

Employee Handbook



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Welcome

Dear Employee,

Welcome to Trinity!

We are excited to have you as a member of the Trinity team. You will be encouraged to pursue excellence and “own” the results of your work. Our success is realized by coupling corporate vision with employment of creative, productive personnel who are empowered to bring their knowledge, experience, and innovation to our company. You are encouraged to make suggestions and think “outside the box.” Through you, Trinity provides exceptional service on every job, every deployment. Your precise and responsible actions will assure that Trinity retains the respect and trust of our customers, suppliers, and partner vendors.

Trinity employees are called to live our culture of excellence. Trinity's management, from top to bottom, will commit to your success by providing the training, instruction, and experience opportunities necessary to assure you are confident and capable of continuing the traditions of Trinity. Through you, Trinity will remain the industry leader for health and safety services.

This handbook is to be used as a ready reference as you pursue your career with Trinity. This handbook is intended to provide insight into corporate expectations, outline behavioral guidelines, and facilitate fair treatment of employees.

Again, Welcome. We look forward to your contribution.



Dr. Bruce Wilkerson
CEO / Medical Director

1. Introduction

1.1. History

Trinity was formed in 2003 to provide remote medical support and medical management for clients in the upstream oil and gas industry. We provide these services in offshore and in austere settings in both domestic and international environments.

To assure that unique needs of our customers were met, in 2009, we streamlined and magnified our customer service goals. Trinity transitioned to an ISO 9001-based quality management system. Subsequently, we added an OHSAS 18001-based health & safety management system, and we plan to transition to other ISO-based standards such as 14001 (environmental management systems) and 26000 (corporate social responsibility).

Trinity headquarters are located in Baton Rouge, Louisiana and includes senior management, marketing, finance and human resources. Outlying projects are staffed by highly trained Remote Duty Paramedics and HSE Coaches.

The Medical Director, Bruce Wilkerson, M.D, is a board certified cardiothoracic surgeon. He also serves as Senior Executive of the company. Dr. Wilkerson provides most of the medical control functions for the paramedics. Orthopedic, Vascular, and plastic surgeons are available for consultation and serve as medical control on a back-up basis. This medical team is one of the most qualified groups in the industry and is recognized as such. Professional precision and oversight continues as part of our culture and as a result, Trinity has never had a professional liability claim filed against it. Until late 2008, TMM had not used advertisement or marketing and the company grew by word of mouth from providing medical support to jack up oil rigs in the Gulf of Mexico into delivery of services along the Yucatan Peninsula, Trinidad, Saudi Arabia, Qatar, Angola, and Egypt.

Trinity's exceptional medical management services are well recognized and have facilitated our growth. Trinity provides a fully integrated patient management system which involves the medic, medical control, and medical providers at access points throughout the world, through a unique collaborative approach which has resulted in dramatic decreases (up to 70%) of recordable injuries for our customers.

Trinity has accomplished its impressive growth and client retention through the use of highly qualified personnel and exceptional processes. Our proprietary software analyzes patient charts for trends in injury patterns as well as trends in medical services usage. Additionally, Trinity performs in-house legal review of identified "at risk" cases.

Trinity goes to great lengths in order to place qualified and physically fit personnel in the remote environment. We encourage and train personnel in safe work practices. In over one half million work hours, Trinity has experienced no OSHA recordable restricted duty or medical incidents, with only one LTI involving a paramedic traveling by helicopter in nearly 1,000,000 man hours.

Customer support has enabled Trinity to extend our operations. Trinity employees are partners in our success. Trinity has created a team which shares a common vision and by providing distinctive quality and unparalleled customer service, we look forward to greater success.

1.2. Changes in Policy

This manual supersedes all previous employee manuals and memos.

While every effort is made to keep the contents of this document current, Trinity reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employees.

1.3. Equal Opportunity

Trinity is an Equal Opportunity Employer. We will extend equal opportunity to all individuals. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

This policy affirms Trinity's commitment to the principles of fair employment and the elimination of all vestiges of discriminatory practices that might exist. We encourage all employees to take advantage of opportunities for promotion as they occur.

2. Employment Status and Records

2.1. Confidentiality / Non-disclosure

Trinity requires all employees to sign a confidentiality agreement as a condition of employment. Employment provides access to information which is confidential and/or intended for the company use only. All employees are required to maintain such information in strict confidence. This policy benefits you, as an employee, by protecting the interests of The Company by preventing dissemination of confidential, unique, and valuable information to competitors or others.

By continuing employment with Trinity, employees agree that they will not disclose or use any of Trinity's confidential information, either during or after their employment. Should an occasion arise in which you are unsure of your obligations under this policy, it is your responsibility to consult with your reporting manager. Failure to comply with this policy could result in disciplinary action, up to and including termination.

Information that pertains to Trinity's business, including all nonpublic information concerning the Company, its vendors and suppliers, is strictly confidential and must not be given to non-Trinity personnel.

Please help protect confidential information by taking the following precautionary measures:

- Discuss work matters with Trinity employees who have a specific business reason to know or have access to such information only.
- Write "PERSONAL AND CONFIDENTIAL" on the outside of envelopes containing such information.
- Do not discuss work matters in public places.
- Monitor and supervise visitors at Trinity sites to insure that they do not have access to company information.
- Destroy documents containing confidential information that is not filed or archived.
- Secure confidential information in desk drawers and cabinets at the end of every business day.

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

- Compensation / payroll data
- Financial information
- Marketing strategies
- Pending projects and proposals
- Proprietary production processes
- Personnel records
- Conversation between any persons associated with Trinity
- Computer programs and codes
- Customer lists
- Customer preferences
- Other technological data

Trinity handles proprietary information with respect to itself and also client “sensitive information”. Thus your cooperation is particularly important. Use sound judgment and common sense, however, if you are uncertain regarding appropriate information management, consult a Trinity officer.

2.2. Conflict of Interest

Employees must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of Trinity. Avoid any situation in which loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

Examples of potential conflict situations include:

1. Having a financial interest in any business transaction involving Trinity
2. Owning or having a significant financial interest in, or other relationship with, a Trinity competitor, customer, or supplier, and
3. Accepting gifts, entertainment or other benefit of more than a nominal value from a Trinity competitor, customer or supplier.

Anyone with a conflict of interest must disclose it to management and remove themselves from negotiations, deliberations or votes involving the conflict. Employees may, however, state their position and answer questions when knowledge may be of assistance to Trinity.

2.3. Employment Categories

Employees of Trinity are classified as either “exempt” or “non-exempt.” By law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per work week.

In addition to the above overtime classifications, every employee is assigned an employment status classification: regular full-time, regular part-time, PRN, or contract, etc.

Trinity employees are typically full-time or PRN. The Company, at its option, may hire temporary or seasonal employees who, in general, will not be eligible for benefits.

Part-time employees work fewer than 35 hours per week. Unless specifically stated in their compensation package, part-time employees are not afforded any benefits other than wages; for example, they do not accrue benefits such as sick days, vacation days, and health insurance.

All other employees are full-time.

- Regular Full-Time is an employee who has no termination date and who is regularly scheduled to work 35 hours or more per week.
- Regular Part-Time is an employee whose position has no termination date and who is scheduled to work less than 35 hours per week.
- PRN or “As-Needed” is an employee who is scheduled to work intermittently, as available or as needed.

- Contract employees will work as dictated by their employment contract and at Trinity's discretion may or may not have benefits.

Your supervisor will verify whether you are a full-time or part-time employee, and also whether you are exempt or non-exempt. Exempt employees are not entitled to overtime under the Fair Labor Standards Act, while non-exempt employees can qualify for this pay.

If a PRN employee is restored to active status by accepting a project within 12 months of their last Trinity assignment, the employee may not be required to undergo additional drug and criminal background screenings. These may be required by customer contract. Training and certifications, if current, will not be repeated provided both are up-to-date.

PRN employees who fail to work one shift within 12 months of their last project assignment will be considered to have voluntarily resigned and will be moved to a terminated from employment status. If re-hired, the PRN employee will be treated as a new hire and must repeat all new hire screening procedures (e.g. criminal background, drug screen, physical, etc.) and at Trinity's option may be required to complete a New Hire Orientation.

2.4. Personnel Records

Trinity Personnel records must remain accurate at all times. To avoid issues, compromise benefit eligibility, or have W2's returned, Trinity expects employees to promptly notify an appropriate personnel representative of any change in name, home address, telephone number, marital status, number of dependents, or any other change in pertinent information.

An employee's personnel file consists of the employee's employment application, withholding forms, reference checks, emergency information, and any performance appraisals, benefits data, or other appropriate employment-related documents.

It is the employee's responsibility to notify the Payroll Department or Human Resources of any changes in name, address, telephone number, marital status, number of dependents, military service status, beneficiaries or person to notify in case of an accident.

Misrepresentation of any information provided on your application, in your personnel file, or any other document is sufficient reason for dismissal. Personnel records are considered company property and are not available for review by employees.

2.5. Probation Policy

The first 90 days of employment are considered a probationary period for both the employee and the Company. Trinity monitors and evaluates new employee's performance to determine whether continued employment in a specific position or in general is appropriate.

Note however, at all times (including probationary periods), the work relationship will remain at will.

The probation period allows you to determine if you have made the right career decision and allows Trinity to determine whether your initial work performance demonstrates the skill, personal traits, and training ability needed to perform effective and safe work. Management will monitor your work performance, attitude and attendance during this time, and be available to answer questions and address concerns you may have regarding your job.

This period may be extended by Trinity's Management, but will not exceed 12 months.

2.6. Attendance Policy

Employees are expected to arrive at work before they are scheduled to start and be at their assigned project, productively engaged in Trinity business by the scheduled start time. All time off must be requested in advance and submitted in writing, as outlined in the appropriate categories; except sick leave.

Trinity views attendance as one of the most important components of your job performance review. All unapproved absences will be noted in the employee's personnel file. Excessive absences, including for Sick Leave, will result in disciplinary action, up to and including termination.

2.7. Employee Referrals

Trinity encourages the referral of qualified candidates for full-time positions and sponsors an employee referral incentive program. All employees are eligible to participate.

If Trinity hires the referred candidate within 90 days of the referral date, the Company will award \$250, minus applicable tax withholdings and deductions, to the referring employee. Payment will be made approximately 120 days after the date the candidate was hired, provided, at that time, both individuals are active employees of the Company. This fee will not be paid for candidates who have pursued Trinity employment independent of the referral. Non-Trinity persons are not eligible for the referral fee.

2.8. Employment of Relatives

Trinity is pleased to consider qualified applicants related to current employees. However, there must be no potential problems with supervision, safety, security, morale, or potential conflict of interest. Relatives include an employee's parent, child, spouse, domestic partner, sibling, cousin, in-laws, and step relationships.

Employees who marry or become related will be permitted to continue work as long as there are no substantial conflicts. Reasonable accommodations will be made, when possible, in the event a conflict arises.

2.9. Job Postings & Promotion

Trinity has a job posting program to inform employees of available staff positions. Trinity will fill job vacancies, when practical, by promoting qualified employees from within the Company.

To apply for a posted position, an employee must:

- Have completed any mandatory probationary period at a satisfactory performance level;
- Meet the minimum requirements for the position; and
- Not have received written correction counseling within the past 90 days; employees who have received a verbal warning may also be prohibited from applying.

Employees interested in applying for a posted position should submit a memorandum with an updated resume to Trinity indicating interest in the position. Qualified employees must inform their managers that they have applied for the job. Candidates will be judged on individual performance, conduct, experience, and potential. Length of service, although considered, shall not be the sole determining factor in selecting candidates for promotion.

Trinity will recruit and fill job vacancies from candidates outside Trinity when required. Trinity pursues a best candidate placement policy.

2.10. Background Check

Trinity will check the employment references of all applicants. Trinity, at its option, may conduct a comprehensive background check up to, and including: prior employment verification, professional references, education confirmation, and consumer credit.

Employees who have falsified information on their employment applications will be disciplined. This may include termination. Candidates who have provided false information may be eliminated from further consideration for employment.

2.11. Criminal Records Check

Prior to making an offer of employment, Trinity may conduct a criminal background check. A criminal background check is mandatory for any position that requires care of the sick & injured, finance, and / or handling of confidential medical information as a primary job responsibility.

2.12. At Will Employment

Trinity does not guarantee your employment for any specific period, though we hope employment is successful and long term. It should be understood that Trinity responds to the demand needs of its clients and as such assignments may be short or long term, temporary, temporary to hire, or direct hire in nature; we will make every effort to clearly inform you of the type of assignment we are offering.

No specific amount of work is expressly stated or implied by this contract. No manager, supervisor, or representative has authority to enter into any agreement guaranteeing employment for any specific period of time or to make written or oral promises, agreements, or commitments contrary to this policy.

The policies in this handbook are not an employment contract.

By signing the Acknowledgment Form, you agree that your employment is "at will," which means that either you or Trinity may terminate your employment at any time, with or without notice or cause, for any or no reason.

2.13. New Employee Orientation

The formal welcoming process, or "employee orientation," is conducted by a Trinity representative, and includes an overview of the company.

2.14. Affirmative Action / Diversity

Trinity is committed to affirmative actions that will build on the strengths of our current workforce and continually enhance the diversity of our organization. Trinity recognizes that affirmative action is positive action undertaken with the diligence and conviction to:

- Overcome any remaining effects of past practices, policies or barriers to equal employment opportunity; and
- Achieve full and fair participation of all protected class members groups found to be underutilized in the workplace, or adversely impacted by policies or practices.

2.15. Americans with Disabilities Act

Trinity actions and policy will comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Trinity will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

2.16. Immigration Law Compliance

Trinity will fully comply with the regulations of the Immigration Reform and Control Act of 1986 (as amended) enforced by the Department of Homeland Security.

All offers of employment are contingent on verification of the candidate's right to work in the United States. On or before the first day of work, every new employee will be asked to provide original documents verifying his or her right to work and, as required by federal law, to sign Federal Form I-9 (Employment Eligibility Verification Form).

2.17. Anniversary Date

The first day an employee reports to work is his or her official anniversary date. This anniversary date is used to compute any and all benefits, and to schedule performance reviews.

2.18. Personnel Records

Human Resources handle all personnel records. Personnel files will be kept confidential at all times and may include employment applications, employee evaluations, and employee disciplinary records. Any medical records will be kept in a separate confidential file.

2.19. Change of Personal Data

Any change in an employee's name, address, telephone number, marital status, dependents, insurance beneficiaries, or in the number of tax withholding exemptions, should be reported in writing, without delay, to Human Resources.

2.20. Personal Property

Trinity assumes no risk for any loss or damage to personal belongings left on any Trinity project or building. Anyone seeking information about lost or found property may do so by contacting their direct supervisor.

2.21. Medical Clearance

Trinity may request any employees (new or established) to undergo a medical examination to verify the prospective / present employee is fit for work. Verification of fit for work is essential for employment.

- Trinity will not discriminate against persons with a disability based on a medical examination.
- Trinity has the right to have their medical representative examine an employee In the case of long term absence from work due to illness/injury..
- Trinity may also request the employee undergo a medical evaluation in instances of return to work from a long term absence.

Employees who become aware of any health-related issue should notify their supervisor of their health status as soon as possible. When possible, employees should report all work-related injuries and accidents immediately to their supervisor, then seek proper medical attention.

If an injury is severe, seek medical attention first, and then contact the supervisor. After seeking medical attention, please inform the Operations Manager of the situation at your earliest convenience.

2.22. Termination, Resignation and Discharge

Unless expressly proscribed by statute or contract, employment with Trinity is on an "at will" basis and may be terminated with or without cause or notice. Similarly, employees are free to resign their employment at any time.

If it is necessary for an employee to resign his or her employment with the Company, Trinity requests at least two weeks notice. Failure to provide notice may lead to forfeiture of accrued vacation or other benefits. This decision is at the discretion of Trinity.

Any employee who is discharged by Trinity shall be paid wages accrued to the effective date of the separation only.

2.23. Transfers & Relocation

This policy applies to current and newly hired Trinity employees who will be relocated to a new office or location. Management, Human Resources, and Finance must formally approve all moves. To meet business needs, Trinity may occasionally need to transfer employees to a different department, shift or location. Employee requests for transfers will be accommodated when possible.

If approved for relocation assistance, Trinity will pay reasonable costs of transportation and lodging in connection with the transfer of the employee and the employee's dependents from the old location to the new location. Travel to the new location will be by the most direct route, and lodging arrangements should be made by or approved by Human Resources. This covers the period from when the employee leaves the old location and travels directly to the new location.

Contact Trinity for help or information about transfers.

2.24. Use of Company Property

Trinity will provide you with equipment necessary to perform your job. No equipment should be used for personal use or removed from the physical confines of Trinity - unless approved and your job specifically requires use of company equipment outside the physical facility of Trinity.

The telephone lines at Trinity must remain open for business calls and service of our customers. Employees should avoid any personal calls - incoming and outgoing - with the exception of emergency calls. Long distance calls are to be made with company phones. Personal calls are prohibited.

2.25. Holidays

Trinity recognizes the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day

- Labor Day
- Thanksgiving Day
- Christmas Day

When a holiday falls on a weekend, Trinity will designate the Friday preceding or Monday following as the observed holiday at the discretion of The Company. Regular full-time employees are paid 8 hours for each holiday. Operations employees on a rotating schedule (14/14, 21/21, 28/28) have holiday pay built into their compensation package.

2.26. Paid Time Off

Administrative regular status Trinity employees are eligible to accrue vacation time. Vacation hours accrue on a bi-weekly basis. Full-time non-rotating employees are eligible for paid time off, and all time must be earned before being taken. Personnel may not substitute pay for unused time without a supervisor's written approval. If a Company holiday occurs during a scheduled vacation, personnel may add an additional day, either at the beginning or end of the PTO period, with a supervisor's approval.

Trinity reserves the right not to approve a PTO request if it will interfere with Company operations or adversely affect coverage of job and staff requirements. Whenever possible, employees' requests for vacation will be accommodated, but where scheduling conflicts arise, seniority will prevail.

2.27. Recruitment Policy

The purpose of this policy is to ensure that Trinity hires quality employees in a fair and consistent manner.

- Trinity is committed to ensuring that there is no discrimination on the grounds of gender, marital or family status, sexual orientation, religious belief, age, disability, or race at any stage of the recruitment process or in the terms and conditions offered.
- Trinity will monitor the composition of its workforce, in order to identify areas that may need positive action measures to promote equal opportunity and diversity.
- Trinity will retain, for at least one year, all records arising through the recruitment process.
- Advertisements will make clear, in both wording and illustration, that the positions are open to all suitably qualified candidates, regardless of gender, marital or family status, sexual orientation, religious belief, age, disability, race or membership of an ethnic community.
- All advertisements will carry the statement "Trinity is an equal opportunity employer."
- All relevant staff will have equal access to training opportunities, whether training is relevant to current job, or to enhance promotional opportunities.
- Job descriptions must be written and signed off before the recruitment process proceeds.
- No position will be classified by reference to gender, marital or family status, sexual orientation, religious belief, age, disability, race or ethnic communities.

- When specifying requirements, qualifications or experience for any position, only characteristics essential to the performance of the job will be used.

2.28. Promotion Policy

Trinity would like to provide employees with every opportunity for advancing to other positions or opportunities within the company. Approval of progression moves or promotions depends largely upon training, experience, work record, and business need. However, Trinity reserves the right to look outside the company for potential employees as well.

All employees will be aware of the promotional and career opportunities available to them from details circulated through the intranet.

- No employee will be overlooked in relation to a promotion or experience opportunity because of their reluctance to apply or accept on a previous occasion.
- Promotion is determined by merit and performance against objective criteria.
- Training and job experience required for promotional opportunities will be open to all employees.
- Unsuccessful internal candidates will be given feedback to facilitate improvement.

2.29. Interviewing Policy

Trinity will screen applicants by matching details of applicants to the job requirements.

If it is necessary to use selection tests, they will relate to non-biased job requirements.

Trinity will make no assumptions on the grounds of gender, marital or family status, sexual orientation, religious belief, age, disability, race or membership of an ethnic community.

- Applicants will be assessed at the end of interviewing against pre-defined criteria.
- Interviewers will complete Applicant Evaluation Forms for each candidate.
- Interviews will be performed by more than one person.
- Questions will relate to the requirements of the job only.

2.30. Performance Reviews

With a job change or promotion, every employee will be given job objectives which detail the requirements and expectations of the position for which the employee was hired. Trinity will measure job performance against these objectives.

After every evaluation, job objectives will be re-dated and reviewed, if no changes are made; or rewritten as appropriate. In either case, the reporting supervisor review and discuss the objectives with the employee and the employee will sign a statement indicating agreement with, and understanding of, these objectives.

Performance reviews are normally conducted every 12 months from the date of hire, with the exception of a 3 month review at the end of your probationary period. All performance reviews are based on merit, achievement, job description fulfillment and performance at your position.

Wage increases will be based upon this review, as well as past performance improvement; dependability; attitude; cooperation; any necessary disciplinary action; adherence to all employment policies; and your position in your salary range. The reporting supervisor will review and discuss the salary range and position within that range during performance reviews. When personnel are promoted to a higher level position, they are automatically eligible for an increase as dictated by the salary range of that position.

2.31. Termination Policy

The purpose of these policies is to detail the procedure for termination of employment. These policies will include procedures for the following:

- Dismissal
- Termination of a Fixed Term or Fixed Purpose Employment Contract
- Retirement
- Redundancy
- Resignation

When there are outstanding loans or wages have been overpaid on termination of employment, the amount due may be deducted from the amount owed to the employee or vice versa.

2.32. Redundancy Policy

In the event of redundancy, Trinity is not bound to the policy of “last in first out.” However, selection for redundancy will be carried out in a fair manner. All things being equal, redundancies would normally be selected on a last in first out basis. This would be subject to the retention of key skills, experience, knowledge and flexibility.

Where possible, the Company will offer employees voluntary redundancy and early retirement before selection begins.

3. Employee Benefit Programs

3.1. Employee Benefits Summary & Eligibility

Trinity sponsors a comprehensive benefits program for eligible employees, and each benefit plan has specific eligibility conditions. The benefits are summarized in separate booklets called “summary plan descriptions,” which are provided to all eligible employees. The details of each benefit are contained in separate legal documents known as the “plan documents,” which take precedence over anything contradictory in the summaries. A number of the benefit programs -- such as Social Security, workers' compensation, state disability and unemployment insurance -- cover all employees as required by law.

Eligibility for most other benefits depends upon a variety of factors, including employee classification. Human Resources can identify the programs for which employees are eligible. The details of many of these programs can be found under separate cover.

Some benefit programs require contributions from employees, but many are fully paid by Trinity. We reserve the right to add, amend, modify or terminate any employee benefit plans or programs.

All full-time employees will enjoy all of the benefits described in this policy and the individual plan summaries as soon as they meet all of the eligibility requirements for each particular benefit. Other employees may be eligible for certain benefits if they meet the eligibility conditions.

3.2. Life Insurance

You will receive documents under a separate cover that explain the life insurance program provided by Trinity. This coverage becomes effective after you have successfully completed any mandatory Introductory Period and is provided at no expense to you.

In general, the amount of coverage equals \$200,000 for employees.

If a covered employee dies, the insured amount will be paid to his or her named beneficiary. You are responsible for naming your beneficiary and may change that selection by submitting a written request to Trinity.

3.3. Medical Insurance

Trinity offers medical insurance and bears a substantial cost of this plan for the employee. Refer to the printed information from the insurance provider for details of eligibility and coverage or contact the Human Resources.

All eligible employees may choose a nationwide Preferred Provider Organization (PPO) medical insurance plan. Eligible employees' effective date of coverage will be the first of the month following 90 days' employment.

3.4. Dental Insurance

Trinity has made every effort to find a comprehensive dental plan that will meet the needs of both families and individuals. A detailed explanation of benefits and how to use the insurance is available in the dental summary plan booklet provided by the insurance company.

3.5. Vision Insurance

The Trinity vision plan covers employees' standard eye examinations, lenses, frames, or contacts. Certain limitations apply, and not all optical centers accept the current plan. A more detailed explanation of the plan and locations of optical centers that accept the Trinity plan are available in the summary plan booklet provided by the insurance company.

3.6. Disability Insurance

Eligible employees are automatically covered by Trinity disability plans. Disability insurance is designed to assist an employee with income should the employee become partially or totally disabled and be unable to perform the essential functions of his or her job. The summary plan descriptions explain long-term disability benefits.

3.7. COBRA Notifications

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with Trinity or loss of eligibility to remain covered under Trinity's group health insurance program, employees and their eligible dependents may have the right to continued coverage under Trinity's group health insurance program for a limited period of time at their own expense.

There are strict rules regarding eligibility for COBRA. COBRA allows an eligible employee and / or dependents to choose to continue medical insurance following a "qualifying event." Qualifying events include: resignation, termination, leaves of absence, reduction in work hours, divorce, legal separation, or death. Another qualifying event is a dependent's end to plan qualification (e.g. age, marital status, etc.)

If an employee chooses to continue coverage under COBRA, they are responsible for the entire cost of the insurance at Trinity group rates plus an administrative fee. Following an event, employees will receive a written notice regarding their COBRA rights. The notice contains important information about rights under COBRA and what to do if an employee needs it.

If you have any questions regarding COBRA, please contact Human Resources.

3.8. Pre-tax Deductions for Expenses

Trinity employees participating in any of the basic health insurance plans, i.e., group medical, dental and/or vision, are required to contribute to payment of the plan(s) premium(s) via payroll deduction cost sharing.

In accordance with U.S. Internal Revenue Service provisions, Trinity provides employees the opportunity to participate in the 401(k) plan.

3.9. Workers' Compensation Insurance

All employees are entitled to Workers' Compensation benefits paid by Trinity. This coverage is automatic and immediate and protects employees from work-related injury or illness. If an employee cannot work due to a work-related injury or illness, Workers' Compensation insurance their medical bills and provides a portion of his or her income until he or she can return to work.

Trinity provides insurance to compensate for any illness or injury an employee might suffer while working on company premises, traveling on official company business, or attending an activity officially sponsored by the Company.

You must also report the details to your supervisor immediately and complete a report for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled.

3.10. Unemployment Insurance

Unemployment insurance is designed to provide a temporary income for those who are out of work through no fault of their own. Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with Trinity. The Division of Unemployment Insurance of each State's Department of Labor determines eligibility for Unemployment Compensation. Trinity pays the entire cost of this insurance program.

3.11. Social Security

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, employees are required by law to contribute a set amount of weekly wages to the trust fund from which benefits are paid. As an employer, Trinity is required to deduct this amount from each paycheck an employee receives. In addition, Trinity matches employee contribution dollar for dollar, thereby paying one-half of the cost of employee Social Security benefits.

3.12. Sick Leave Policy

The following policy outlines the benefits to which an employee is entitled should they become ill. Different benefits and conditions will be applicable, depending on the length of the illness.

- Short Term Illness - An employee who is absent from work must notify their supervisor by 10.00 a.m. of the first morning of illness. An employee must inform their supervisor directly of the reason for the absence and the expected date of return.

- Ongoing Absence (In Excess of 1 Week) – The employee must telephone their Supervisor by 10.00 a.m. on the first day of each week in which they are absent, advising that the absence is continuing. Employees must submit a medical certificate to cover the period of absence.
- Failure to produce a medical certificate may lead to disciplinary procedures.
- In cases where employees are consistently absent and where such absence clearly shows an unacceptable pattern and/or a failure to meet contractual obligations, disciplinary procedures will apply.
- All medical information will be treated confidentially.

3.13. Long Term Illness Policy

Trinity will treat all employees who are seriously ill for a prolonged period of time with sensitivity and care.

- An employee is required to maintain regular contact with their employer for the duration of the illness
- In the case of long term illness, when an employee wishes to return to work they will be required to meet with Trinity doctor in order that the employee's capability to return to work can be assessed.
- If the employee is capable of returning to work but not to the same job or same conditions, Trinity will assess the situation and endeavor to find suitable alternative employment for the employee.
- Depending on the circumstances of each individual case, Trinity may be forced to terminate employment in appropriate circumstances.

3.14. Grievance Policy

This policy is intended to provide a mechanism for employee expression of problems or concerns and facilitate resolution of problems quickly and satisfactorily.

- Trinity understands that there will be issues or misunderstandings in the work place that may to require action.
- Trinity requires administration to be open, attentive, and cooperative in resolution of these issues.
- Trinity recognizes that unresolved problems may become grievances.
- Trinity will ensure opportunity to discuss any problems or concerns regarding employment.
- Trinity believes that it is the responsibility of all managers to listen and respond efficiently and effectively to all employee concerns.
- Trinity requires discretion and maintenance of strict confidence.
- Employees are encouraged to approach their supervisor when they have a grievance. The employee has the option to have a friend, colleague or representative present.
- Should employees be dissatisfied with a supervisor response, or feel that they cannot approach their immediate supervisor(s), they may contact their supervisor's manager verbally or in written form.
- If a manager response is not adequate, then the employee should appeal to another member of management, such as the Managing Director or Human Resources Manager.

- A summary of all meetings will be recorded and copies issued to those in attendance.

3.15. Equal Opportunities Policy

The purpose of this policy is to demonstrate Trinity's commitment to equality of opportunity for existing and potential employees, by promoting a work environment free from discrimination in the following areas: gender, marital status, family status, race, religion, sexual orientation, disability, and age.

- Trinity assures employees that any concerns made will be without fear of reprisal.
- Trinity endorses a working environment free from discrimination and sexual harassment.
- Trinity will strive for recruitment, employment, training and promotion practices and policies that are free of barriers that directly or indirectly discriminate against people including those with disabilities, members of racial minorities and all other protected groups.
- Employees are encouraged to raise concerns about discrimination in the workplace to the attention of their manager.
- Employees engaging in any form of discrimination will be subject to the disciplinary action up to and including termination.
- Employment decisions will be based on merit, qualifications, and abilities.
- Employment related decisions will not be influenced or affected by an employee's race, color, nationality, religion, sex, marital status, family status, sexual orientation, disability, or age.
- Every manager is responsible for supporting and communicating the Equal Opportunities Policy.

Trinity will include: "Trinity is an Equal Opportunity Employer" in advertisements for a job, either internally or externally. Trinity will take appropriate disciplinary action towards an employee who fails to follow Trinity Equal Opportunity Policy.

3.16. Training & Professional Development Policy

A specific schedule of basic training and orientation has been established for job and employment classifications. Our Coaching/Mentoring System provides guidance in professional development and Trinity encourages all interested employees to take advantage of the continuing education initiative and further job specific training. All courses must be approved by the Operations Manager.

Training is necessary to enable employees to participate in and contribute to the success of Trinity. Training promotes personal development and narrows the training gap. The training gap refers to shortfalls between current knowledge and skills etc.

1. Trinity commits to allowing a certain amount of time for training and employee development.
2. Information for Employees - The operations manager will maintain a log of subjects covered by external and internal training courses.
3. Record Keeping - All training will be recorded by Human Resources. When a formal training course has been completed, the participant must complete a training course evaluation sheet. The HR manager maintains training records.
4. Training Plan - The Operations Manager identifies training needs and creates an annual Training Plan.

5. Identification of Training Needs - Training needs analysis should be carried out at three levels:
- Needs are identified for groups of employees at a strategic level.
 - Needs are identified at an individual level by reviewing performance against set objectives.
 - Training is identified as a result of 'critical incidents' i.e. new projects, work place accidents.
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3.17. Retirement Plans

Trinity employees have the opportunity to participate in a retirement plan which allows employees to save a portion of their compensation for retirement. After 90 days of service, employees are eligible to participate in the plan.

Trinity provides a 401(k) retirement savings plan for full time employees who have completed any mandatory probationary period and otherwise qualify to participate. The plan includes a provision for employee tax deferred compensation contributions.

The plan trustee is American Funds. Personnel can request a full copy of the plan summary description from Trinity.

Contributions to this plan are pre-tax dollars, which means the amount specified by the employee is taken from his/her salary before federal income is taken out. The employee is then taxed on the remaining salary, resulting in additional savings. It should be noted that any distribution from the 401(k) plan will be subject to tax, whether that be early or qualified distribution. Early distribution may also carry a monetary penalty.

Contributions by the company are based on the amount contributed by the employee, with Trinity matching up to 3% of the employee's contribution. As with employee contributions, taxes on company contributions and their related earnings are deferred until distribution from the plan. Company contributions are vested on a five year vesting schedule; employee contributions are fully vested from the time of contribution.

Employees are urged to seek advice from a financial expert prior to any distribution from the 401(k) plan. Trinity also contributes to the 401(k) for employees participating in this plan.

3.18. Travel & Expenses

Employees will be reimbursed for reasonable and necessary expenses they incur while traveling on Trinity business. Use your discretion, but try to keep costs low.

When it is necessary to travel for business; please contact Human Resources. They will be responsible for making all your travel arrangements.

You must record all travel and business activities on the Company's Expense Report Form and submit it to Human Resources. If business travel requires you to be out of the office for an extended period, your report must cover the entire pay period for expenses.

All Expense Report Forms should be submitted to Human Resources no later than three calendar days following the end of a pay period.

4. Timekeeping / Payroll

4.1. General Pay Information

The Company makes available certain voluntary deductions as part of the Company's benefits program. If an employee elects supplemental coverage under one of the Company's benefits plans, which requires employee contributions, the employee's share of the cost will be deducted from his or her check each pay period. If the employee is not receiving a payroll check due to illness, injury, or leave of absence, he or she will be required to pay the monthly cost directly to the Company.

4.2. Salary Policy

This policy outlines Trinity's policy concerning the payment of wages.

1. An employee's basic gross salary shall be detailed in their compensation package, which will be signed before the employee starts.
2. Employees shall be paid bi-weekly on every other Friday.
3. It is Trinity policy to pay employees by ACH (Automatic Clearinghouse) Distribution / Direct Deposit.
4. Employees shall receive a pay slip on the day they receive their pay check; if the employee is paid by ACH distribution, then on the day the transfer is made. The pay slip outlines additions to the basic pay such as overtime, allowances, and bonuses; deductions will also be detailed.
5. Advances in wages will only be given under extraordinary circumstance, with approval by the CEO.

The policy applies to all Trinity employees.

Calculation of Salary

An employee will have his/her basic gross salary detailed in his/her employment contract that will be signed before the employee begins work.

Details of employee bonuses and commission (if applicable) will also be contained in the employment contract. All employees will be automatically paid on the last Friday of every month. .

Method of Payment

It will be Company policy to pay employees ACH distribution. In the event of strikes or industrial action within the financial institutions, cash payments or other acceptable forms of payment will be given to employees. Direct Deposit will be initiated one pay period following the receipt of the signed authorization form from the employee.

Pay Slips

An employee will receive a pay slip on the day he/she receives his/her pay check or if the employee is paid by credit transfer, then on the day the transfer is made i.e. the last Friday of every month or as soon as possible thereafter. The written pay slip will detail all additions to the basic pay such as overtime, allowances, bonuses and commissions if applicable. Deductions will also be detailed on the employee's pay slip. Only statutory deductions such as income tax, FICA, court ordered, and any other deduction for which

the employee has given his/her written consent will be deducted from the employee's pay. Should an employee believe that there has been a mistake in the calculation of the amount payable, he/she should immediately contact the person in charge of payroll.

Confidentiality

Employees are asked to respect the privacy of others and to keep their own wage matters private.

4.3. Payroll Deductions

As required by law, Trinity will deduct Federal Social Security and Income Tax from your payroll check each pay period. Group Insurance premiums for eligible employee and dependent family members will be deducted from gross pay on a pre-tax basis.

4.4. Pay Schedule

Employees will be paid on Friday. If the regular payday falls on a holiday, payday will be the last regular workday before the holiday.

The pay period starts at the beginning of your shift on every other Saturday and includes all work you perform up to the close of business 14 days later (the second Friday).

If a paycheck is lost or stolen, notify HR immediately.

4.5. Working Hours

The purpose of this policy is to inform all employees of the agreed working hours and to provide a mechanism for regulating working time.

To enable us to regulate your working hours, we require that every employee completes their timesheet on a bi-weekly basis on the last Friday of the pay period.

Unless otherwise specified, regular full-time employees are expected to work at least forty (40) hours per workweek.

As per your contract of employment from time to time, business dictates the need for employees to work beyond their normal stated hours. In the event that employees are required to work extra hours, every effort will be made to ensure that they are given prior notice as soon as possible to enable them to work.

4.6. Outside Employment

Because of Trinity's obligations to its customers, the Company must be aware of any concurrent employment you may have to determine whether or not it presents a potential conflict.

Serving on any public or government board or commission qualifies as employment for purposes of this policy, regardless of whether such service is compensated.

Before beginning or continuing outside employment, employees are required to complete a questionnaire detailing the involvement with the other employer and to obtain the written approval of their managers and Trinity.

Failing to obtain prior approval as described may be cause for disciplinary action, up to and including termination. Employees who are on leave of absence, including FMLA leave or Workers' Compensation leave are prohibited from having outside employment during their leave.

4.7. Overtime

Because of the nature of work, employees may be asked to work overtime on weekends or holidays or additional hours during the regular workday and are expected to comply with such requests.

Overtime compensation is paid to all nonexempt employees at one and one-half times their straight time rate for all hours worked in excess of 40 hours per week.

If you are nonexempt, you must receive authorization from your manager before working overtime. And after you have worked overtime, you must enter it on a timesheet by the day after it is accrued.

Overtime pay is based on actual hours worked. Time taken for lunch or dinner is not included as time worked for purposes of computing overtime. And time off on holidays, sick leave, vacation leave, personal leave, training seminars or any leave of absence will not be factored in as hours worked when calculating overtime.

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. All overtime work performed must receive the supervisor's or local project manager's prior authorization.

4.8. Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals informally any time.

Additional formal performance reviews will be conducted to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. These formal reviews will be conducted annually.

4.9. Performance Bonuses

Performance bonuses may be given to Trinity employees at the discretion of management. There are two factors that typically determine bonus availability and amounts: (a) Company Performance—Profits, (b) Personal Performance.

4.10. Salary Increases

Wage reviews are conducted annually for each employee, and salary increases are based on those reviews, our profitability, contractual obligations and labor environment. However, an employee receiving a performance appraisal will not necessarily receive a salary increase.

4.11. Time Records

All non-exempt employees must keep accurate time records by completing timesheets or punching a time clock when entering or leaving the building, including coming and going during lunch periods. Tampering with, falsifying or altering time cards or punching another employee's time card will result in disciplinary action, up to and including discharge. Failing to record work time may also result in disciplinary action.

For payroll purposes, time is rounded to the nearest HALF of an hour.

For employees required to complete time cards, the cards must be filled out with all hours worked and turned into your supervisor every other Monday as designated by Trinity, by 9:00 A.M. Vacations days, sick days, holidays, and absences such as jury duty, funeral leave or military training, must be specifically noted on the time cards for days on which they occur. Vacation and holidays should be counted as full work days. All time cards must be approved and signed by your supervisor prior to being sent for processing.

5. Expenses / Cost Management

5.1. Expenses Policy

The purpose of the expenses policy is to describe the guidelines for cost management / reimbursement.

1. Travel arrangements including flights, train tickets and car hire should be arranged through Trinity, or if operating for a contractor in a remote environment, through the contractor's designated travel contact.
2. If travel is for other reasons (continuing education, required health & safety classes, etc.), then arrangements should be made through your supervisor or Human Resources.
3. Mileage is measured from the office to the point of debarkation. The current rate is \$ 0.485 per mile.
4. Employees should accommodation Human Resources when possible.
5. When accommodation is not pre-booked, nightly allowance must be approved by the Operations Manager.
6. At the end of each pay period, each employee who has acquired expenses must complete the Expenses section on their respective payroll invoice. Attach all receipts.

5.2. Company Supplies

Only authorized persons may purchase supplies in the name of Trinity. No employee whose regular duties do not include purchasing may incur any expense on behalf of Trinity or its contractors. Without a properly approved purchase order, Trinity is not obligated for any purchase.

5.3. Expense Reimbursement

Under ordinary circumstances, it is the policy of Trinity to reimburse travel expenses on the basis of actual expenses involved. Persons traveling on Trinity business are entitled to transportation, hotel accommodation, meals, and limited incidentals (for example, taxis and telephone calls) that meet reasonable and adequate standards for convenience, safety, and comfort.

6. Anti Discrimination and Harassment

6.1. Americans with Disabilities Act

It is Trinity's policy that we will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. Trinity is committed to complying with the American with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973.

Trinity recognizes that some individuals with disabilities may require accommodations at work.

If you are currently disabled or become disabled during your employment, you should contact your manager to discuss reasonable accommodations that may enable you to perform the essential functions of your job.

6.2. Equal Opportunity Policy

Trinity provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws.

This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

6.3. Policy Prohibiting Harassment and Discrimination

Trinity strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy.

This policy applies to all phases of employment, including but not limited to recruiting, testing, hiring, promotions, demoting, transferring, layoffs, terminating, paying, granting benefits and training.

6.4. Prohibited Behavior

Trinity does not and will not tolerate any type of harassment of our employees, applicants for employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, national origin, age,

disability, marital status, military status or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

1. Is made an explicit or implicit condition of employment
2. Is used as the basis for employment decisions
3. Unreasonably interferes with an individual's work performance, or
4. Creates an intimidating, hostile or offensive working environment.

The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment.

Specifically, it includes sexual behavior such as:

1. Repeated sexual flirtations, advances or propositions
2. Continued and repeated verbal abuse of a sexual nature,
3. Sexually related comments and joking, graphic or
4. Degrading comments about an employee's appearance
5. Or displaying sexually suggestive objects or pictures
6. Including cartoons and vulgar email messages, and
7. Any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by nonemployees conducting business with the Company, regardless of gender or sexual orientation.

6.5. Harassment Policy

Bullying or harassment is defined as any form of repeated, unwelcome and unacceptable conduct that could be regarded as offensive, humiliating or intimidating.

Trinity acknowledges the right of all employees to a workplace and environment free from any form of harassment or bullying. Every member of staff has an obligation to be aware of the affects of their own behavior on others.

Bullying or harassment will be dealt with in an effective manner. In cases where the behavior is proved to be repeated and causing stress and anxiety, this will be considered gross misconduct.

Trinity reserves the right to use the disciplinary procedure up to and including dismissal.

Please consider the multi-cultural beliefs of all of your colleagues regarding your code of conduct, with particular reference to remarks, dress code, posters, emails and anything which may cause offence to a colleague's gender, marital status, race, religion, family status, age, sexual orientation.

Policy

As part of our commitment to each employee, any form of bullying or harassment will not be tolerated by this company. The aim of this policy is to indicate what constitutes bullying and what action Trinity will take if they need to deal with an offence of this nature.

1. Make your initial complaint in writing to your line manager/supervisor/team leader.
2. Send a copy of your complaint to Human Resources.
3. If your line manager is involved in the incident, send the complaint to the next manager in succession.
4. Complaints will be treated in the strictest confidence.
5. Interviews will be held to establish a thorough understanding of the facts of the alleged complaint.
6. All material received will be treated with the highest level of sensitivity.
7. When the investigation has been completed, the facts will be summarized and, where possible, a decision made as to whether bullying or harassment has taken place.
8. An interview will be held with the perpetrator to establish what action is to be taken.
9. They will have details of the case read out to them.
10. They will have the right to have someone present in the room representing them.
11. They have the right to defend their case.
12. They have the right to appeal against their position.
13. In certain cases Trinity may reserve the right to offer counseling to the perpetrator.
14. The perpetrator may face a disciplinary hearing to explore the allegations made against him/her.
15. The victim is formally informed of any action taken against the perpetrator.
16. Trinity reserves the right to re-locate the victim or perpetrator, if it is necessary for the effective running of the organization.
17. In cases where it is discovered that the victim made a false accusation against an employer for bullying, the victim will face gross misconduct charges.

6.6. Sexual Harassment Policy

Trinity will not, under any circumstances, condone or tolerate conduct which may constitute sexual harassment on the part of its management, supervisors or non-management personnel. It is our policy that all employees have the right to work in an environment free from any type of illegal discrimination, including sexual harassment. Any employee found to have engaged in such conduct will be subject to immediate discipline up to and including discharge.

Any employee found to be engaged in the conduct of sexual harassment will be subject to immediate discipline up to and including discharge.

Sexual harassment is defined as:

1. Making submission to unwelcome sexual advances or requests for sexual favors a term or condition of employment;
2. Basing an employment decision on submission or rejection by an employee of unwelcome sexual advances, requests for sexual favors or verbal or physical contact of a sexual nature;
3. Creating an intimidating, hostile or offensive working environment or atmosphere either by:
 - a) Verbal actions, including calling employees by terms of endearment; using vulgar, kidding or demeaning language; or
 - b) Physical conduct which interferes with an employee's work performance.

Trinity does encourage healthy fraternization among its employees; however, employees, especially management and supervisory employees must be sensitive to acts of conduct which may be considered offensive by fellow employees and must refrain from engaging in such conduct.

It is, also, expressly prohibited for an employee to retaliate against employees who bring sexual harassment charges or assist in investigating charges. Retaliation is a violation of this policy and may result in discipline, up to and including termination. No employee will be discriminated against, or discharged, because of bringing or assisting in the investigation of a complaint of sexual harassment.

Policy

Trinity is committed to providing a work environment free from harassment of any kind and in particular, a work environment that does not tolerate sexual harassment.

1. Harassment is defined as any act or conduct that is unwelcome and unacceptable, and could be regarded as offensive, humiliating or intimidating.
2. Sexual harassment is defined as any act of a sexual nature, or with a sexual dimension that is unwelcome, unsolicited, unwanted or unacceptable.
Non-verbal — looks, gestures, whistling, and suggestive behavior
Verbal — advances, propositions, jokes, comments, innuendo
Physical — groping, kissing, fondling, unnecessary touching, assault or rape

Anyone engaging in improper behavior or sexual harassment while on company business will be subject to disciplinary action, up to and including dismissal.

1. If possible, a recipient or a witness to an incidence of harassment should approach the perpetrator and ask him/her to stop.
2. If the recipient or their witness is uncomfortable about approaching the perpetrator or if, having been approached, the perpetrator fails to stop, the victim's supervisor will be approached.
3. If the recipient or witness feels that, for any reason, the victim's supervisor is not the appropriate person to approach; any other member of management will be contacted.
4. All complaints will be investigated and written records kept of all interviews and investigations.
5. Parties to the issue will have the option to have a colleague or friend present at all interviews.
6. Penalties may differ depending on the severity of the harassment but the perpetrator will be subject to disciplinary action up to and including summary dismissal.
7. If it is appropriate that one of the parties be transferred, the complainant will not be transferred unless they specifically request such action.

6.7. Harassment by Non-employees

Trinity will also endeavor to protect employees, to the extent possible, from reported harassment by nonemployees in the workplace, including customers, clients and suppliers.

6.8. Complaint Procedure and Investigation

Any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to Trinity. If that person is not available, or you believe it would be inappropriate to contact that person, contact Trinity or Trinity.

Trinity will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time employees have an obligation to cooperate Trinity in enforcing this policy and investigating and remedying complaints.

Any employee who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise Trinity or any other appropriate member of management.

Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, which may include termination.

6.9. Retaliation

Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint.

In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

6.10. Training

Trinity will establish proper training for all employees concerning their rights to be free from sexual harassment and other discrimination and steps they can take to stop it.

7. Work Conditions and Hours

7.1. Attendance & Punctuality

Trinity expects employees to be ready to work at the beginning of assigned daily work hours, and to reasonably complete their projects by the end of assigned work hours.

From time to time, it may be necessary for an employee to be late or absent from work. Trinity is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. It is the responsibility of all employees to contact all affected parties if they will be absent or late.

Every employee is expected to attend work regularly and report to work on time.

If you are unable to report to work on time for any reason, telephone your supervisor as far in advance as possible. If you do not call in an absence in advance, it will be considered unexcused.

Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action, up to and including discharge.

7.2. Flexible Work Hours & Telecommuting

The company has established a flexible work arrangement program for employees whose departments and jobs are suited to it.

With a manager's approval, you may be allowed to begin and end your workday earlier or later than established hours or to arrange to telecommute. To maintain a flexible work arrangement, employees must ensure business needs are met and adhere to attendance and punctuality policies.

If you wish to set up a flexible work arrangement, see Trinity. Such arrangements may be established, changed or discontinued at the Company's discretion.

7.3. Tidy Desk Policy

To protect the safety, health and welfare of employees, please ensure that your work area is kept tidy and free from rubbish.

Only essential materials and items should be left on your desk or work area.

Confidential materials or equipment must be returned to a secure environment.

7.4. Dress Code

As an employee of Trinity, we expect you to present a clean and professional appearance when you represent us, whether that is in, or outside of, the office. Management, sales personnel and those employees who come in contact with our public, are expected to dress in accepted corporate tradition.

It is just as essential that you act in a professional manner and extend the highest courtesy to co-workers, visitors, customers, vendors and clients.

Appropriate office attire is required. Suppliers and customers visit our office and we wish to put forth an image that will make us all proud to be Trinity employees. Be guided by common sense and good taste. Specific standards may be required.

A positive attitude is essential to our commitment to extraordinary customer service and impeccable quality.

7.5. Personal Property

Trinity assumes no risk for any loss or damage to personal property and recommends that all employees have personal insurance policies covering the loss of personal property left at the office.

- Employees must report all losses, thefts, or damage to company or personal property.
- Senior Management will determine any further steps to be taken including the involvement of the law enforcement.
- Trinity accepts no responsibility for employees' property. It is advisable not to bring personal valuables onto the premises.

8. Leave of Absence

Occasionally, for medical, personal, or other reasons, employees may need to be temporarily released from the duties of their job with Trinity. It is the policy of Trinity to allow its employees to apply for and be considered for certain specific leaves of absence. All requests for leaves of absence should be submitted in writing to management and the Human Resources.

8.1. Family and Medical Leave

It is the policy of Trinity to provide family and medical leave to eligible employees in accordance with the federal Family and Medical Leave Act of 1993 (FMLA, amended 2008).

Eligibility

You are eligible for family and medical leave if you have worked for Trinity for at least 12 months and have put in at least 1,250 hours during the 12 month period before the leave is to begin.

While the 12 months of employment need not be consecutive, employment periods prior to a break in service of **seven** years or more need not be counted unless the break is occasioned by the employee's fulfillment of his or her National Guard or Reserve military obligation (as protected under the Uniformed Services Employment and Reemployment Rights Act (USERRA)), or a written agreement, including a collective bargaining agreement, exists concerning the employer's intention to rehire the employee after the break in service.

Permissible Uses of Family Care and Medical Leave

You are entitled to take up to 12 work weeks of unpaid leave during any 12-month period for one or more of the following reasons:

- To attend to the birth, adoption or foster care placement of your child
- To attend to the serious health condition of your child, spouse or parent,
- To receive care for your own serious health condition, or
- For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

Trinity will also grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of 26 workweeks of unpaid leave during a "single 12-month period" to care for the servicemember.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either:

- Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (*i.e.*, inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; **or**
- Continuing treatment by a health care provider, which includes:
 - (1) A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that **also** includes:
 - treatment two or more times by or under the supervision of a health care provider (*i.e.*, in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); **or**
 - one treatment by a health care provider (*i.e.*, an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (*e.g.*, prescription medication, physical therapy); **or**
 - (2) Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; **or**
 - (3) Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; **or**
 - (4) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; **or**
 - (5) Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

It also includes a permanent or long-term condition such as Alzheimer's, a severe stroke and terminal cancer. In addition, leave may be used to cover absences due to multiple treatments for restorative surgery or for a condition which would likely make you incapable of working for more than three days if not treated, such as chemotherapy or radiation treatments for cancer.

Examples of what is **not** a serious health condition are short-term conditions requiring only brief treatment and recovery. Barring serious complications, examples include:

- Common cold
- Flu, ear aches, upset stomach, minor ulcers
- Headaches, other than migraines
- Routine dental or orthodontia problems, and periodontal disease
- Voluntary or cosmetic treatments (for acne or plastic surgery)

Substitution of Paid Leave for Family Care and Medical Leave

You must substitute accrued vacation or personal leave time for family and medical leave. And if the request for leave is due to your own serious health condition, you must first exhaust all accrued sick leave time. Any accrued vacation or personal leave time will then be used. Your total FMLA leave time, which may include paid vacation and sick time, may not exceed 12 weeks.

The Company has the right to designate such leaves as running concurrently with FMLA leave.

Types of Leave

Leave due to the birth or placement of a child in your home for adoption or foster care must be taken in one continuous 12-week segment and must be taken within 1 months of the birth or placement of the child. You may take leave due to your own or a family member's serious health condition in:

- 1 continuous 12 week segment
- An intermittent schedule, such as one day off each week, or
- A reduced schedule, such as beginning two hours late, twice a week.

Notice of Leave

If your need for leave is foreseeable, you must give 30 days prior notice if possible. If you do not give such notice, the leave may be delayed for up to 30 days.

If your need for leave is due to a planned medical treatment, make every attempt to schedule the treatment so as not to unduly disrupt the work of your department. If your need for leave is not foreseeable, you must request it as soon as practicable, no later than two business days after the need for leave arises.

Medical Certification

If leave is requested due to your own or a family member's serious health condition, you must provide medical certification from an appropriate health care provider. The medical certification must include the date on which the condition began and its probable duration. You may be denied leave if you do not provide satisfactory certification. Trinity may also require a second opinion or third opinion regarding certification of a serious health condition, at our expense.

Outside Employment

You may not work for outside employers while on family and medical leave with Trinity.

Returning to Work

If your leave is due to your own medical condition, you are required to provide medical certification that you are able to resume work before returning. Both you and your health care provider must complete a Return to Work Medical Certification.

Upon returning to work, you will ordinarily be entitled to be restored to your former position or to an equivalent position with the same employment benefits and pay if possible. If you do not return to work at the end of the leave and do not notify Trinity of your status, you may be terminated.

Benefits During Leave

Taking family and medical leave will not cause you to lose any employment benefits accrued prior to the first day of leave. The leave period will be treated as continued service for purposes of determining vesting and eligibility to participate in any retirement plan in effect. However, employees on FMLA leave normally will not accrue any other additional benefits during the leave period, unless it is paid leave under which benefits would otherwise accrue.

Trinity will maintain your insurance benefits while you are on leave, although you may be required to pay your portion of the premium. However, if you do not return to work after the leave, you may be asked to reimburse us for the cost of maintaining insurance coverage during the leave. This provision will not apply

in cases where your inability to return is through no fault of your own -- for example, at the end of leave you remain physically unable to return due to your serious health condition.

Misrepresenting Reasons for Leave

If you intentionally misrepresent the reasons for requesting family and medical leave, you may be discharged.

Substituting Paid Leave

You must substitute accrued vacation or personal leave time for family and medical leave. If the request for leave is due to your own serious health condition, you must first exhaust all accrued Paid Time Off. Substituting paid leave time for unpaid leave time will not extend the 12-week leave period.

8.2. Paid Time Off

Administrative (non-rotating) employees are eligible for Paid Time Off. The schedule for PTO accrual is as follows:

- Year 1: 10 days
- Year 2-5: 15 days
- Year 5+: 20 days

Any unused leave will rollover except that no employee may accrue more than thirty days of leave. Furthermore, employees who know in advance that they are planning to use leave must submit a leave request to his/her supervisor for approval. Any leave taken without prior approval will be unpaid.

Paid Time Off may be used during an employee's own illness or for an illness in the employee's immediate family. Sick leave will be limited to six (6) 8-hour days per year for all regular full-time employees and six (6) 4-hour days for all regular part-time employees.

8.3. Personal Leave

Trinity provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Full time regular employees are eligible to request personal leave as described in this policy.

Eligible employees may request personal leave only after having completed 1 year of full-time service. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor.

Personal leave may be requested for a period of up to 30 calendar days every year. With the supervisor's approval, an employee may take any available sick or vacation leave as part of the approved period of leave, provided the leave request meets vacation and/or sick policy guidelines.

Leave Requests

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence. All personal leaves must be approved by the Operations Manager.

Benefits

Employees will be responsible for the full costs of their benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by Trinity according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

Expiration of Leave

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, Trinity cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, Trinity will assume the employee has resigned.

If a period of disability continues beyond the 12 weeks provided for within the Family/Medical Leaves of Absence section, an employee may apply in writing for an extended disability leave.

8.4. Time Off From Work In Connection With Court Cases

Trinity recognizes that an employee might be subpoenaed or otherwise required to serve as a witness in court cases or arbitrations. Employees called to testify will not be paid for the time they are away from work as a result of their participation in a court case or arbitration, but may use available Paid Time Off to cover their time away from work.

Absence as a result of participation in a court case or arbitration will be treated the same as absence for any other reason and employees must comply with the company's policy regarding attendance. If you are called to serve as a witness, notify your manager as soon as possible.

8.5. Time Off To Vote

Employees who are eligible to vote but do not have sufficient time outside of regular working hours to vote in a statewide election, may request time off to do so. The time off will be without pay. Such time off will be granted at your supervisor's discretion.

Operations / rotating employees should use absentee balloting, as rotating from remote duty projects for the purpose of voting would create an undue hardship for the Company.

8.6. Military Leave / USERRA

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), Trinity prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air Force National Guard when engaged in active duty for training, inactive duty training, or full-time

National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) is administered by the Veterans' Employment and Training Service (VETS). USERRA applies to persons who perform duty, voluntarily or involuntarily, in the "uniformed services," which include the Army, Navy, Marine Corps, Air Force, Coast Guard, and Public Health Service commissioned corps, as well as the reserve components of each of these services. Federal training or service in the Army National Guard and Air National Guard also gives rise to rights under USERRA. In addition, under the Public Health Security and Bioterrorism Response Act of 2002, certain disaster response work (and authorized training for such work) is considered "service in the uniformed services."

Uniformed service includes active duty, active duty for training, inactive duty training (such as drills), initial active duty training, and funeral honors duty performed by National Guard and reserve members, as well as the period for which a person is absent from a position of employment for the purpose of an examination to determine fitness to perform any such duty.

USERRA covers nearly all employees, including part-time and probationary employees. USERRA applies to virtually all U.S. employers, regardless of size.

Basic Provisions / Requirements

USERRA prohibits employment discrimination against a person on the basis of past military service, current military obligations, or intent to serve. An employer must not deny initial employment, reemployment, retention in employment, promotion, or any benefit of employment to a person on the basis of a past, present, or future service obligation. In addition, an employer must not retaliate against a person because of an action taken to enforce or exercise any USERRA right or for assisting in an USERRA investigation.

The pre-service employer must reemploy servicemembers returning from a period of service in the uniformed services if those servicemembers meet five criteria:

- The person must have been absent from a civilian job on account of service in the uniformed services;
- The person must have given advance notice to the employer that he or she was leaving the job for service in the uniformed services, unless such notice was precluded by military necessity or otherwise impossible or unreasonable;
- The cumulative period of military service with that employer must not have exceeded five years;
- The person must not have been released from service under dishonorable or other punitive conditions; and
- The person must have reported back to the civilian job in a timely manner or have submitted a timely application for reemployment, unless timely reporting back or application was impossible or unreasonable.

USERRA establishes a five-year cumulative total of military service with a single employer, with certain exceptions allowed for situations such as call-ups during emergencies, reserve drills, and annually scheduled active duty for training. USERRA also allows an employee to complete an initial period of active duty that exceeds five years.

Employee Rights

USERRA provides that returning servicemembers are to be reemployed in the job that they would have attained had they not been absent for military service, (the "escalator" principle), with the same seniority, status and pay, as well as other rights and benefits determined by seniority. USERRA also requires that reasonable efforts (such as training or retraining) be made to enable returning servicemembers to qualify for reemployment. If the servicemember cannot qualify for the "escalator" position, he or she must be reemployed, if qualified, in any other position that is the nearest approximation to the escalator position and then to the pre-service position. USERRA also provides that while an individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other similarly-situated individuals on non-military leaves of absence. The time limits for returning to work are as follows:

- **Less than 31 days service:** By the beginning of the first regularly scheduled work period after the end of the calendar day of duty, plus time required to return home safely and an eight hour rest period. If this is impossible or unreasonable, then as soon as possible.
- **31 to 180 days:** The employee must apply for reemployment no later than 14 days after completion of military service. If this is impossible or unreasonable through no fault of the employee, then as soon as possible.
- **181 days or more:** The employee must apply for reemployment no later than 90 days after completion of military service.
- **Service-connected injury or illness:** Reporting or application deadlines are extended for up to two years for persons who are hospitalized or convalescing.

Health and pension plan coverage for servicemembers is also addressed by USERRA. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 24 months; however, they may be required to pay up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the servicemember had remained employed. USERRA pension protections apply to defined benefit plans and defined contribution plans as well as plans provided under federal or state laws governing pension benefits for government employees. For purposes of pension plan participation, vesting, and accrual of benefits, USERRA treats military service as continuous service with the employer.

8.7. Jury Service Policy

Trinity supports employees in fulfilling their civic responsibilities by serving jury duty when required. Trinity is committed to supporting the communities in which our employees live, including supporting Trinity employees in fulfilling their responsibilities to serve as jurors whenever it is possible.

When an employee receives notification regarding upcoming jury duty, it is their responsibility to notify their direct supervisor and Human Resources within one business day of receiving the notice. Employees will be expected to report for work during your jury service whenever the court schedule permits.

Insurance benefits will ordinarily remain in effect and unchanged for the full term of your jury duty absence.

1. Employees who are called for jury duty are entitled to time off without pay for the required length of time.

2. An employee who is summoned to jury duty must inform their supervisor as soon as possible and produce the jury summons.
 3. If an employee does not have to attend court, they are expected to report to work each day.
 4. If an employee who works nights is required to attend court during the day, they must contact their supervisor so that arrangements can be made to facilitate the situation.
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8.8. Pregnancy-Related Absences

Trinity will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the medical leave policy provisions outlined in this handbook and all applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions will be considered in the same manner as other requests for unpaid family or personal leave.

8.9. Continuation of Medical/COBRA

If employees are terminated for any reason other than gross misconduct or otherwise leave Trinity and have been continuously covered by the Company's group insurance plan before that, they and their dependents may have the right to continue or convert coverage as set forth in the rules of the plan. Employees should receive written notification of your right to continue coverage promptly following their last day on the job. Should you have questions about this coverage, contact Trinity.

Companies with 20 or more employees are subject to COBRA laws, and must provide continuation of medical/health plans to eligible employees. The employee must pay the medical/health insurance premiums after separation from the company. In the employee handbook you should make reference to COBRA, if it is applicable to your company. A complete description of this benefit is usually not provided to an employee until termination (as required by the law).

Upon termination from Trinity for any reason other than gross misconduct, an employee may elect to continue group medical coverage at group rates as long as the employee pays the required monthly premium. It is also possible to convert other group plans to individual plans. Details on the conversion of any benefits will be discussed with you at the time of your termination by a personnel representative. Employees may, of course, request information on this subject at any time prior to actual termination.

9. Employee Conduct & Disciplinary Actions

9.1. Progressive Discipline

Trinity retains the discretion to discipline its employees. Oral and written warnings and progressive discipline up to and including discharge may be administered as appropriate under the circumstances.

Please note that Trinity reserves the right to terminate any employee whose conduct merits immediate dismissal without resorting to any aspect of the progressive discipline process.

9.2. Uniform / Dress Code / Hygiene

It is Trinity's policy that each employee's dress, grooming, and personal hygiene should be appropriate to their respective work situation.

1. Employees are expected at all times to present a professional, businesslike image to customers, prospects, and the general public. Acceptable personal appearance is an ongoing requirement of continued employment with Trinity. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.
2. Operations staff and any employees who have regular contact with contractors must comply with the following personal appearance standards:
 - a. Employees are required to wear Trinity-supplied uniforms. Medical staff is issued 3 shirts / 3 pants which must be worn during duty hours (6a – 6p), without exception. FR coveralls, if required on project, will only be utilized while on deck, and may not be used for a primary uniform.
 - b. Hair should be clean, combed, and neatly trimmed or arranged. Shaggy unkempt hair is not permissible regardless of length.
 - c. Sideburns should be neatly trimmed. Mustaches are permissible provided they are neatly trimmed and do not affect a respirator seal. Beards of other facial hair that present a safety hazard because of the inability to create a seal with respiratory protection, and are prohibited for safety-sensitive personnel that may have to use a respirator.
 - d. Tattoos should be covered, especially if they could be construed as offensive. Body / ear piercings present a safety hazard, and are prohibited while working in a remote environment.
3. Administrative employees who do not regularly meet the public should follow basic requirements of safety and comfort, but should still be as neat and businesslike as working conditions permit.
4. At its discretion, Trinity may allow employees to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.

5. Any employee who does not meet the standards of this policy will be required to take corrective action.
 - a. Violations of this policy will also result in disciplinary action.

9.3. Policy on Prohibited Items & Substances

Trinity is committed to protecting the health, safety and well-being of all employees and other individuals in the workplace. Alcohol abuse and / or illegal drug use pose serious threats to these goals. Trinity Management takes an active role in monitoring its commitment to provide a safe and healthful work environment.

Illegal and unauthorized drugs, narcotics, look-alike and designed drugs, controlled substances and contraband items, including but not limited to drug-related items and paraphernalia, are not permitted on any of Trinity's premises, worksites, facilities or installations whether such property is leased, owned, or used by Trinity and whether offshore or onshore, including points of embarkation and debarkation, aircraft, barges and other vessels and personal vehicles located on Trinity's premises, property facilities or installations.

Any possession, use or distribution of a prohibited item or substance by any person on Trinity's premises or worksites, installations property or facilities poses a serious threat to the safety and well-being of personnel and property and to the efficiency and integrity of operations and is strictly prohibited and may result in discharge. Employees are also prohibited from the unlawful manufacture, distribution, cultivation, possession, sale, offer, to sell, purchase, offer to purchase and/or unlawful use of controlled substances or alcohol on Trinity premises or its offsite locations or as any part of Trinity's activities.

Employees are prohibited from working or reporting to work under the influence of or having present in his or her body any prescribed drug or alcohol or other substances or medication that may adversely affect his/her ability to work in a safe, productive or efficient manner. Individuals are required to remain free from the influence of controlled substances, alcohol or any other substance that may impair his/her ability to perform his/ her job duties safely or productively, or that may otherwise impair his/her senses, coordination or judgment while on duty.

In order to ensure compliance with this policy, Trinity employees who are in safety- sensitive jobs, such as paramedics, are tested for drugs and alcohol. Drug testing may be random, for reasonable suspicion or post accident.

Any employee who tests positive for alcohol will be discharged. Any employee who tests positive for illegal drugs will be discharged. Any employee who tests positive for any controlled substance that may impair his/her judgment and or ability to perform his\her duties in a safe manner will be discharged. If it is determined that an employee provided a specimen that was adulterated, diluted, or substituted, the individual may be subject to immediate termination. An employee's refusal to submit to testing may result in termination. Failure to provide a urine specimen within the prescribed timeframe may be considered a refusal to be tested.

To maintain a safe work environment, all Trinity employees are required to do the following:

1. Report for duty in a physical and emotional condition that maximizes their ability to perform assigned tasks in a competent and safe manner;

2. Submit to drug / alcohol test and screens when required by Trinity or its customers;
3. Notify Trinity Medical Control, in writing, when personnel take prescription medications that might interfere with the safe and effective performance of job duties;
4. Refrain from taking prescription or OTC medications prior to reporting for duty and while on duty which employee believes, or has been advised by a physician or pharmacist, that such medications may impair the employee's ability to perform usual job duties;
5. Maintain prescription medications in prescribed quantity and be able to produce original prescription containers, when required; and
6. Notify supervisor / Operations Manager immediately of any arrest or conviction; including a plea of no contest, for criminal drug or drug-related offense which occurs on or off duty, including arrest for DWI/DUI.

9.4. Policy on Physical Condition of Safety-Sensitive Personnel

Due to the physically demanding and dangerous nature of Trinity's work, together with the reality that most of our worksites are remote, it is essential that safety-sensitive personnel maintain excellent health. Therefore, personnel in safety-sensitive positions, such as paramedics, must notify Trinity Medical Control of any and all medical conditions, diagnosed or not, that could affect an employee's ability to function as a Trinity paramedic in a remote environment.

Furthermore, safety-sensitive personnel must report to Trinity Medical Control any and all prescription medications being taken for any physical or mental condition. It is the employee's responsibility to keep this information up-to-date. All medical information provided to Trinity will remain confidential.

9.5. Search & Inspection Policy

Trinity reserves the right, at all times, to conduct searches or inspections without prior announcements of the personal effects, lockers, baggage, vehicles and quarters of any person subject to this policy, for the purpose of determining if such person is in possession of prohibited item or substance.

Any Trinity employee who refuses to submit to a search, as described above, or is found in possession of any prohibited item, without an explanation satisfactory to Trinity, will be subject to disciplinary action, up to and including immediate discharge.

Any employee of a contractor having business with Trinity or any other person subject to this policy, as described above, who refuses to submit to a search or who is found in possession of, or using, any prohibited item, without an explanation satisfactory to Trinity, may be removed from and not be allowed to return to any of Trinity's properties, facilities, or installations, at Trinity's option.

Items discovered through these searches shall be taken into custody by Trinity and turned over to law enforcement authorities. Any violation of this policy will result in disciplinary action, up to and including immediate discharge.

9.6. Conduct Standards & Discipline

Trinity expects every employee to adhere to the highest standards of job performance and of personal conduct, including individual involvement with company personnel and outside business contacts. All employees are urged to become familiar with Trinity rules and standards of conduct and are expected to follow these rules and standards faithfully in doing their own jobs and conducting the company's business.

The Company reserves the right to discipline or discharge any employee for violating any company policy, practice or rule of conduct. The following list is intended to give you notice of our expectations and standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action. Be aware that Trinity retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case.

Employees may be disciplined or terminated for poor job performance, including, but not limited to the following:

- Unsatisfactory quality or quantity of work
- Repeated unexcused absences or lateness
- Failing to follow instructions or company procedures, or
- Failing to follow established safety regulations.

Employees may also be disciplined or terminated for misconduct, including, but not limited to the following:

- Falsifying an employment application or any other company records or documents
- Failing to record working time accurately or recording a co-worker's timesheet
- Insubordination or other refusal to perform
- Using vulgar, profane or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination
- Disorderly conduct, fighting or other acts of violence
- Misusing, destroying or stealing company property or another person's property
- Possessing, entering with or using weapons on company property
- Possessing, selling, using or reporting to work with alcohol, controlled substances or illegal drugs present in the employee's system, on company property or on company time
- Violating conflict of interest rules
- Disclosing or using confidential or proprietary information without authorization
- Violating the company's computer or software use policies, and
- Being convicted of a crime that indicates unfitness for a job or presents a threat to the company or its employees in any way.

9.7. Gross Misconduct Policy

The following offences are examples of Gross Misconduct.

These examples are not exhaustive or exclusive and offences of a similar nature will be dealt with under this procedure. Gross misconduct may result in immediate dismissal without notice or pay in lieu of notice.

- Conviction of a criminal offence which may render the employee unsuitable for employment
- Defrauding or attempting to defraud Trinity, customers, suppliers or employees

- Divulging or misusing confidential information
- Falsification of reports, accounts, expenses, claims
- Gambling or money lending on site
- Having illegal drugs in their possession
- Intoxication from alcohol or drugs
- Misuse of telephone and email
- Refusal to carry out duties
- Sexual harassment of a fellow employee
- Theft of property
- Timekeeping offences
- Unauthorized use of company resources
- Violent, dangerous or intimidating conduct

9.8. Fraudulent Activities

Trinity shall identify and investigate any possibility of dishonest or fraudulent activities in the handling of Trinity money, documents, and equipment. Employees are responsible for reporting dishonest or fraudulent activity.

Dishonest or fraudulent activities include the following:

1. Forgery of documents (checks, time sheets, contracts, purchase orders, budgets, etc.).
2. Misrepresentation of information on documents.
3. Misappropriation of funds, supplies, or other assets.
4. Improperities handling or reporting of financial transactions.
5. Authorizing/receiving payments for goods not received or services not performed.
6. Violation of Federal, State, or local laws.

9.9. Reporting Misconduct Policy

Trinity encourages all Trinity employees to report misconduct. Trinity is committed to protecting employees who report suspected misconduct. The term "employee" includes all staff, independent contractors and volunteers.

Confidentiality

The Trinity will try to prevent disclosure of the identity of the employee reporting alleged misconduct. However, the identity of an employee may become obvious to others due to the nature of the information. The employee's identity will be disclosed:

- To the law enforcement investigating the matter.
- To Trinity employees assigned to investigate the matter.

Misconduct

Misconduct is an activity performed by an employee that violates state and/or federal laws or regulations, local ordinances, or Trinity policy. Misconduct includes, but is not limited to, the examples listed below.

- Alcohol or drug use
- Bribery
- Corruption
- Discrimination
- Endangerment of health or safety of others
- Falsification of reports
- Misuse, mismanagement, or misappropriation of funds, property, facilities or any other Trinity assets.
- Personal use of Trinity materials or assets
- Release of confidential data
- Sexual harassment
- Theft of Trinity property
- Willful failure to perform duties

Reporting Alleged Misconduct

Employees who are aware of misconduct should report the conduct, either verbally or in writing, to Trinity. Reports of misconduct should include the following information:

- Name of employee submitting the report
- Employee's address and telephone number
- Description of the alleged misconduct including the name(s) and department(s) of all those believed to be involved
- Date(s) of alleged misconduct
- Any supporting evidence

9.10. Disciplinary Policy

Gross Misconduct may result in a summary dismissal. Gross Misconduct refers to a deliberate and serious failure to adhere to rules and regulations and when an employee deliberately carries out an action or conducts him/herself in a manner that is entirely unacceptable.

Trinity policy is as follows:

- Employees must uphold rules, regulations, and standards of work at all times.
- All employees will be made aware of Company standards, rules and regulations, which are expected of them. If you have any questions, please approach a member of the management team.
- When work falls below an acceptable standard, help will be given to the employee to improve. If standards of work continue to fall and there is a necessity for action, it will automatically begin with a pre-disciplinary informal discussion. When an employee's behavior is inappropriate and unacceptable, this is officially deemed misconduct and will mean the initiation of a pre-disciplinary informal discussion.
- Breaches of rules and regulations are also officially referred to as misconduct.
- Gross misconduct comprises a gross breach of rules or regulations or a gross breach of standards of behavior.

An employee's natural rights will be upheld at all times.

- The employee will have the right to know the case against him/her
- The employee will have the right to reply
- The employee will have the right to due consideration
- The employee will have the right to representation
- The employee will have the right to appeal

9.11. Drug Testing

Trinity is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, certain job applicants may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol.

Trinity reserves the right to require employees to submit to urine drug screens, saliva, breath, blood or plasma testing, or any legally recognized method of testing for the presence of drugs and/or alcohol in the system. These searches may include the taking of blood or urine samples for testing to determine the presence of unauthorized substances.

Any employee who, as a result of a search, is found to have identifiable traces of a narcotic or other prohibited drug or substance in his or her system, regardless of when or where the drug or substance entered the employee's system, will be considered in violation of this policy and will be subject to disciplinary action, up to and including immediate discharge.

Trinity further reserves the right, at all times, to conduct urinalysis and/or blood tests on any employee or employees involved, whether directly or indirectly, in an on-the-job injury, accident or incident.

Current employees that are involved in work related accidents that involve vehicles may also be subject to drug or alcohol tests.

9.12. Company Equipment and Vehicles

When using Trinity property, including computer equipment or hardware, exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Notify your supervisor if any equipment or machines appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Should you have questions about the maintenance and care of any workplace equipment, ask your supervisor.

If you use or operate equipment improperly, carelessly, negligently or unsafely, you may be disciplined or even discharged. In addition, you may be held financially responsible for any loss to Trinity because of such mistreatment.

9.13. Company Property

Please keep your work area neat and clean and use normal care in handling company property. Report any broken or damaged equipment to your manager at once so that proper repairs can be made.

You may not use any company property for personal purposes or remove any company property from the premises without prior written permission from Trinity.

9.14. Dating in the Workplace

Supervisors and employees under their supervision are strongly discouraged from forming romantic or sexual relationships. Such relationships can create the impression of impropriety in terms and conditions of employment and can interfere with productivity and the overall work environment.

If you are unsure of the appropriateness of an interaction with another employee of the Company, contact Trinity for guidance. If you are encouraged or pressured to become involved with a customer or employee in a way that makes you feel uncomfortable and is unwelcome, you should also notify Trinity immediately.

No customer or employee of this company has the right to subject any employee to sexual or other unlawful harassment, including requests for sexual favors, sexual advances, offensive touching, and any other unwanted verbal, graphic, conduct or communications of a sexual nature.

Any relationship between employees or contractor's employees must be disclosed to Trinity Management, as a condition of employment.

You should also be aware of, and are expected to comply with, Trinity's policy against sexual and other forms of illegal harassment in the workplace.

Appropriate action, which may include a transfer or reassignment, leave of absence, suspension or termination, will be taken against those who violate this policy.

9.15. Ethical and Legal Business Practices

Trinity expects the highest standard of ethical conduct and fair dealing from each employee, officer, director, volunteer and all others associated with the Company. Our reputation is a valuable asset, and we must continually earn the trust, confidence and respect of our suppliers, our members, our customers and our community.

Trinity employees must demonstrate high ethical standards while performing Trinity business. Trinity's reputation and success are built on Doing the right thing and acting with integrity. When faced with ethical issues, employees are expected to make professional decisions consistent with Trinity principles and standards.

This policy provides general guidance regarding ethical principles that we all must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment, and be sensitive to others' perceptions and interpretations.

If you have any questions about this policy, consult your supervisor or manager. Exceptions to this policy may be made only by Trinity.

You are expected to promptly disclose to the management of the company anything that may violate this policy. We will not tolerate retaliation or retribution against anyone who brings violations to management's attention.

Complying With Laws and Regulations

All our activities are to be conducted in compliance with the letter and spirit of all laws and regulations. You are charged with the responsibility of understanding the applicable laws, recognizing potential dangers and knowing when to seek legal advice.

Giving and Receiving Gifts

You may not give or receive money or any gift to or from a supplier, government official or other organization. Exceptions may be made for gifts that are customary and lawful, are of nominal value and are authorized in advance.

You may accept meals and refreshments if they are infrequent, are of nominal value and are in connection with business discussions.

If you do receive a gift or other benefit of more than nominal value, report it promptly to a member of management. It will be returned or donated to a suitable charity.

Employee Privacy and Other Confidential Information

Trinity collects only personal information about employees that relates to their employment. Only people with a business-related need to know are given access to this information, and Trinity must authorize any release of the information to others. Personal information, other than that required to verify employment or to satisfy legitimate investigatory or legal requirements, will be released outside the company only with employee approval.

If you have access to any confidential information, including private employee information, you are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated.

Accounting and Financial Reports

Trinity's financial statements and all books and records on which they are based must accurately reflect the Company's transactions. All disbursements and receipts must be properly authorized and recorded.

You must record and report financial information accurately. Reimbursable business expenses must be reasonable, accurately reported and supported by receipts.

Those responsible for handling or disbursing funds must assure that all transactions are executed as authorized and recorded to permit financial statements in accord with Generally Accepted Accounting Principles.

Account and Customer Information

Employees are prohibited from distributing account, client, and/or customer information to anyone, in any form, except the named account holder, client or customer.

Compliance

Employees who fail to comply with this policy will be disciplined, which may include a demand for reimbursement of any losses or damages, termination of employment and referral for criminal prosecution.

Action appropriate to the circumstances will also be taken against supervisors or others who fail to report a violation or withhold relevant information concerning a violation of this policy.

9.16. Insider Trading

In addition to our general obligation to observe the law, one of the most important responsibilities of all Trinity employees is to protect the company's reputation for ethical and honest dealing.

Our reputation could be irreparably damaged if inside information is inappropriately disclosed such that it affects the stock price of our company or that of a client or any other company with whom we have a relationship.

Bearing this in mind, you are forbidden from sharing or disclosing company information in any way that could be deemed insider trading or give the appearance of such conduct.

9.17. Solicitation

To promote a professional and collegial workplace, prevent disruptions in business or interference with work, and avoid personal inconvenience, Trinity has adopted rules about soliciting for any cause and distributing literature of any kind in the workplace.

Employees may not solicit on Trinity property or use company facilities, such as e-mail, voicemail or bulletin boards during working time for solicitation. This policy applies to collecting funds, requesting contributions, selling merchandise, gathering employee signatures and promoting membership in clubs or organizations.

Working time means time during which employees are expected to be actively engaged in their assigned work; it does not include scheduled meal or break periods.

You may solicit another employee only if both you and the other employee are not on working time, and you may distribute literature only in nonworking areas and while not on working time to other employees who are not on working time.

Nonemployees may not make solicitations or distribute literature at any time.

Trinity may grant limited exemptions from these rules for charitable purposes at its discretion.

9.18. Workplace Violence

Trinity has a zero-tolerance policy concerning threats, intimidation and violence of any kind in the workplace either committed by or directed to our employees. Employees who engage in such conduct will be disciplined, up to and including immediate termination of employment.

Employees are not permitted to bring weapons of any kind onto company premises or to company functions. Any employee who is suspected of possessing a weapon will be subject to a search at the company's discretion. Such searches may include, but not be limited to, the employee's personal effects, desk and workspace.

If an employee feels he or she has been subjected to threats or threatening conduct by a coworker, vendor or customer, the employee should notify his or her supervisor or another member of management immediately. Employees will not be penalized for reporting such concerns.

10. IT Policies

The purpose of this policy is to provide staff with guidance on the use of the IT resources, including, but not limited to the internet, email, and networks.

To encourage the appropriate use of IT resources, please adhere to the following policies:

10.1. Computer Usage Policy

Access to modern information technology is essential to Trinity's mission of providing customer service of highest quality. The pursuit and achievement of Trinity's mission requires that the privilege of the use of computing systems and software, internal and external data networks, as well as access to the World Wide Web, be made available to employees. The preservation of that privilege for the full community requires that each authorized user comply with institutional and external standards for appropriate use.

Policy

This policy is applicable to all Trinity employees and refers to all IT resources. This policy applies to all computer facilities owned, leased, operated, or contracted by Trinity including MS Office software, personal computers, workstations, and peripherals.

To assist and ensure such compliance, Trinity establishes the following policy.

- Authorized use of Trinity-owned or operated computing and network resources shall be consistent with the mission of Trinity and consistent with this policy.
- Authorized users of Trinity computing and network resources include those authorized by management.
- This policy applies to all Trinity computing and network resources, including host computer systems, Trinity-sponsored computers and workstations, software, data sets, and communications networks controlled, administered, or accessed directly or indirectly by Trinity computer resources or services, or employees.
- Trinity reserves the right, upon reasonable cause for suspicion, to access all aspects of its computing systems and networks, including individual login sessions to determine if a user is violating this policy or state or federal laws.

User Responsibilities

- Privacy: No user should view, copy, alter or destroy another's personal electronic files without permission (unless authorized or required to do so by law or regulation).
- Copyright: Written permission from the copyright holder is required to duplicate any copyrighted material. This includes duplication of audio tapes, videotapes, photographs,
- Illustrations, computer software, and all other information for any purpose. Most software that resides on Trinity computing network(s) is owned by Trinity, or third parties, and is protected by

copyright and other laws, together with licenses and other contractual agreements. Users are required to respect and abide by the terms and conditions of software use and redistribution licenses. Such restrictions may include prohibitions against copying programs or data for use on Trinity computing network(s) or for distribution outside the company; against the resale of data or programs, or the use of them for financial gain; and against public disclosure of information about programs (e.g., source code) without the owner's authorization.

- Harassment, Libel and Slander: No user may, under any circumstances, use Trinity computers or networks to libel, slander, or harass any other person.

Access to Computing Resources:

- Sharing of access: Computer accounts, passwords, and other types of authorization are assigned to individual users and should not be shared with others. You are responsible for any use of your account. If an account is shared or the password divulged, the holder of the account will lose all account privileges and be held personally responsible for any actions that arise from the misuse of the account.
- Permitting unauthorized access: You may not run or otherwise configure software or hardware to intentionally allow access by unauthorized users.
- Termination of access: When you cease being an employee of Trinity or if you are assigned a new position and/or responsibilities, your access authorization must be reviewed. You must not use facilities, accounts, access codes, privileges or information for which you are not authorized in your new circumstances.
- Circumventing Security: Users are prohibited from attempting to circumvent or subvert any system's security measures. Users are prohibited from using any computer program or device to intercept or decode passwords or similar access control information.
- Breaching Security: Deliberate attempts to degrade the performance of a computer system or network or to deprive authorized personnel of resources or access to any Trinity computer or network is prohibited. Breach of security includes, but is not limited to, the following: Creating or propagating viruses, Hacking, Password grabbing, and Disk scavenging.
- Abuse of Computer Resources: Abuse of Trinity computer resources is prohibited and includes, but is not limited to:
 - Game Playing: Computing and network services are not to be used for recreational game playing.
 - Chain Letters: The propagation of chain letters is considered an unacceptable practice by Trinity and is prohibited.
 - Unauthorized Monitoring: A user may not use computing resources for unauthorized monitoring of electronic communications.
 - Flooding: Posting a message to multiple list servers or news groups with the intention of reaching as many users as possible is prohibited.
 - Private Commercial Purposes: The computing resources of Trinity shall not be used for personal or private commercial purposes or for financial gain.
 - Political Advertising or Campaigning: The use of Trinity computers and networks shall not be used for political purposes

Limitations on Users' Rights

1. The issuance of a password or other means of access is to assure appropriate confidentiality of Trinity files and information and does not guarantee privacy for personal or improper use of university equipment or facilities.
2. Trinity provides reasonable security against intrusion and damage to files stored on the central facilities. Trinity also provides some facilities for archiving and retrieving files specified by users and for recovering files after accidental loss of data. However, Trinity is not responsible for unauthorized access by other users or for loss due to power failure, fire, floods, etc.
3. Trinity makes no warranties with respect to Internet services, and it specifically assumes no responsibilities for the content of any advice or information received by a user through the use of computer network.
4. Users should be aware that Trinity computer systems and networks may be subject to unauthorized access or tampering. In addition, computer records, including e-mail, are considered "records" which may be accessible to the public under the law.

Sanctions

Violators of this policy will be subject to the existing student or employee disciplinary procedures of Trinity. Sanctions may include the loss of computing privileges. Illegal acts involving Trinity computing resources may also subject users to prosecution by state and federal authorities.

10.2. Email Policy

Email is intended to be used primarily for business purposes. Any personal use must be of an incidental nature, and not interfere with business activities, involve solicitation, commercial activities, and potentially embarrass Trinity.

1. Employees shall use email to send documents to other staff connected to Trinity email system.
2. Employees shall check mail at least twice a day while on duty and respond to messages promptly.
3. Employees shall use email for official business only.

10.3. Social Media / Press Policy

The Social Media Policy applies to employees who use the following: Multi-media and social networking websites such as MySpace, Facebook, Yahoo! Groups, YouTube, Twitter Blogs Wikis such as Wikipedia and any other site where text can be posted.

All of these activities are referred to as "social media." Please be aware that violation of this policy may result in disciplinary action up to and including termination. Common sense is the best guide if employees decide to post information in any way relating to Trinity or its customers. If there is uncertainty about any particular posting, contact your supervisor or Human Resources for guidance.

Employees are legally responsible for your postings, you may be liable if your posts are found defamatory, harassing, or in violation of any other applicable law. They may also be liable if you make postings which include confidential or copyrighted information (music, videos, text, etc.) belonging to third parties. Employees can be disciplined by the company for commentary, content, or images that are defamatory,

pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. Employees can also be sued by company employees, competitors, and any individual or company that views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. All of the above-mentioned postings are prohibited under this policy.

When posting your point of view, you should neither claim nor imply you are speaking on Trinity's behalf. If you identify yourself as a Trinity employee on any internet posting, refer to the work done by Trinity or provide a link on a Trinity website, you are required to include the following disclaimer in a reasonably prominent place: "The views expressed on this post are mine and do not necessarily reflect the views of Trinity." Your internet postings should not include Trinity's logos or trademarks, and should respect copyright, privacy, fair use, financial disclosure, and other applicable laws.

In order to establish a standard policy for the release of information and to maintain a centralized channel of communication with the media, Trinity has established the following policy for media contact related to company business.

All media inquiries, requests for information, request for interviews or any other contact from the media must be referred to the Trinity office. No employee is authorized to initiate contact with the media or to interact with the media without express permission from Trinity management. Under no circumstance should an employee divulge any information, about a Trinity customer. This prohibition includes, but is not limited to, the name and/or location of projects, the name of our customers' personnel, and the telephone number to projects.

You may not share information that is confidential and/or proprietary about the company. This includes information about trademarks, upcoming product releases, sales, finances, number of products sold, number of employees, company strategy, and any other information that has not been publicly released by the company.

If a member of the news media or a blogger contacts you about an internet posting that concerns the business of Trinity or its customers, refer that person to the Human Resources Director. Your Internet postings should not violate any other applicable Trinity policy including the Computer Use Policy and Confidentiality Policy.

10.4. Software Policy

Trinity regulates employees' use of its computer software.

You may not duplicate any licensed software or related documentation for use, either on Company premises or elsewhere, unless expressly authorized to do so by written agreement with the licensor. And you may not provide licensed software to anyone outside the Company. Employees should be aware that the illegal duplication of software may result in the filing of criminal copyright charges by the owners of the copyrights and can subject both the employee and the company to liability.

All software that Trinity acquires must be purchased by Trinity. Upon delivery, all software must be registered properly by IT and installed by IT. You may not load personal software on Trinity computers.

10.5. Use of Company Communication Systems

As Trinity reserves the right to access any personal communication without prior notice, employees should not use company systems to transmit any messages or to access any information that they would not want a third party to hear or see.

Although incidental and occasional personal use of the company's systems is permitted, any such personal use will be treated the same as all other communications under this policy. However, employees are at all times prohibited from accessing or downloading information from the Internet for personal use.

Telephone Usage

The telephone system (including voicemail) at Trinity is the property of the company and is provided for business purposes. Trinity may periodically monitor the usage of the telephone systems to ensure compliance with this policy. Therefore, employees should not consider their conversations on the company's telephone system to be private.

Personal Mail

All mail delivered to the company is presumed to be related to company business. Mail sent to you at the company will be opened by the office and routed to your department. If you do not wish to have your correspondence handled in this manner, please have it delivered to your home.

10.6. HIPAA Policy

This policy applies to the health records of Trinity and its contractor's employees which are in Trinity's possession. Health records are covered by the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Trinity maintains strict privacy and security provisions that apply to Protected Health Information (PHI) documents maintained by the company.

All employees who have access to PHI receive the appropriate training relating to HIPAA regulations. Any breach of privacy or confidentiality will be subject to disciplinary action.

Human Resources is designated as the HIPAA Compliance Officer (HCO). Any questions or concerns regarding the HIPAA regulations should be referred to the HCO.

All records governed by HIPAA will be maintained for a period of six years unless otherwise dictated by local or state law. After the required retention period, the records will be destroyed according to the Trinity record destruction policy.

11. Health and Safety

Trinity provides a clean, hazard-free, healthy, safe environment in which to work in accordance with the Occupational Safety and Health Act of 1970.

As an employee, you are expected to take an active part in maintaining this environment. Employees should observe all posted safety rules, adhere to all safety instructions provided by your supervisor and use safety equipment where required. The work place should be kept neat, clean and orderly.

All safety equipment will be provided by Trinity, and employees will be responsible for the reasonable upkeep of this equipment. Any problems with or defects in, equipment should be reported immediately to management.

As an employee, you have a duty to comply with the safety rules of Trinity, assist in maintaining the hazard free environment, to report any accidents or injuries - including any breaches of safety - and to report any unsafe equipment, working condition, process or procedure, at once to a supervisor.

Employees may report safety violations or injuries anonymously to the Safety Committee, if they are not the injured or violating party. **NO EMPLOYEE WILL BE PUNISHED OR REPRIMANDED FOR REPORTING SAFETY VIOLATIONS OR HAZARDS.** However, any deliberate or ongoing safety violation, or creation of hazard, by an employee will be dealt with through disciplinary action by Trinity, up to and including termination.

Employees should familiarize themselves with all Trinity Health & Safety Policies & Procedures, which can be found in the Quick Reference section on the Trinity Intranet. All work related accidents are covered by Worker's Compensation Insurance pursuant to the laws of the various states in which we operate.

Safety Declaration

- Trinity acknowledges its role in protecting the safety, health and welfare of all people employed in the organization and affected by the workplace.
- Trinity is committed to implementing, controlling and maintaining a program that ensures, where possible, that all risks and hazards are eliminated or otherwise controlled to an acceptable level.
- Trinity will implement safe work systems and methods to ensure the safety, health and welfare of all.
- Trinity understands its legal obligations and its commitment to comply with the Safety, Health and Welfare legislation as required under national laws.

Employees Co-operation

To have an effective Health and Safety policy, the co-operation of individuals in matters relating to Safety, Health and Welfare is vital. Trinity expects every employee, contractor and visitor to:

- Cooperate with each other so that Trinity or any such other person will be enabled to comply with any of the relevant statutory provisions.
- Ensure that no employee shall intentionally or recklessly interfere with or misuse an appliance, protective clothing, convenience, equipment or other means or thing provided for securing the Safety, Health and Welfare of persons arising out of work activities.

- Ensure that they are aware of the identity of all persons responsible for securing the Safety, Health and Welfare of persons working on the premises.
- Report to a manager any defects in equipment, place of work, or system of work, which they consider might endanger other individual's Safety, Health and Welfare.
- Take reasonable care of their own safety, health and welfare and that of any other person who may be affected by their acts or omissions while at work.
- Use suitable protective equipment. Personal Protective Equipment includes appliances, protective clothing, conveniences, equipment or other means or things provided for securing the safety, health and welfare while at work.

11.1. Visitors Policy

For safety, insurance, and other business considerations, only authorized visitors are allowed in the workplace. When making arrangements for visitors, employees should request that visitors enter through the main reception area and sign in and sign out at the front desk.

The following procedures must be upheld to ensure the safety of visitors to the premises.

- Reception must be aware of all visitors to the premises.
- Visitors are requested to observe the Fire Policy and to conduct themselves in a safe manner.
- Visitors should be accompanied while on the premises. While this is not always possible, employees should follow this guideline as closely as is practicable.
- The Visitor's host is responsible for the safety of the visitor and ensuring that the visitor is aware of Trinity's Health & Safety policies.

11.2. Fire Safety

Every employee is responsible for recognizing potential fire dangers and taking an active role in preventing fires.

Employees are required to observe all OSHA safety requirements and regulations. Flammable materials are to be stored in covered metal containers. Employees should not block any fire doors, fire exits, fire extinguishers, windows or doorways. Review the fire escape routes posted on projects.

11.3. Security

Trinity is committed to ensuring employees' security. Our premises are equipped with both security alarms that are active outside working hours and a fire alarm system. If you have a security concern or need more information about operating these systems, contact Trinity.

Employees are not allowed on Trinity or its contractor's property after hours without prior authorization from their supervisor.

All employees are given identification cards when they join the Company. Wear your ID at all times while on Company business, whether you are on or off Company premises. If you leave Trinity, you must surrender your ID and any company keys you have been issued.

11.4. Emergency Measures (Inclement Weather)

We realize that bad weather or hazardous commuting conditions may occasionally make it impossible for employees to report to work on time.

However, employees are expected to make a diligent effort to report to work when conditions have improved. If you determine that you are unable to report to work because of the conditions, inform your supervisor and the duty personnel on your scheduled project as soon as possible.

If it becomes necessary to shut down the office due to weather or other emergency, every effort will be made to notify employees. If there is a question as to whether the office will be open, call your place of work. On-duty personnel should stay in contact with their relief if crew change is affected by weather or evacuations.

11.5. Welfare Policy

Trinity is concerned about the welfare of all employees including physical and mental health issues. Such issues raised by employees will be dealt with confidentially.

- If you feel mentally or physically unwell, whether or not the cause is a work issue, you are encouraged to inform your supervisor and to see the Trinity doctor.
- For work related injury, the Trinity doctor is obliged to inform Trinity of any details relating to your ability to perform your job and their likely progress/ return to work.
- Information regarding your general well-being and issues unrelated to work will remain in strict confidence.

11.6. Smoking

Smoking is prohibited inside Trinity facilities. Check with local project management in regards to approved smoking areas on remote duty projects.

All employees, clients and other visitors are expected to comply with this policy, and employees who violate it may be disciplined. Should you have a question, complaint or dispute about smoking in the workplace, contact Trinity.

Trinity endeavors to provide a healthy environment, therefore prohibits any form of tobacco consumed in company buildings. Additionally, no smoking is allowed within 10 feet of exterior entranceways.

Smoking is a hazard and health risk. Employees are only allowed to smoke in designated areas.

- Smokers are asked to respect the right of non-smokers to a smoke free environment.
- Smokers are asked, if smoking indoors, to open windows where possible and to make certain that cigarettes are extinguished correctly.
- Visitors to the premises must be made aware of the smoking policy by their host.

12. Employee Communications

12.1. Open Door Policy

The Open Door Policy allows reasonable access to all managers, without the fear that such action will penalize an individual. Employees, who have discussed an issue with their immediate supervisor without satisfactory resolution, should discuss the problem with the Operations Manager.

Trinity encourages employees to discuss any issues they may have with a co-worker directly with that person. If a resolution is not reached, employees should arrange a meeting with their direct supervisor. If the concern, problem, or issue is not properly addressed, employees should contact the Operations Manager. Any information discussed in an Open Door meeting is considered confidential, to the extent possible while still allowing management to respond to the problem. Retaliation against any employee for appropriate usage of Open Door channels is unacceptable.

12.2. Staff Meetings

In order to keep the communication channels open, Trinity may hold infrequent staff meetings. Employees will receive communications from Human Resources and Operations regarding workplace topics.

12.3. Safety Committee

Employees are free to participate on the Trinity Safety Committee. Contact the Operations Manager for details regarding joining and meetings.

12.4. Employee Suggestion Program

Trinity encourages all employees to bring forward their suggestions and good ideas about making Trinity a better place to work and enhancing service to our customers. Any employee who sees an opportunity for improvement is encouraged to talk it over with management. Management can help bring ideas to the attention of the people in the organization that will be responsible for possibly implementing them. All suggestions are valued.