



GLOBE BANK INTERNATIONAL

EMPLOYEE MANUAL

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THE STORY BEHIND GLOBE BANK INTERNATIONAL

Founded in 1950 by brothers Otis and Isaac Bott, Globe Bank launched as a community financial institution with a fervent mission to help small businesses get their footing in the new economy of Postwar England. While the promise of prosperity was rampant, it was unfortunate that those willing to help with financial backing were understandably cautious and scarce.

The Botts believed in the power of community and ingenuity, so much so that several organizations, even to this day, credit the brothers for both their initial formation and their continued success. Among those businesses in the early days is what we now know as The Landon Hotel chain. As others repeatedly turned down requests for financing from its passionate, but inexperienced founder, Arthur Landon, the Botts appreciated and supported Landon's verve and vision. What started as a single hotel in London's West End, backed by Globe Bank, is now an impressive hotel empire that thrives in cities all around the world.

More recently, Globe Bank International has received acclaim for its high-profile investment in Winged Achene Technologies. Giving it the means to expand from a small specialty helicopter blade company to a transnational rotorcraft resource, expanding not only the company's financial horizons, but creating several thousand sustainable jobs in three cities.

The Botts keen instincts for solid investments grew just as swiftly as those companies it supported. In 1974, it moved its home office from London to Washington D.C. to better serve its growing clientele, and changed its name to Globe Bank International. Globe Bank International rapidly became key in corporate, commercial, and investment banking in the United States and internationally, assisting in intercontinental and domestic asset management and growth.

Still, at its core, Globe Bank International remains a community bank, focusing on the specific needs of individuals and organizations in each community in which its branches are located.

Thank you for your interest in Globe Bank International. We hope you enjoy our products and invite you to send us your comments and suggestions by email to feedback@globebank.com.

Sincerely,

Jeffrey Delaney & the Entire Globe Bank family

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SECTION 1: INTRODUCTION

This Manual is designed to acquaint you with Globe Bank International and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this Manual applies to all employees of Globe Bank International. Following the policies described in this Manual is considered a condition of continued employment. However, nothing in this Manual alters an employee's status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between the Company and any of its employees. The Manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

1.1 CHANGES IN POLICY

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual.

However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the Company, and after those dates all superseded policies will be null.

No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

1.2 EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

1.3 EMPLOYMENT RELATIONSHIP

You enter into employment voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, Globe Bank International is free to conclude its relationship with any employee at any time for any reason or no reason. Following the probationary period, employees are required to follow the Employment Termination Policy (See Section 3.13).

SECTION 2: DEFINITIONS OF EMPLOYEES STATUS

"EMPLOYEES" DEFINED

An "employee" of Globe Bank International is a person who regularly works for Globe Bank International on a wage or salary basis. "Employees" may include exempt, non-exempt, regular full-time, regular part-time, and

temporary persons, and others employed with the Company who are subject to the control and direction of Globe Bank International in the performance of their duties.

EXEMPT

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

NON-EXEMPT

Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

REGULAR FULL-TIME

Employees who have completed the 90-day probationary period and who are regularly scheduled to work 35 or more hours per week. Generally, they are eligible for the Company's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME

Employees who have completed the 90-day probationary period and who are regularly scheduled to work less than 35 hours per week.

TEMPORARY (FULL-TIME OR PART-TIME)

Those whose performance is being evaluated to determine whether further employment in a specific position or with the Company is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of the Company's benefit programs.

PROBATIONARY PERIOD FOR NEW EMPLOYEES

A new employee whose performance is being evaluated to determine whether further employment in a specific position or with Globe Bank International is appropriate. When an employee completes the probationary period, the employee will be notified of his/her new status with Globe Bank International.

SECTION 3: EMPLOYMENT POLICIES

3.1 NON-DISCRIMINATION

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Globe Bank International will be based on merit, qualifications, and abilities. Globe Bank International does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability.

Globe Bank International will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

3.2 NON-DISCLOSURE/CONFIDENTIALITY

The protection of confidential business information and trade secrets is vital to the interests and success of Globe Bank International. Such confidential information includes, but is not limited to, the following examples:

- Compensation data,
- Financial information,
- Marketing strategies,
- Pending projects and proposals,
- Proprietary production processes,
- Personnel/Payroll records, and
- Conversations between any persons associated with the company.

All employees are required to sign a non-disclosure agreement as a condition of employment.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

3.3 NEW EMPLOYEE ORIENTATION

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the company, and prepared for their position. New employee orientation is conducted by a Human Resources representative, and includes an overview of the company history, an explanation of the company core values, vision, and mission; and company goals and objectives. In addition, the new employee will be given an overview of benefits, tax, and legal issues, and complete any necessary paperwork.

Employees are presented with all codes, keys, and procedures needed to navigate within the workplace. The new employee's supervisor then introduces the new hire to staff throughout the company, reviews their job description and scope of position, and helps the new employee get started on specific functions.

3.4 PROBATIONARY PERIOD FOR NEW EMPLOYEES

The probationary period for regular full-time and regular part-time employees lasts 90 days from date of hire. During this time, employees have the opportunity to evaluate our Company as a place to work and management has its first opportunity to evaluate the employee. During this introductory period, both the employee and the Company have the right to terminate employment without advance notice.

Upon satisfactory completion of the probationary period, a 90-day review will be given and benefits will begin as appropriate. All employees, regardless of classification or length of service, are expected to meet and maintain Company standards for job performance and behavior (See Section 4, Standards of Conduct).

3.5 OFFICE HOURS

Globe Bank International corporate offices are open for business from 8 a.m. to 6 p.m., Monday through Friday, except for Holidays (See Section 6.7, Holidays).

Globe Bank International branch offices are open for business from 9 a.m. to 7 p.m., everyday, except for Holidays (See Section 6.7, Holidays).

The standard workweek is 40 hours (see Section 5.3, Overtime). In the computation of various employee benefits, the employee workweek is considered to begin on Sunday (starting at 12:01 a.m.) through Saturday (ending at 12:00 a.m.), unless a supervisor makes prior other arrangement with the employee.

3.6 LUNCH PERIODS

Employees are allowed a one-hour lunch break. Lunch breaks generally are taken between the hours of 11 a.m. and 2:00 p.m. on a staggered schedule so that your absence does not create a problem for co-workers or clients.

3.7 BREAK PERIODS

Globe Bank International provides 15 minutes for employees to break twice a day.

If employees have unexpected personal business to take care of, they must notify their direct supervisor to discuss time away from work and make provisions as necessary. Personal business should be conducted on the employee's own time.

Employees who do not adhere to the break policy will be subject to disciplinary action, including termination.

3.8 PERSONNEL FILES

Employee personnel files include the following: job application, job description, résumé, records of participation in training events, salary history, records of disciplinary action and documents related to employee performance reviews, coaching, and mentoring.

Personnel files are the property of Globe Bank International, and access to the information is restricted. Management personnel of Globe Bank International who have a legitimate reason to review the file are allowed to do so.

Employees who wish to review their own file should contact their supervisor (or Human Resources Representative). With reasonable advance notice, the employee may review his/her personnel file in the Company's office and in the presence of their supervisor (or Human Resources Representative).

3.9 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify their supervisor or HR Department of any changes in personnel data such as:

- Mailing address,
- Telephone numbers,
- Name and number of dependents, and
- Individuals to be contacted in the event of an emergency.

An employee's personnel data should be accurate and current at all times.

3.10 INCLEMENT WEATHER/EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. The decision to close the office will be made by the Executive Staff.

When the decision is made to close the office, employees will receive official notification from their supervisors.

Time off from scheduled work due to emergency closings will be unpaid for all non-exempt employees. However, if employees would like to be paid, they are permitted to use vacation time if it is available to them.

3.11 EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS

Supervisors will conduct performance reviews and planning sessions with all regular full-time and regular part-time employees after 12 months of service. Supervisors may conduct informal performance reviews and planning sessions more often, if they choose.

Performance reviews and planning sessions are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and supervisor discuss ways in which the employee can accomplish goals or learn new skills. The planning sessions are designed for the employee and his/her supervisor to make and agree on new goals, skills, and areas for improvement.

Globe Bank International directly links wage and salary increases with performance. Your performance review and planning sessions will have a direct effect on any changes in your compensation. For this reason among others, it is important to prepare for these reviews carefully, and participate in them fully.

New employees will be reviewed at the end of their probationary periods (see Section 3.3, Probationary Period for New Employees). After the initial review, the employee will be reviewed according to the regular semi-annual schedule.

3.12 OUTSIDE EMPLOYMENT

Employees may hold outside jobs in non-related businesses or professions as long as the employee meets the performance standards of their job description with Globe Bank International. Unless an alternative work schedule has been approved by Globe Bank International, employees will be subject to the company's scheduling demands, regardless of any existing outside work assignments.

Globe Bank International's office space, equipment, and materials are not to be used for outside employment.

3.13 CORRECTIVE ACTION

Globe Bank International holds each of its employees to certain work rules and standards of conduct (see Section 4). When an employee deviates from these rules and standards, Globe Bank International expects the employee's supervisor to take corrective action.

Corrective action at Globe Bank International is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes an oral warning, a written warning, probation, and finally termination of employment. In deciding which initial corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, Globe Bank International considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, vandalism or destruction of company property, being on company property during non-business hours, the use of company equipment and/or company vehicles without prior authorization by Executive Staff, untruthfulness about personal work history, skills, or training, divulging Company business practices, and misrepresentations of Globe Bank International to a customer, a prospective customer, the general public, or an employee.

3.14 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

Resignation – voluntary employment termination initiated by an employee.

Termination – involuntary employment termination initiated by Globe Bank International.

Layoff – involuntary employment termination initiated by Globe Bank International for non-disciplinary reasons.

When a non-exempt employee intends to terminate his/her employment with Globe Bank International, he/she shall give Globe Bank International at least two (2) weeks written notice. Exempt employees shall give at least four (4) weeks written notice.

Since employment with Globe Bank International is based on mutual consent, both the employee and Globe Bank International have the right to terminate employment at will, with or without cause during the Introductory/Probationary Period for New Employees (See Section 3.3, Introductory/Probationary Period for New Employees).

Any employee who terminates employment with Globe Bank International shall return all files, records, keys, and any other materials that are property of Globe Bank International. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to Globe Bank International will also be deducted from the employee's final check.

Employee's benefits will be affected by employment termination in the following manner. All accrued vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense (See Section 5, Benefits) if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations.

3.15 SAFETY

Globe Bank International provides information to employees about workplace safety and health issues through regular internal communication such as:

- Training sessions
- Team meetings
- Bulletin board postings
- Memorandums
- Other written communications

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify their supervisor (See Section 3.16, Employee Requiring Medical Attention).

3.16 HEALTH-RELATED ISSUES

Employees who become aware of any health-related issue, including pregnancy, should notify their supervisor and Human Resources Representative of health status. This policy has been instituted strictly to protect the employee.

A written "permission to work" from the employee's doctor is required at the time or shortly after notice has been given. The doctor's note should specify whether the employee is able to perform regular duties as outlined in his/her job description.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees should notify their supervisor and Human Resources Representative.¹

3.17 EMPLOYEE REQUIRING MEDICAL ATTENTION

In the event an employee requires medical attention, whether injured or becoming ill while at work, the employee's personal physician must be notified immediately. If it is necessary for the employee to be seen by the doctor or go to the hospital, a family member will be called to transport the employee to the appropriate facility. If an emergency arises requiring Emergency Medical Services to evaluate the injury/illness of an employee on-site,

¹ We at Globe Bank International are very happy to discuss any options that will work for you.

the employee will be responsible for any transportation charges. Furthermore, Globe Bank International's employees will not be responsible for transportation of another employee due to liabilities that may occur.

A physician's "return to work" notice may be required.

3.18 BUILDING SECURITY

All employees who are issued keys to the office are responsible for their safekeeping. These employees will sign a Building Key Disbursement form upon receiving the key. The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on Company property after hours without prior authorization from the Executive Staff.

3.19 INSURANCE ON PERSONAL EFFECTS

All employees should be sure that their own personal insurance policies cover the loss of anything occasionally left at the office. Globe Bank International assumes no risk for any loss or damage to personal property.

3.20 SUPPLIES; EXPENDITURES; OBLIGATING THE COMPANY

Only authorized persons may purchase supplies in the name of Globe Bank International. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Globe Bank International or bind Globe Bank International by any promise or representation without written approval.

3.21 EXPENSE REIMBURSEMENT

Expenses incurred by an employee must have prior approval by a supervisor. Reimbursements under \$25.00 will be included in the employee's next regular paycheck. An example of such an expense would include mileage. If the amount is more than \$25.00, the reimbursement request will be processed like an invoice. All completed reimbursement request forms should be turned in to Accounts Payable/Payroll Department.

3.22 PARKING

Employees must park their cars in areas indicated and provided by the Company.

SECTION 4: STANDARDS OF CONDUCT

The work rules and standards of conduct for Globe Bank International are important, and the Company regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the Company's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (see Section 3.12, Corrective Action).

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records (See Section 5.2, Timekeeping);
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of company-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment (See Section 4.3, Harassment, Including Sexual Harassment);
- Excessive absenteeism or any absence without notice (See also, Section 4.1 Attendance/Punctuality and 4.2, Absence without Notice);
- Unauthorized use of telephones, or other company-owned equipment (See Section 4.4, Telephone Use);
- Using company equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
- Unauthorized disclosure of business “secrets” or confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

4.1 ATTENDANCE/PUNCTUALITY

The Company expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on the Company.

If you are unable to report for work for any reason, notify your supervisor before regular starting time. You are responsible for speaking directly with your supervisor about your absence. All efforts should be made to contact your supervisor directly to inform him/her of your absence. In the case of leaving a message, a follow-up call must be made later that day. The company phone number is (123) 456-7890.

Should undue tardiness become apparent, disciplinary action may be required.

If there comes a time when you see that you will need to work some hours other than those that make up your usual work week, notify your supervisor. Each request for special work hours will be considered separately, in light of the employee’s needs and the needs of the Company. Such requests may or may not be granted.

4.2 ABSENCE WITHOUT NOTICE

When you are unable to work due to illness or an accident, please notify your supervisor. This will allow the Company to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and the Company is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll.

If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform your supervisor of the situation.

4.3 HARASSMENT, INCLUDING SEXUAL HARASSMENT

Globe Bank International is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor who becomes aware of possible harassment should promptly advise their supervisor or the Human Resources Representative who will handle the matter in a timely and confidential manner.

4.5 PUBLIC IMAGE

A professional appearance is important anytime that you come in contact with customers or potential customers. Employees should be well groomed and dressed appropriately for our business and for their position in particular.

The following items are considered inappropriate working attire for Globe Bank International:

- Open-toed sandals
- Spaghetti-strapped tops
- Tank tops or revealing shirts
- Short mini skirts
- T-shirts with inappropriate or offensive gestures or advertising

When meeting with a client, the dress code is more business-oriented, including attire such as:

- Slacks and dress shirt or blouse
- Dress or skirt and blouse

If management occasionally designates "casual days," appropriate guidelines will be provided to you.

Consult your supervisor if you have any questions about appropriate business attire.

4.6 INTERNET USE

Globe Bank International employees are allowed use of the Internet and e-mail when necessary to serve our customers and conduct the Company's business.

Employees may use the Internet when appropriate to access information needed to conduct business of the Company. Employees may use e-mail when appropriate for Company business correspondence.

Use of the Internet must not disrupt operation of the company computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful.

Internet messages are public and not private. Globe Bank International reserves the right to access and monitor all files and messages on its systems.

SECTION 5: WAGE AND SALARY POLICIES

5.1 WAGE OR SALARY INCREASES

Each employee's hourly wage or annual salary will be reviewed at least once each year. The employee's review date will usually be conducted on or about the anniversary date of employment or the date of the previous compensation review.

Wage increases will be determined on the basis of performance, adherence to company policies and procedures, and ability to meet or exceed duties per job description, and achieve performance goals (See Section 3.10, Performance Review/Planning Sessions).

Although the Company's salary ranges and hourly wage schedules will be adjusted on an ongoing basis, Globe Bank International does not grant "cost of living" increases. Performance is the key to wage increases in the Company.

5.2 TIMEKEEPING

Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is the time actually spent performing assigned duties. Employees are responsible for accurately documenting their time.

Globe Bank International does not pay for extended breaks or time spent on personal matters.

The time clock is a legal instrument. Altering, falsifying, tampering with time records, or recording time on another team member's time record will result in disciplinary action, including termination of employment.

Authorized personnel will review time records each week. Any changes to an employee's time record must be approved by his/her supervisor or appropriate person. Questions regarding the timekeeping system or time cards should be directed to the employee's supervisor or the Payroll Manager.

5.3 OVERTIME

Globe Bank International is open for business 40 hours per week. Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime is payable for all hours worked over 40 per week at a rate of one and one-half times the non-exempt employee's regular hourly rate. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked.

All overtime work performed by an hourly employee must receive the supervisor's prior authorization. Overtime worked without prior authorization from the supervisor may result in disciplinary action. The supervisor's signature on a timesheet authorizes pay for overtime hours worked.

5.4 PAYDAYS

All employees are paid biweekly on Fridays. In the event that a regularly scheduled payday falls on a holiday, employees will receive pay on the last day of operation before the payday.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's address or deposited directly into an employee's bank account upon request.

SECTION 6: BENEFITS AND SERVICES

Globe Bank International offers a benefits program for its regular full-time and regular part-time employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.

6.1 INSURANCE PLANS

Globe Bank International offers the following health and life insurance programs for REGULAR FULL-TIME employees (as determined by the carrier of the policies).

| Health Insurance | | | |
|----------------------------------------------------------------|------------------------------------|-----------------------------------|------------------------------------|
| PPO | | HMO | |
| Office Visit Copay | \$15.00 | Office Visit Copay | \$10.00 |
| Out of pocket maximum | \$2500 Individual \$3000 Family | Out of pocket maximum | \$2000 Individual \$2500 Family |
| Family Plan | \$150 monthly | Family Plan | \$100 monthly |
| Dental Insurance | | | |
| Out of pocket maximum | \$3000 annually | | |
| Annual Deductible | \$50 | | |
| Family Deductible | \$100 | | |
| Life Insurance | | | |
| Employee Only | | \$100,000 life insurance coverage | |
| Retirement Plan | | | |
| Simple IRA, 50% contribution match-up to 3% of employee income | | | |

6.2 LIFE INSURANCE

The employee's portion of the premium deduction for health insurance begins on the pay period prior to coverage start date.

This Manual does not contain the complete terms and/or conditions of any of the Company's current insurance benefit plans. It is intended only to provide general explanations. If there is ever any conflict between the Manual and any documents issued by one of the Company's insurance carriers, the carrier's guideline regulations will be regarded as authoritative.

6.3 COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Globe Bank International's health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or leave of absence, divorce or legal separation and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Globe Bank International's group rates plus an administration fee. Globe Bank International provides each eligible employee with a written notice

describing rights granted under COBRA when the employee becomes eligible for coverage under Globe Bank International's health insurance plan. The notice contains important information about the employee's rights and obligations.

6.4 SIMPLE IRA

The Simple Investment Retirement Account (Simple IRA) plan offers Globe Bank International's employees a unique opportunity for savings and financial growth.

The IRA plan helps contributors save in three ways:

1. Gross taxable income is reduced
2. Globe Bank International makes a matching contribution of the employees' contributions
3. Convenience of payroll deduction (amount you choose)

The Simple IRA plan is administered through an Investment firm and managed internally by Globe Bank International. Globe Bank International makes matching contributions equal to 50% of Elective Deferrals that does not exceed 3% of annual compensation.

Eligibility occurs after 6 months of continuous employment for regular full-time and regular part-time employees.

6.5 VACATION

Paid vacation is available to regular full-time and regular part-time employees following their first-year anniversary with Globe Bank International and is provided based on the following calculations:²

| Years of employment | Vacation time earned | Can be used: |
|---------------------|-------------------------|--------------------------|
| 0-2 years | .0192 hrs per hr worked | After 1 yr of employment |
| 3-5 years | .0384 hrs per hr worked | Anytime (with approval) |
| More than 5 years | .0586 hrs per hr worked | Anytime (with approval) |

Paid vacation time of regular part-time employees will be earned on a fractional basis. Fractional vacation weeks will correspond to the average number of hours worked during the preceding year.

Upon termination, unused earned vacation will be paid in a lump sum in the employee's final paycheck. A maximum of one week paid vacation may be carried over from one calendar year to the next

Globe Bank International encourages all employees to make the most of their vacation time. Regular breaks from daily work make everyone more productive.

6.6 HOLIDAYS

Globe Bank International observes the following non-paid holidays per year for all non-exempt employees:

- New Year's Day

² The vacation policy applies to all regular full-time and part-time employees.

- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day

6.7 JURY DUTY/MILITARY LEAVE

Employees will be granted time off to serve on a jury with pay for up to 15 workdays. Military leave will be granted for the duration of call of duty without pay. All regular employees both full-time or part-time will be kept on the active payroll until their civic duties have been completed. A copy of the jury duty summons and all other associated paperwork are required for the personnel file.

6.8 EDUCATIONAL ASSISTANCE

Globe Bank International recognizes that the skills and knowledge of its employees are critical to the success of the Company. Globe Bank International offers educational assistance programs, the GED Program and tuition reimbursement. Globe Bank International offers educational assistance programs to encourage personal development, improve job-related skills, and enhance an employee's ability to compete for reasonably attainable jobs in the Company.

6.9 TRAINING AND PROFESSIONAL DEVELOPMENT

Globe Bank International recognizes the value of professional development and personal growth for employees. Therefore, Globe Bank International encourages its employees who are interested in continuing education and job specific training to research these further and get approval before signing up for the seminars or courses.

SECTION 7: EMPLOYEE COMMUNICATIONS

7.1 BULLETIN BOARDS

Bulletin boards placed in designated areas provide employees access to important posted information and announcements. The employee is responsible for reading necessary information posted on the bulletin boards.

7.2 SUGGESTION BOX

Globe Bank International encourages employees who have suggestions that they do not want to offer orally or in person to write them down and leave them in the suggestion box located in the production center. If this is done anonymously, every care will be taken to preserve the employee's privacy. A member of the Executive Staff checks the box on a regular basis.

7.3 PROCEDURE FOR HANDLING COMPLAINTS

Under normal working conditions, employees who have a job-related problem, question or complaint should first discuss it with their immediate supervisor. At this level, employees usually reach the simplest, quickest, and most satisfactory solution. If the employee and supervisor do not solve the problem, Globe Bank International encourages employees to contact the Human Resources Representative.