
- Any clothing or accessories that would present a safety hazard
- Visible tattoos that are not appropriate in content

All employees are expected to maintain appropriate oral and bodily hygiene. Hair (including facial hair) should be clean and neat. Accessories should not interfere with an employee's work. The excessive use of perfume or cologne is unacceptable, as are odors that are disruptive or offensive to others or may exacerbate allergies.

Managers are responsible for enforcing dress and grooming standards for their division. Any employee whose appearance does not meet these standards may be counseled. If their appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to change into something more appropriate.

Reasonable accommodation will be made for employees' sincerely held religious beliefs and disabilities when such accommodations do not cause an undue burden. Employees who would like to request an accommodation or have other questions about this policy should contact their supervisor.

Confidentiality

Employees may not disclose any confidential information or trade secrets to anyone outside the Agency without the appropriate authorization. Confidential information may include internal reports, financials, client lists, methods of production, or other internal business-related communications. Trade secrets may include information regarding the development of systems, processes, products, design, instrument, formulas and technology. Confidential information may only be disclosed or discussed with those who need the information. Conversation of a confidential nature should not be held within earshot of the public or clients.

When any inquiry is made regarding an employee, former employee, client, or customer, the inquiry should be forwarded to a manager or Human Resources without comment from the employee. This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. In addition, nothing in this policy is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act.

Conflict of Interest

A conflict of interest arises when an employee is engaged in activity that could be detrimental to the Agency. This includes when an employee improperly uses their position with the Agency for personal gain or the gain of someone with whom they have a relationship. *Improper use* includes behavior that is illegal, as well as behavior that is unethical or questionable to a reasonable person. These are some examples of a conflict of interest:

- An employee requesting or requiring gifts or discounts in exchange for starting or continuing a business relationship with a client or vendor
- An employee selecting a relative's company as a supplier when they have not produced the best proposal
- An employee taking a second job working for a competitor and sharing confidential Agency information with the competitor
- An employee taking a second job that interferes with their ability to do their work for the Agency at their full potential, whether due to scheduling, exhaustion, or some other factor

Because how things appear, whether accurate or not, has a significant impact on the Agency's reputation, employees should also avoid the appearance of a conflict of interest. If questions arise as to whether a certain activity or behavior is a conflict of interest, employees should speak with their manager or HR.

Business Gifts

Employees are prohibited from directly or indirectly requesting or accepting a gift for themselves or the Agency that has a value of \$50 or more. If an employee is offered or given anything of value from any client, prospective client, vendor, or business partner in connection with Agency business, they should alert their manager immediately.

Outside Activities

Employees may engage in outside employment during non-working hours, provided doing so does not interfere with their job performance or constitute a conflict of interest. Prior to accepting outside employment, employees should notify their manager in writing. The notice must include the name of the Agency, the title and nature of the position, the number of working hours per week, and the time of scheduled work hours. If the position constitutes a conflict of interest or interferes with the employee's job at any time, they may be required to limit or end their outside employment.

Reporting Irregularities

Employees should immediately report any actual or suspected theft, fraud, embezzlement, or misuse of Agency funds or property, as well as suspicious behavior. An employee who is aware of such activity but does not report it will be considered part of the problem and disciplined accordingly.

Inspections and Searches

Any items brought to or taken off of Agency premises, whether property of the employee, the Agency, or a third party, are subject to inspection or search unless prohibited by state law. Desks, lockers, workstations, work areas, computers, USB drives, files, e-mails, voice mails, etc. are also subject to inspection or search, as are all other assets owned or controlled by the Agency. Any inspection or search conducted by the Agency may occur at any time, with or without notice. Failure to submit to a search will be grounds for discipline.

Hardware and Software Use

The following guidelines have been established for using the Internet and email in an ethical and professional manner. For the purpose of this policy, Agency Internet includes productivity software, instant messaging applications, the Agency cloud and networks, the intranet, and any other tool or program provided by or through the Agency or its internet connection.

- Agency Internet and email may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing, or obscene nature.
- Telephones should only be used for Agency business. Employees should be professional and conscientious at all times when using Agency phones or when using a personal phone for Agency business.

- Use of personal cell phones or other devices should be held to a reasonable limit. Reasonableness will be determined by management.
- Disparaging, abusive, profane, and offensive language are forbidden.
- Employees must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy for reference only. Almost every piece of content is or could be copyrighted (a notice of copyright is not required), so employees should proceed with caution when using or reproducing materials.
- Unless necessary for work, employees should avoid sending or receiving large files, watching videos, mass-forwarding emails, or engaging in other activities that either consume large amounts of bandwidth or create electronic clutter.
- Employees may not download any programs, applications, browser extensions, or any other files without prior approval or upon request of a manager.
- Each employee is responsible for the content of all text, audio, or images they place on or send over the Agency's internet and email system. Employees may not send messages in which they are not identified as the sender.
- Email is not guaranteed to be private or confidential. The Agency reserves the right to examine, monitor, and regulate email messages, directories, and files, as well as internet usage.
- Internal and external email messages are considered business records and may be subject to discovery in the event of litigation.

All Agency-issued hardware and software, as well as the email system and Internet connection, are Agency-owned. Therefore, all Agency policies are in effect at all times when they are in use. Access to the internet through the Agency's network is a privilege of employment that may be limited or revoked at any time.

Social Media

The Guiding Rule

Conduct that negatively affects an employee's job performance, the job performance of fellow employees, or the Agency's legitimate business interests—including its reputation and ability to make a profit—may result in disciplinary action up to and including termination.

Below are some guidelines for the use of social media. These guidelines are not intended to infringe on an employee's Section 7 rights and any adverse action taken in accordance with this policy will evaluate whether employees were engaged in protected concerted activity.

Avoiding Harassment

Employees must not use statements, photographs, video, or audio that could reasonably be viewed as malicious, obscene, threatening, or intimidating toward customers, employees, or other people or organizations affiliated with the Agency. This includes, but is not limited to, posts that could contribute to a hostile work environment on the basis of race, sex, sexual orientation, disability, religion, national origin, or any other status protected by state or federal law.

Avoiding Defamation

Employees must not post anything they know or suspect to be false about the Agency or anyone associated with it, including fellow employees and clients. Writing something that is untrue and ultimately harmful to any person or organization is defamation and can lead to significant financial liability for the person who makes the statement.

Confidentiality

Employees must maintain the confidentiality of Agency trade secrets and confidential information. Trade secrets include, but are not limited to, information regarding the development of systems, products, and technology. Private and confidential information includes, but is not limited to, customer lists, financial data, and private personal information about other employees or clients that they have not given the employee permission to share.

Representation

Employees must not represent themselves as a spokesperson for the Agency unless requested to do so by management. If the Agency is a subject of the content being created—whether by an employee or third party—employees should be clear and open about the fact that they are employed with the Agency but that their views do not necessarily represent those of the Agency.

Accounts

Employees must not use Agency email addresses to register for social media accounts unless doing so at the request of management. Employees who manage social media accounts on behalf of the Agency should ensure that at least one member of management has all the login information needed to access the account in their absence.

Agency Property

Agency property is defined as any piece of technology, equipment, furnishing, vehicle, building, or supply owned, leased, or otherwise in the custodial care of the Agency or any person acting as an Agency representative. It is the responsibility of each employee to ensure proper use and maintenance of Agency property. Should any employee have knowledge of any misuse, they must notify the supervisor immediately.

Employees may not use Agency property for personal use unless specific permission has been granted by a member of management. Employees will be held responsible for any loss or damage incurred while the property was in their possession for personal use. If the property is in disrepair when the employee takes possession, they should note those issues with a member of management so they are not held responsible for them upon return.

Employees are expected to take reasonable care of Agency property being used for Agency business. Normal wear and tear is expected, but any employee found to neglect or misuse Agency property may be subject to discipline, up to and including termination. Failure to return Agency property may result in legal action.

Origin reserves the right to inspect all Agency property including computer or phone data or messages to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence.

For purposes of this Section, the following definitions apply:

- "Computers" are defined as desktop computers, laptops, handheld devices (including but not limited to iPhones, smartphones, radios, iPads, and other electronic tablets and cell phones), computer software/hardware and servers.
- "Electronic communications" includes e-mail, text messages, phone calls, radio communication, fax machines, and any other communication, such as online services including the Internet.
- "Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data, and files.

The following general policies apply:

- Computers and all data transmitted through Origin servers are Agency property owned by the Agency for the purpose of conducting Agency business. These items must be maintained according to the Agency's rules and regulations. Computers must be kept clean and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any Agency property may be removed from the premises.
- All electronic communications, including emails, are and shall remain the sole property of Origin and are to be used for Agency business.
- Electronic information created by an employee using any computer or any means of electronic communication is also the property of Origin and remains the property of Origin.
- Information stored in Origin's computers and file servers, including customer lists, is the property of the Agency and may not be distributed outside the Agency without the written permission from Jayden Brant.
- Violation of any of the provisions of this policy, whether intentional or not, will subject employees to disciplinary action, up to and including termination.

Monitoring of Agency Property

Origin reserves the right to inspect all Agency property to ensure compliance with its rules and regulations, without notice to the employee and at any time, and not necessarily in the employee's presence. Origin's computers and all electronic communications and electronic information are subject to monitoring and no one should expect privacy regarding such use. The Agency reserves the right to access, review and monitor electronic files, information, messages, text messages, voicemail, e-mail, Internet history, real-time and historical GPS location data, browser-based webmail systems and other digital archives and to access, review and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of Agency policy or any law occurs. E-mail may be monitored by the Agency and there is no expectation of privacy. Assume that e-mail may be accessed, forwarded, read aloud and/or heard by someone other than the intended recipient, even if marked as "private."

Passwords

Origin may periodically need to assign and/or change "passwords" and personal codes for voice mail, email and other media and electronic devices and forms of communication. These communication technologies and related storage media and databases are to be used only for Agency business and they remain the property of Origin. Origin reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Messages on the Agency voice-mail and email systems are subject to the same Agency policies against discrimination and harassment as are any workplace communications. Offensive, harassing or discriminatory content in such messages will not be tolerated.

Prohibited Use

All existing Agency policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with misuse of Agency assets or resources.

It is a violation of Agency policy to use computers, electronic communications, electronic information, or the Internet, in a manner that is discriminatory harassing or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against Agency policy. It is also a violation of Agency policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential or sensitive information or trade secrets.

The display of any kind of sexually explicit multimedia content, message, or document on any Agency computer is a violation of the Agency's policy against sexual harassment.

This description of prohibited usage is not exhaustive and it is within the discretion of Origin to determine if there has been a violation of this policy. Employees that engage in prohibited use will be subject to discipline and/or immediate termination.

This policy is not intended to limit the ability of employees to discuss with other employees the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors, or staffing.

Identification Badges

As a vital part of our security and identification system, an Agency identification badge with your name and photo and related keys/access fobs will be issued to you on your first day of employment. These items are also your electronic keys to enter the building and other secured areas as needed. Everyone is required to wear your identification badge in plain view while on Agency property. If your identification badge or keys/access fobs are lost or stolen, you must obtain a replacement. Lost or stolen items should be reported to Jayden Brant as soon as possible. Failure to wear your ID badge or excessive loss or damage to cards can lead to disciplinary action. Upon termination, employees will be required to return identification badges and keys/access fobs to human resources as part of the exit interview. Usage of any Agency identification, for other than legitimate Agency business, is strictly prohibited.

Personal Property

The Agency is not liable for lost, misplaced, or stolen property. Employees should take all precautions necessary to safeguard their personal possessions. Employees should not have their personal mail sent to the Agency, as it may be automatically opened, and should check with their manager before having larger items delivered to the workplace.

For security reasons, employees should not leave personal belongings of value in the workplace. Terminated employees should remove any personal items at the time they leave Origin. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

Personal Cell Phone Use

The use of personal cell phones, or work cell phones for personal matters, should be held to a reasonable limit during work hours and not interfere with an employee's productivity or the productivity of their coworkers. Reasonableness will be determined by management.

Parking

All parking is at an employee's own risk. Employees and visitors should lock their vehicles and take appropriate safeguards to protect their valuables, including removing them from the vehicle if appropriate under the circumstances.

EMPLOYMENT SEPARATION

Resignation

The Agency requests that employees provide at least two weeks' written notice of their intent to resign. This notice should be submitted to an employee's manager. Dependent upon the circumstances, an employee may be asked to not work any or all of their notice period, in which case they will be allowed to use up to two weeks of accrued paid time off, if available, from the time notice is given. An exit interview may be requested.

Termination

All employment with the Agency is "at-will." This means that either the Agency or the employee can terminate the employment relationship at any time, with or without notice, and for any reason allowed by law or for no reason at all. An employee's at-will status can only be changed by written contract, signed by both the employee and a Jayden Brant.

Personal Possessions and Return of Agency Property

All Agency property, such as computer equipment, keys, tools, parking passes, or Agency credit cards, must be returned immediately at the time of termination. Employees may be responsible for any lost or damaged items. When leaving, employees should ensure that they take all of their personal belongings with them.

MANUAL OF POLICY AND PROCEDURE ACKNOWLEDGEMENT

I acknowledge receipt of the Origin Investigations, Inc. Manual of Policy and Procedure and agree to follow the guidelines within it. I also acknowledge the following:

- Receipt of this manual does not create a contract of employment or in any way alter my at-will employment status; the Agency or I can end the employment relationship at any time, with or without notice, and with or without cause.
- I am not entitled to any particular sequence of disciplinary measures prior to termination.
- With the exception of the at-will employment policy, this manual may be modified at any time.
- Violation of any policy in this manual, or any policy included as an addendum, may be grounds for discipline, up to and including termination.
- This manual does not include every process, policy, and expectation applicable to employees, or my position specifically; I may be counseled, disciplined, or terminated for poor behavior or performance even if the behavior or performance issue is not addressed in the manual.
- Should any provision in this manual be in conflict with federal, state, or local law, that provision only will be considered ineffective, while the rest of the manual remains effective.
- If I have questions regarding any policy in this manual, or other expectations related to my behavior or performance, it is my responsibility to speak with Jayden Brant.

EMPLOYEE

Signature

Date

Name