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# **Webworld Technologies, Inc.**

## **EMPLOYEE INFORMATION AND BENEFITS MANUAL**

# Employee Information and Benefits Manual

<b>GENERAL GUIDELINES FOR EMPLOYEES .....</b>	<b>1</b>
<i>Introduction.....</i>	<i>1</i>
<i>Company Goal.....</i>	<i>1</i>
<i>Company Purpose.....</i>	<i>1</i>
<i>Company Policy.....</i>	<i>1</i>
<i>Products of the Company.....</i>	<i>Error! Bookmark not defined.</i>
<i>Purpose of Your Job.....</i>	<i>1</i>
<i>Job Description.....</i>	<i>Error! Bookmark not defined.</i>
<i>Reporting Non Optimum Situations.....</i>	<i>1</i>
<i>Standards of Conduct.....</i>	<i>2</i>
<i>Confidentiality.....</i>	<i>2</i>
<i>Technology and Electronic Communication.....</i>	<i>2</i>
<i>Use of Electronic Devices.....</i>	<i>3</i>
<i>Personal Appearance and Demeanor.....</i>	<i>3</i>
<b>EMPLOYMENT .....</b>	<b>3</b>
<i>Equal Employment Opportunity.....</i>	<i>3</i>
<i>Disability Accommodation .....</i>	<i>3</i>
<i>New Employees.....</i>	<i>4</i>
<i>Company Policy.....</i>	<i>4</i>
<i>Pay Period .....</i>	<i>4</i>
<i>Exempt or Nonexempt.....</i>	<i>4</i>
<i>Employee Classifications.....</i>	<i>5</i>
<i>Employment Relationship.....</i>	<i>5</i>
<i>Webworld Confidentiality and Non-Solicitation Agreement.....</i>	<i>5</i>
<i>General Policies Regarding Schedules.....</i>	<i>5</i>
<i>Recording Hours Worked .....</i>	<i>6</i>
<i>Compensation .....</i>	<i>6</i>
<i>Reimbursement .....</i>	<i>7</i>
<i>Overtime .....</i>	<i>7</i>
<i>401K Plan .....</i>	<i>7</i>
<i>Performance Reviews .....</i>	<i>7</i>
<b>DISCONTINUATION OF EMPLOYMENT AT WEBWORLD .....</b>	<b>7</b>
<i>Providing Notice .....</i>	<i>7</i>
<i>Other Issues Regarding Departing Employees.....</i>	<i>8</i>
<b>EMPLOYEE BENEFITS .....</b>	<b>8</b>
<i>Eligibility.....</i>	<i>8</i>
<i>Paid Vacation .....</i>	<i>9</i>
<i>Sick Leave .....</i>	<i>9</i>
<i>Holidays.....</i>	<i>10</i>
<i>Health Benefits .....</i>	<i>10</i>
<i>Additional Benefits and Requirements .....</i>	<i>10</i>
<b>LEAVES OF ABSENCE .....</b>	<b>11</b>
<i>Jury and Witness Duty Leave.....</i>	<i>11</i>
<i>Bereavement .....</i>	<i>11</i>
<i>Military Leave .....</i>	<i>11</i>
<i>Long-Term Family and Medical Leave .....</i>	<i>11</i>
<i>Extended Leaves of Absence.....</i>	<i>12</i>
<b>MISCELLANEOUS .....</b>	<b>12</b>
<i>Non-Harassment Policy.....</i>	<i>12</i>
<i>Employee Information and Benefits Manual Certification Form .....</i>	<i>14</i>

# General Guidelines for Employees

## Introduction

The contents of this Employee Manual are presented as guidelines for employees of Webworld Technologies, Inc. (Webworld). They can be updated by Webworld at the discretion of Webworld's management.

## Company Goal

Our goal is to grow the revenues of the company and provide a stable and enjoyable working team environment for our staff.

## Company Purpose

- Provide superior technology solutions that advance and optimize performance and returns on investment for our clients.
- Establish long-term relationships with our clients because we bring effectiveness, value and service.
- Attract leading professionals and build a holistic company whose employees are loyal, dedicated, and in agreement with the company's goal.

## Company Policy

- Always work toward exceeding the customer's expectations when delivering our services.
- Define processes and follow industry best practices to achieve top quality delivery.
- Create a culture of personal and shared success for each employee resulting in long term employment.

## Purpose of Your Job

Each position in the company involves a number of functions and responsibilities.

In addition to the specific responsibilities of each position, there are five general rules that apply to all employees:

- Service clients and prospective clients with high quality service.
- Provide the highest degree of help and friendliness to our clients and prospective clients.
- Take responsibility for carrying out the duties and actions of one's job to the highest standards of professionalism and quality.
- Support each other.
- Always deliver what you promise.

You are an integral part of the group. Work together with other employees to foster team ship.

Please read and follow the guidelines in this Employee Manual.

## Reporting a Non-Optimum Situation

A group is as successful as each member does his/her job and takes responsibility for the whole group.

If there is a non-optimum situation that cannot be resolved with or by your manager, you can always send an email or call the President to communicate the information.

## **Standards of Conduct**

Each employee is expected to treat all clients, existing and prospective, as well as fellow employees, with respect and courtesy at all times. Take the time to listen to what they have to say, let them know you understood their communication and present your views.

If at any time there is a disagreement with a client, another team member or employee, which has the potential to escalate, it is advised that one take the matter to a private setting where the rest of the people in the vicinity cannot be disturbed.

At no time should you engage in an argument with another employee in front of any client or other employee.

Additional expectations regarding business conduct are laid out in the document "Code of Business Ethics and Conduct", which is separate from this manual.

## **Confidentiality of Information**

All staff must maintain confidentiality of company records. This includes all data and information relating to the business and management of Webworld, including proprietary and trade secret technology and accounting and pricing information to which access is obtained by the employee, including Work Product, Intellectual Properties, Production Processes, other Proprietary Data, Business Operations, Computer Software Code, Computer Technology, Marketing and Business Development Operations, Financial Operations, and Customers. This point cannot be emphasized enough.

Personnel information is also confidential. The Human Resources Department maintains a personnel folder for each employee. This folder includes such information as the employee's resume, records of training, salary and other employment records. Personnel files are the property of the company and access to the information is secured and restricted. Employees and contractors are not to discuss amongst themselves their own or another's employment or payroll information. All inquiries or comments concerning payroll or benefit matters should be directed to Webworld's Human Resources representative.

Unauthorized disclosure to other persons or organizations of confidential records or pay information may be grounds for dismissal or other disciplinary action.

It is also the responsibility of each employee to advise Human Resources as to changes in their information such as name, address and W-2 information.

While some discussion of clients and projects does occur in public places, such as restaurants, elevators, lobbies, reception areas, etc., confidential client or project information should be closely guarded. If any employee is found to have released confidential client or project information to an unauthorized person or persons, or has in any other way violated client confidentiality, that employee may be subject to disciplinary action or dismissal.

## **Technology and Electronic Communication**

All company-purchased technical equipment, including computers, computer files, software, telephone equipment, printer/fax machines, cell phones, and any other office equipment furnished to employees by the Company, is Company property intended for business use while employed at Webworld. Personal use of such should be reasonably restricted only to Company business.

Electronically communicated material (including e-mail correspondence) should be treated by employees with professionalism in its preparation. An email signature block, with the employee's name, company name, and phone info should be visible. Each communication from the office whether by U.S. Mail, facsimile transmission or e-mail, is a representation of the Company to clients, partners and others. In

addition, employees who use the computer system for sensitive information should password protect the files to protect the confidentiality of such information and to prevent inadvertent access by unauthorized persons. All emails sent with proprietary and/or confidential information should be so designated by a confidentiality notice such as: **Electronic Mail Confidentiality Notice:** This electronic message and all attachments may contain confidential information that belongs to the sender. The Information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution (electronic or otherwise), forwarding or taking of any action in reliance on the contents of this information is strictly prohibited. If you have received this electronic message in error, please notify the sender immediately. Thank you.

The Company reserves the right to access Company equipment or company email at any time, with or without notice to employees, if the Company deems it necessary and appropriate. Reasons for such access include, but are not limited to: ensuring accordance with Company policies; ensuring compliance with software copyright laws; complying with legal and regulatory requests for information.

### **Use of Electronic Devices**

For the purposes of this section, electronic devices include, but are not limited to: cell phones, camera phones, camera PDAs, BlackBerry® devices, iPad® devices, MP3 players, personal laptops and flash memory sticks. It also extends to cameras, video equipment, camcorders, handheld scanners, flash memory cards, flash drives, flash camera cards and other related or similar devices.

Privileged or confidential material such as, but not limited to, company or client trade secrets, attorney-client communications, financial documents, contracts, client information, personnel records, programming code, and audio records are not to be photocopied, scanned, photographed, or otherwise copied or recorded except by authorized personnel in the furtherance of company business. Any employee found in violation of this section is subject to disciplinary action, up to and including immediate termination, along with confiscation of the unauthorized copies or recordings, and the device(s) used to make same.

### **Personal Appearance and Demeanor**

As employees represent the Company to one another and our clients, employee dress and personal appearance should be conservative, neat, clean, business-like, and in a manner consistent with a professional atmosphere. Likewise, employees should display a friendly yet professional demeanor, keeping in mind the impression made on clients, visitors and other employees. It is expected that all employees will exercise good judgment and dress appropriately for their jobs. Employees who work full-time at client sites should follow the dress code of the respective offices they are working in.

## **Employment**

### **Equal Employment Opportunity**

The Company is an equal employment opportunity employer and does not discriminate against any person because of race, color, religion, sex, national origin, handicap, disability, marital status, age or any other characteristic protected by law. The Company also reasonably accommodates individuals with handicaps, disabilities and bona fide religious beliefs.

### **Disability Accommodation**

The Company will make every effort to comply with individual requests for disability accommodations needed to enable a qualified person with a disability to perform the essential functions of a job currently held. However, the Company will not be able to make an accommodation that, under the ADA

(Americans with Disabilities Act), would require significant difficulty or expense and impose undue hardship on the operation of the business.

## **New Employees**

Human Resources will give new employees the *New Employee Checklist*. The purpose of this form is to help the new employee get set up and rapidly integrated into the organization and producing. The form includes steps to ensure all tax and corporate forms are filled out, that the basic company tools needed are provided to the employee (such as corporate email account), and that the employee is familiarized with key company policies necessary to be immediately productive.

This is your copy of the Company Manual. Please ensure you read this thoroughly and keep it to refer to. It is important that any sections of this manual you do not fully understand or have questions on are cleared up with the Human Resource representative.

New employees are in a probationary period for the first 90 calendar days. It is a period of adjustment and adaptation, both personally and in terms of learning the job requirements and becoming part of the team. If, prior to the end of the ninety-day period, either party feels the relationship is not satisfactory, the relationship can be ended without prior notice.

During the probationary period, and in order to be eligible for bonuses and other benefits, an employee is required to do the following:

1. Read and Understand this "Employee Information & Benefits Manual".
2. Read and understand the "Code of Business Ethics and Conduct."
3. Sign certification forms for above and sends them to the Human Resources representative.

A new employee's salary and benefits are stated in their Offer Letter. Salaries should not be discussed nor shared with any employee in the company other than the Human Resources representative and/or Finance Department. Violations are subject to disciplinary actions, which may include termination.

## **Company Policy**

From time to time, as other relevant company policy is issued, employees will be required to read, and certify, as needed, to having read these as well.

All employees are required to apply and adhere to published company policy. Chronic failure of an employee to do so should be reported by any employee who observes such a lack of application. Such reports can be made to one's immediate Manager or the Human Resources representative.

## **Pay Period**

Employees will receive 24 paychecks per year. You have the option of receiving a check or having your pay deposited directly in your bank account. The company prefers the latter as it is more efficient, so all employees are encouraged to take advantage of direct deposits. If you desire the "direct deposit" service, the Finance Manager will send you the appropriate form. For direct deposit, you will be given access to a portal to view your paycheck and the breakdown of taxes.

## **Exempt or Nonexempt**

Each position is classified as either exempt or non-exempt per legal classification guidelines. Simply stated, exempt means you are exempt from overtime laws and non-exempt means you are not. Exempt employees are not paid overtime pay for any hours over 40 worked during a standard work week, and non-exempt employees are paid overtime for hours worked over 40 in a standard work week. Overtime pay is 1 ½ times the employee's regular hourly rate.

## **Employee Classifications**

All employees are hired for an indefinite period of employment. The following classifications are provided for information and does not guarantee employment for any specific length of time.

Full-Time Regular Employees: Full time employees are those regularly employed and who are regularly scheduled to work 40 hours per week. Full time employees are eligible to participate in the Company's health plan beginning on the first day of the month following their date of hire.

Part-Time Employees: Part-time employees are those either regularly or temporarily employed and who work less than an average of 30 hours per week. Part-time employees are not eligible to participate in the Company's benefit plans nor are they eligible for paid time off (vacation, sick leave or holiday pay).

Contractors: Contractors are those individuals hired for a fixed or limited period of time, and who generally operate somewhat independently of the Company's management structure. Contractors are still required to comply with basic company policy and procedures, and to coordinate closely with their team members and manager. Contractors are not eligible to participate in the Company's benefit plans nor are they eligible for paid time off (vacation, sick leave or holiday pay).

## **Employment Relationship**

You are "an employee at will" under Virginia law. As such, you are free to leave the company at any time you choose, and the company has the same right to end the employment relationship. This is just good business practice for everyone. We do however expect you will enjoy your employment and participation in growing our team.

## **Webworld's Confidentiality and Non-Solicitation Agreement**

All employees are expected to adhere to the Confidentiality and Non-Solicitation Agreement they signed upon their acceptance of employment at Webworld. An employee leaving the company for any reason remains obligated to keep Company and client information confidential, and is required to return any company property, including any client information, files or other property.

Additional Non-Disclosure Agreements may also be required for work on specific contracts/projects.

## **Employees with a Secret Clearance and access to Classified Information**

Any loss, compromise or suspected compromise of classified information, foreign or domestic, must be reported immediately and followed up in writing to Webworld's Facility Security Officer (FSO). Webworld's FSO will then follow the procedures outlined in the National Industrial Security Program Operating Manual (NISPOM).

As a facility with access to classified information, any employee with a secret clearance who breaches or is negligent of their obligations regarding handling of classified information, is subject to appropriate administrative and disciplinary actions for violations.

## **General Policies Regarding Schedules**

Webworld conducts business in a "virtual office environment," meaning we do not maintain a central business office and require employees to physically work from that location. We allow people to work from home offices or at the client's site. When an office is available in the DC Metro area, employees will be notified and non-billable employees will be required to come to the office during normal business hours.

In general, the standard company schedule is normal business hours Monday through Friday. All employees are expected to maintain a standard weekly schedule. Deviation or time off from normal

business hours should be known and approved in advance by one's direct manager. The manager has the discretion to disallow the schedule change if in his or her judgment the change would negatively impact company business.

An employee's schedule should be structured so that 40 hours are worked each week for a total of 80 hours every two weeks. If vacation time off has been approved, that employee's schedule should be made known so other employees interacting with that individual are notified of his/her schedule. This is necessary for business coordination purposes. The same courtesy should be extended when employees take sick time or leave.

Time off should be approved in advance by the employee's manager. In the case of unscheduled time off, such as sick leave or any emergency time off, the employee should inform his/her manager with as much notice as possible. The employee should also inform his/her manager of any incomplete or urgent work that must be performed so arrangements can be made if needed.

## **Recording Hours Worked**

"Period" for our purposes is defined as: "a pay period that ends at the close-of-business every other Friday". There are 24 Periods in a year.

Full-time Employees are expected to work 80 hours per Period and record 40 hours per week in the Timer. The demands of client production schedules may on occasion require more than 80 hours of work per Period. The company operates for payroll purposes on production periods that go from the first to the 15<sup>th</sup> of each month and the 16<sup>th</sup> through to the end of the last business day of each month.

The deadline for completing and submitting your timesheet is at the end of the business day on the 15<sup>th</sup> and last business day of each month.

When they are not reported by this time it creates delays which can have wide-ranging effects and delay payroll.

It is company procedure that if a timesheet file is not submitted in accordance with the timetable above, payment may be delayed or held until the following pay period. This decision is at the discretion of the Employee's manager and/or the Finance Director. The intent is not to penalize the employee but to allow payroll to be sent out on time for the rest of the employee base.

This means that payroll for an employee who does not submit an on-time, accurate and complete Timer file may have their pay deferred until the following pay period.

The Company has a legal obligation to record time worked by employees due to various employment laws as well as for the accuracy of billing to our clients. These records must be accurate.

Employees are required to use the Timer program, a tool chosen at Webworld's discretion for recording employee time, to record all hours worked, holidays, sick days and vacation time/paid time off. Time sheets are currently kept via a web-based tool; time is to be recorded daily with a detailed description of the work completed.

The hours as well as the detailed notes recorded in the Timer program are used to invoice clients as well as for a variety of internal reports. All employees are required to log their hours daily with detailed notes in the Time Keeping system. Weekend hours, for any employee who works over the weekend, are entered as a new week starting with Saturday.

Deliberate falsification of hours worked or habitual lateness in getting one's time recorded is considered a serious offense.

## **Compensation**

Starting salary will be stated in an Offer Letter. Salaries should not be discussed nor shared with any employee in the company other than the employee's direct manager, the Human Resources Department and/or the Finance Department. Violations are subject to disciplinary procedures which may include



termination. Salary reviews and adjustments are made through performance reviews at the discretion of the employee's manager and require approval by Webworld's executive management.

### **Reimbursement**

All expenses that require reimbursement by the company should have written approval in advance by the employee's manager and the Finance Department before a purchase is transacted. The authorized expenditure will be reimbursed after the receipt is received by the Finance Department. Scanned receipts are requested and are acceptable as proof of expenditure to the IRS.

Examples of reimbursable expenses for overnight travel include airfare, gas, parking, tolls, lodging for trips and the actual cost of meals. Hotels for lodging should offer free wi-fi. Reimbursement does not include movies or other entertainment costs. All expenses must be reasonable, ordinary and necessary.

### **Overtime**

Overtime is defined as more than 40 hours during a work-week for non-exempt hourly employees. All overtime must have written authorization in advance by both the manager and the Finance Department before overtime can be worked.

### **401k Plan**

The company offers a 401k plan after completion of the 90 day probationary period. All employees are eligible to participate. The company will match up to 4% of the employee's 401k deduction.

### **Performance Reviews**

Managers, in coordination with Human Resources, are responsible for conducting performance reviews annually. Completed reviews are sent to the Human Resources Department with recommendations. The review includes an assessment of the employee's performance, contributions to the goals of the company, professional development progress in addition to recommendations for compensation adjustment. Implementation of recommendations for compensation adjustment requires executive management approval.

## **Discontinuation of Employment**

The paragraphs below refer to an employee leaving the company, regardless of reason or who initiated the process.

### **Providing Notice**

Webworld employees are employed at will, which means that both you and Webworld can end the relationship at any time, for any reason or no reason. However, if you decide that you wish to leave Webworld's employment, we ask that you agree to give at least two, but preferably three to four weeks notice for specialized technical or management positions. This will provide an opportunity for a smooth transition. In return, Webworld will try to give the same amount of notice in cases where the Company decides to end employment. In some circumstances Webworld may not be able to give two week's notice.

### **Return of Property**

In the event of an employee leaving the company, the employee is required to promptly return all software licenses and any other Webworld property he/she may have in his/her possession. Departing employees

are expected to return all files (including all electronic files and records) to their Manager or the Human Resources representative. Webworld reserves the right to withhold any discretionary payments and final paycheck until all property is returned and/or outstanding personal employee loans are repaid. Webworld has the right to take further legal action to recover property that is not returned promptly. Departing employees are required to sign a statement confirming and certifying to the fact that all Webworld property has been returned and/or files deleted from their computer prior to distribution of their final paycheck.

### **Other Issues Regarding Departing Employees**

Pay upon departure is always done on the regularly scheduled payroll. Direct Deposit may continue through the final paycheck if the employee has direct deposit. For those employees receiving commission or bonus, these will only be paid through the end date of employment.

For those employees with access to a Company credit card, all outstanding receipts for expenses charged to the company's credit card must be submitted prior to their final paycheck. Any business charge placed on the Company's credit card for which they have not provided a receipt will be deducted from their final payroll check. Misplaced receipts will not be reimbursed after a final payroll check has been issued.

Insurance benefits terminate on the last day of the month in which employment ceases. You may be eligible for continuation of medical and dental insurance through Webworld's insurance carrier upon your departure for 90 days - similar to what is offered through COBRA.

When an employee departs Webworld, the company requests a write up of existing projects the departing employee may be involved in and what needs to be done for each of these projects. This write up should be turned over to their manager. Any advice on how to do the job should also be included.

Prior to leaving the organization, the Human Resources representative along with the employee's manager, will complete a *Departing Employment Checklist*. This form lists items which generally need to be addressed prior to an employee's departure, such as; employee's current address, outstanding expenses, return of office equipment/manuals, return of client materials, etc. If the employee has a company credit card, any statement charges will need to be reconciled with documentation. An employee's final paycheck may be withheld pending resolution of any unresolved matters.

The intention of the *Departing Employment Checklist Form* and process is to resolve all issues pertaining to the employment relationship.

## **Employee Benefits**

Webworld offers eligible employees paid time off for holidays, sickness and vacation as well as other benefits. A brief description of each benefit for regular, full-time employees is provided in the following paragraphs.

### **Eligibility**

New employees are in a probationary period for the first 90 calendar days. Vacation and sick leave time will accrue from the employee's start date, but will not become available for use until after the 90-day probationary period has been completed. Paid holidays which fall on a regularly scheduled workday are available.

Part-time employees are not eligible for benefits.

If an employee changes status from Full Time to Part Time, or Part Time to Full Time, changes to their benefits will be effective immediately.

## **Paid Vacation/Paid Time Off**

Webworld provides each salaried employee with flexibility and responsibility as to when and how to use paid vacation time benefits.

Eligible employees accrue a specific number of paid vacation days each calendar year based on their length of service. These days are prorated the first year of employment from the date of hire through December of the year hired, and are accrued on a calendar year basis thereafter. Paid vacation days are accumulated as follows:

Years of Employment	Paid Vacation Days Per Calendar Year
1 – 5 years	10
6 – 10 years	15
11 + years	20

Unused vacation days can accumulate to a maximum of 80 hours. Any accumulated, unused vacation time over 80 hours will be discarded at the end of each calendar year.

Paid vacation time accrues, but is not available for use during the first three months of employment during the probationary period.

Paid vacation time must be scheduled in advance and approved by the employee's manager. The manager has the right to decline a request and ask that vacation dates be rescheduled if in their judgment the employee's absence would negatively impact company business and client deadlines.

Employees are required to record paid time off (PTO) in the Time Keeping System. The company has no obligation to grant PTO in advance of accrual. Consideration for Paid Time Off in advance of accrual is at the sole discretion of management and should be confirmed in writing in advance with the HR Representative otherwise time off taken will be unpaid if accrual is insufficient.

Accrued vacation time may not be converted into cash when the employee leaves the company under voluntary or involuntary circumstances. Additionally, employees who depart from the company with a negative balance of vacation time will have this advanced vacation time deducted from their final paycheck.

## **Sick Leave**

Full time employees are eligible for five (5) days of paid sick leave each calendar year. Paid sick leave is not available for use during the first three months of employment during the probationary period.

Sick leave can only be used within each calendar year. Unused sick leave time is not accumulated or carried over to the new calendar year. Unused sick leave time may not be converted into cash when the employee leaves the company. As a courtesy, an employee should call his/her manager (or email if they do not reach their manager) to notify them of their absence from the day's activities. Sick leave should be entered in the time keeping program. Employees without access to the time keeping program should email [finance@webworldtech.com](mailto:finance@webworldtech.com) with the date(s) of sick leave so it can be noted.

## **Holidays**

Webworld provides full time employees with paid holidays each calendar year as listed below. You will receive a full day's pay for these holidays.

New Year's Day (January 1<sup>st</sup>)  
Martin Luther King's Birthday (Third Monday in January)  
President's Day (third Monday in February)  
Memorial Day (last Monday in May)  
Independence Day, (July 4<sup>th</sup>)  
Labor Day (first Monday in September)  
Columbus Day (second Monday in October)  
Veterans Day (November 11<sup>th</sup>)  
Thanksgiving Day (fourth Thursday in November)  
Christmas Day (December 25<sup>th</sup>)

If a holiday falls on either a Saturday or a Sunday Webworld will adhere to the government observance of that holiday.

Employees have the option of working either (or both) Columbus or Veteran's Day and, instead taking the day after Thanksgiving and/or December 24th as a paid holiday. These are the only two holidays which can be substituted. Paid holidays need to be recorded in the time keeping program.

## **Health Benefits**

Webworld offers 100% health benefits coverage to full time employees for an HMO medical plan and dental plan. Both plans are managed by an outside health benefits company. Plan benefits can be discussed with a representative from the health benefits company as they provide Webworld with answers to employee questions as part of the services they provide. Current contact information is available from Webworld's Human Resources Manager. Employees desiring additional coverage, such as PPO or coverage for a spouse or other dependant are eligible to have this additional coverage payroll deducted. Currently, employees living outside the DC metro area can only participate in the PPO plan and are required to pay the difference between the two plans.

Webworld strives to offer competitive health care benefits. The plans are reviewed annually and are updated as new opportunities arise or market conditions change. Additional supplemental benefits are offered through a third party company and are available through payroll deduction if elected by the employee.

New employees are given their health plan applications as part of their Webworld Offer letter. The deadline for turning in the paperwork will also be in the Offer letter. If the Human Resources Manager does not receive the application by the deadline, then the next opportunity to enroll is during open enrollment. For new employees, health benefits will start on the first day of the month following the employee's hire date.

Open enrollment for all employees occurs annually. At that time, each eligible employee will receive notification of open enrollment dates and instructions for making changes to their coverage.

## **Additional Benefits and Requirements**

Employees work from a home office when not working at a client's site.

Webworld may supply employees with specialized software necessary to do their jobs. Purchase of such should be requisitioned for in advance and authorized for purchase. Employees unable to provide their

own hardware sufficient to complete their assigned tasks can requisition their manager for purchase of equipment. All requisitions need written finance approval before purchase from the Finance Department.

## **Leave of Absence**

### **Jury and Witness Duty Leave**

If an employee is summoned to jury or witness duty, this is considered unpaid time off as long as it is not in conflict with State or local laws on this subject. The employee has the option to take days spent in jury duty as paid vacation, to the extent they have paid vacation days accrued and available.

Any employee who is summoned to serve on jury duty or who, having appeared, is required in writing by the court to appear at any future hearing, shall neither be discharged from employment, nor have any adverse personnel action taken against him/her as a result of his absence from employment due to such jury duty, upon giving advance, reasonable written notice to Webworld Technologies of such court appearance or summons.

### **Bereavement**

An employee may take up to three (3) days with pay for a death in his or her immediate family. Additional days can be granted if the employee desires to use unused, accrued vacation time.

Immediate family is defined as spouse, son, daughter, mother, father, brother, sister, grandmother, grandfather, father-in-law, mother-in-law, grandchild, or another relative living in an employee's residence.

Emergency leave without pay may be extended as the situation warrants. Contact the Human Resources representative if needed to make arrangements to have one's workload covered.

### **Military Leave**

A maximum of ten (10) days of unpaid leave per year may be granted for military service. The employee has the option to take days spent for military leave as paid vacation, to the extent they have paid vacation days accrued and available.

### **Long-Term Family and Medical Leave**

Although we are not required by Federal Law to implement the Family and Medical Leave Act of 1993, because of the Company's size, employees are provided with a long-term leave policy with some of the same benefits of the Act. This long-term leave is not intended for persons who are leaving their employment with the Company and who do not intend to return to work at the Company.

An employee with twelve (12) consecutive months of service with the Company, or at least 1,250 hours of service during the twelve (12) months before the leave, may take up to a maximum of twelve (12) weeks of unpaid leave per year with written approval from Company Management for the following reasons:

- 1) The birth or placement for adoption or foster care of a child;
- 2) The serious health condition of a spouse, child or parent; or
- 3) An employee's own serious health condition.

In cases of a planned medical treatment, the employee is asked to submit a written request to their Manager with as much advance notice as possible, preferably 30 days.

Employees who have been granted a long-term leave of absence are encouraged to work with their manager and the HR Department to find a suitable temporary solution to have their position duties covered during their absence, particularly if they are servicing a client.

During the time of any unpaid leave granted under this provision, health insurance benefits may be continued for the duration of the leave provided the employee reimburses the Company for the insurance premiums paid by the Company on their behalf.

This leave policy does not guarantee that an employee granted a long-term leave under these provisions will have available to him or her, upon return to employment with the company, the same position, status or salary held by the employee prior to the commencement of leave. This policy only provides that the employee will be permitted to return to work at the Company. The position and salary upon return will be determined by mutual agreement between the employee and the HR Department.

### **Extended Leaves of Absence**

Webworld may grant extended leaves of absence to employees for personal reasons not covered under the Company's long-term leave policy listed above. Employees will be required to first use any accrued vacation days before taking any approved extended leave.

Webworld reserves the right to grant an extended leave of absence for personal or other reasons upon the advance written request of the employee. The granting of the leave, duration of the leave and terms and conditions of the leave will be determined on a case by case basis at the sole discretion of management and in compliance with any applicable federal and state laws. An employee may not work for any other company during his/her leave of absence from Webworld. Requests must be put in writing to the employee's manager, and approved by the employee's manager and senior management.

During the time of any leave granted under this provision, health insurance benefits may be continued for the duration of the leave and the employee may be asked to reimburse the Company for the insurance premiums paid by the Company on their behalf.

## **Miscellaneous**

### **Non-Harassment Policy**

Webworld does not tolerate harassment of our employees.

Harassment includes any physical or verbal conduct demonstrating hostility toward a person because of his or her age, sex, race, color, religion, national origin, disability or other "legally protected status." The main categories of harassment are:

- **Age harassment** — demeaning comments or conduct based on a person's age. It also can involve excluding an employee from certain activities because of age, or pressuring an employee to retire.
- **Sexual harassment** — characterized by unwanted sexual advances or sexually explicit words, pictures or gestures. It is also considered sexual harassment for a supervisor or manager to subject an employee to a positive or negative personnel action in exchange for accepting or refusing sexual advances. Sexual harassment at work can occur, as well, when a person is subjected to negative treatment on the basis of gender, including situations involving members of the same or opposite sex.
- **Race/color harassment** — most often occurs as offensive comments, epithets, jokes, slurs or gestures, or through symbolic objects or drawings. Even when the victim and harasser are the same race, or the victim is not a minority, race harassment is unlawful.
- **Religious harassment** — usually involves jokes, comments or other demeaning conduct based on a person's affiliation with a particular religion or observance of religious holidays or dress. Coercing an employee to participate or not participate in religious activities also constitutes religious harassment.
- **National origin harassment** — derogatory words or conduct aimed at an individual's nationality, ancestry, foreign name, accent, appearance or culture.
- **Disability harassment** — occurs when an individual is subject to comments, ridicule or other demeaning conduct because of a "perceived or actual disability."

Harassment can occur in person, in writing, by telephone (voice or text messaging), by fax, via e-mail or instant messaging or through any other means of communication. Harassment can be physical, verbal or visual.

**Examples of verbal harassment include but are not limited to:**

unwelcome comments

jokes

epithets

threats

insults

name-calling

negative stereotyping

any other words and conduct that demean, stigmatize, intimidate, or single out a person because of his or her sex, race, color, religion, national origin, age, disability or other legally protected status

**Examples of physical or visual harassment include but are not limited to:**

unwelcome physical contact

invading someone's physical space

damaging personal property

offensive gestures

possession or display of derogatory pictures or other graphic materials

any other offensive or demeaning act directed at someone because of his or her sex, race, color, religion, national origin, age, disability or other legally protected status

Any form of harassment as described above is a violation of our policy and the code of conduct expected of a Webworld employee. Any employee violating this policy will be subject to disciplinary action up to, and including, immediate discharge.

If you feel you are being harassed or if you witness another employee being harassed in violation of this policy, you should report this harassment immediately to your manager and/or the Human Resources Department. The Human Resources Department will see that the matter is promptly investigated and, where appropriate, disciplinary or other corrective action is taken. Alternative reporting lines are directly to the Human Resources representative or the President.

Retaliation or discrimination against any employee for reporting harassment or for participating in any investigation concerning harassment is prohibited. However, knowingly making false accusations or statements regarding harassment by another employee is also prohibited, as such conduct will impede the Company's efforts to effectively enforce this non-harassment policy.

## Employee Information and Benefits Manual Certification Form

### Certification Form

### Employee Information and Benefits Manual

#### Receipt of Employee Information & Benefits Manual

I hereby acknowledge I have received a copy of the "Employee Information and Benefits Manual" and I have read and understand it. If I have any questions regarding this Manual, I understand it is my responsibility to clarify them with the Human Resources representative at Webworld Technologies. This handbook is not intended to create a contract between Webworld and any employee nor does it bind an employee or the company to a definite period of employment. As this Manual contains guidelines and benefits, Webworld reserves the right to update provisions in this Manual. Any changes in procedures and/or benefits, as outlined in this manual, will be reissued in an updated Manual. By my signature below, I am agreeing that I will adhere to all of the guidelines contained in this Manual.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
HR Representative's Signature

***Please send this completed form to the Human Resources Department***