



EMPLOYEE HANDBOOK

For Employees of:

**INNOVIM, LLC
&
INNOVIM DEFENSE SERVICES, LLC**

Issue Date: 1/01/2023

QMS HR-P-206



6401 Golden Triangle Dr., Suite 200
Greenbelt, MD 20770



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WELCOME!

Welcome, to all our employees!

On behalf of your colleagues, we welcome you to Innovim, LLC (INNOVIM) and wish you every success here.

We believe that each employee contributes directly to INNOVIM's growth and success, and we hope you will take pride in being a member of our team.

This Employee Handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the Employee Handbook as soon as possible, as it will answer many questions about employment with INNOVIM.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

INNOVIM Management Team

INNOVIM QUALITY STATEMENT

Commitment to Continuous Improvement

INNOVIM is committed to customer satisfaction through continuous improvement of our business processes to provide quality client services with integrity and professionalism.



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INTRODUCTORY STATEMENT

This Employee Handbook is designed to acquaint you with Innovim, LLC and INNOVIM DEFENSE SERVICES, LLC (collectively INNOVIM) and to provide you with information about working conditions, employee benefits, and policies affecting your employment. You should read, understand, and comply with all provisions of the Employee Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Innovim to benefit you as an employee. One of our objectives is to provide a work environment that is conducive to both personal and professional growth. Wherever the reference is made to Innovim, it is intended to affect employees of both Innovim and Innovim Defense Services.

These personalized policies are created to be consistent with federal and state laws and the provisions of our contracts with government clients. If an inconsistency arises, the policy(s) will be enforced consistent with applicable law.

No Employee Handbook can anticipate every circumstance or question about policy. As INNOVIM continues to grow, the need may arise, and INNOVIM reserves the right, to revise, supplement, or rescind any policies or portions of the Employee Handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the Employee Handbook as they occur.

EMPLOYMENT RELATIONSHIP

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between INNOVIM and any of its employees. The provisions of the handbook have been developed at the discretion of management, and, except for its policy of employment-at-will, may be amended or cancelled at any time, at INNOVIM's sole discretion.

DOCUMENT CONTEXT

This Employee Handbook is intended to be an overview of INNOVIM policies but may not cover them in entirety. Additional details and guidelines may be found on the company intranet, company website or in written policies including our Quality Management System (QMS) posted in Sharepoint and other items distributed by supervisors, human resources, insurance providers, or federal regulations. You are responsible for being alert and aware of all of these communications.

QUALITY MANAGEMENT SYSTEM

The policies contained within this Handbook are designed to work in concert with the business processes contained within our Quality Management System. You should consult the company's QMS policies for practices and procedures to follow wherever applicable.



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101 Nature and Eligibility of Employment

Effective Date: 6/1/2008

Revised Date: 6/17/2011

Revised Date: 12/19/2014

Employment with INNOVIM is entered into voluntarily, and both you and INNOVIM are free to end the employment relationship at any time, for any reason, with or without cause or advance notice, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between INNOVIM and any of its employees. The provisions of the handbook have been developed at the discretion of management, and, except for its policy of employment-at-will, may be amended or cancelled at any time, at INNOVIM's sole discretion.

All employees must be able to provide INNOVIM with documents that will confirm their eligibility for employment. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. INNOVIM participates in the E-Verify program and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization. Candidates and new employees who are determined ineligible for employment will be prohibited from engaging in any work for INNOVIM until and unless such authorization is cleared up by the appropriate federal agency.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the chief executive officer of INNOVIM.

102 Employee Relations

Effective Date: 6/1/2008

INNOVIM believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that INNOVIM amply demonstrates a commitment to employees by responding effectively to employee concerns.



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103 Equal Employment Opportunity

Effective Date: 6/1/2008

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at INNOVIM will be based on merit, qualifications, and abilities. INNOVIM does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age, or any other characteristic protected by law (referred to as "protected status"). This nondiscrimination policy extends to all terms, conditions, and privileges of employment, as well as to the use of all company facilities, participation in all company-sponsored activities, and all employment actions such as promotions, compensation, benefits, and termination of employment.

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

104 Compliance with Law and Business Ethics

Effective Date: 6/1/2008

Revised Date: 6/17/2011, 12/19/2014, 6/2/2018

The successful business operation and reputation of INNOVIM is built on the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of INNOVIM is dependent on our customers' trust, and we are dedicated to preserving that trust. Employees owe a duty to INNOVIM and its customers to act in a way that will merit the continued trust and confidence of the public.

INNOVIM will comply with all applicable laws and regulations, and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws, and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises for which it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Department Manager, for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every INNOVIM employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of



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employment. Employees are expected to participate in annual training on this important work requirement.

Employees who have ethical concerns about an activity you observe or asked to take part in or that you feel is a possible violation of our company policies or contract provisions are encouraged to immediately report these actions to your manager, INNOVIM Talent Management or our anonymous Ethics Line: 240-542-0212

105 General Hiring Procedures

Effective Date: 4/10/2013

QMS Document HR-P-003 HR-WI-003

As a contractor to the U.S. Government, INNOVIM complies with all federal and state affirmative action and equal opportunity hiring practices. In addition, all candidates for employment on government contracts must have all the minimum educational, experience and certification qualifications for the labor category assigned to the proposed employment, or for promotion to any approved labor category. Documentation of such qualification must be provided to Human Resources at the time of hiring. All such employment actions must be initiated by Program Managers or Administrative Lead and are subject to documented approval by the INNOVIM Director of Contracts and Finance Department for completeness and compliance with existing contract provisions.

INNOVIM is an Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities.

INNOVIM will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

106 Hiring of Relatives

Effective Date: 6/1/2008

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.



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Although INNOVIM has no prohibition against employing relatives of current employees, we are committed to monitoring situations in which such relationships exist in the same area. In case of actual or potential problems, INNOVIM will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both individuals involved.

107 Immigration Law Compliance

Effective Date: 6/1/2008

Revised Date: 12/19/2014

QMS HR-P-005

INNOVIM is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form. INNOVIM uses E-Verify as part of this process.

Employees with questions, or seeking more information, on immigration law issues are encouraged to contact their immediate supervisor. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

108 Conflicts of Interest

Revised 1/17/2013, 1/1/2023

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which INNOVIM wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the company management for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of INNOVIM. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, or other windfalls designed to ultimately benefit the employer, the employee, either or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee, or for a relative, as a result of INNOVIM's business dealings. For the purposes of this policy, a relative is any person who is



related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of INNOVIM as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

INNOVIM employees may not directly or indirectly compete with the business of INNOVIM, while employed at INNOVIM. An employee shall not own, manage, operate, consult or be an employee in a business that is directly engaged in the projects or contracts in which INNOVIM is actively engaged.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which INNOVIM does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving INNOVIM.

Employees with any actual or potential for Conflict of Interest must complete a "Conflict of Interest Disclosure Form" to be maintained on file with Human Resources to avoid any violation or perception of such.

109 Non-Solicitation

Revised: 12/20/11

While employed at INNOVIM, an employee will not:

- (i) Recruit, refer, hire away, employ, solicit or license any person who is employed by INNOVIM for work at a competitor of INNOVIM; or
- (ii) Solicit or sell to any person or organization that diminishes INNOVIM's ability to support a customer, earn revenue on any active project or contract task, or conflicts with or obstructs INNOVIM's business development efforts and company growth.

A customer is any person or organization that INNOVIM conducts work for that earns INNOVIM revenue or actively engages with in pursuit of real, new business.

The term "active project" refers to any effort where INNOVIM expends resources with the goal to gain new business, develop product or support a current customer on a contract task.

Under the condition where a contract, for which an employee supports, is awarded to a competitor company, clause (i) does not apply for the employee themselves. The employee is free to seek and accept employment at the competitor company as part of a traditional contract staff transition.



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While employed at INNOVIM, an employee commits to support INNOVIM's business interests in a professional manner, consistent with INNOVIM's vision, mission and values.

110 Outside Employment

Effective Date: 6/1/2008

Employees may hold outside jobs as long as performance standards of their job with INNOVIM are met. All employees will be judged by the same performance standards and will be subject to INNOVIM's scheduling demands, regardless of any existing outside work requirements.

If INNOVIM determines that an employee's outside work interferes with performance or the ability to meet the requirements of INNOVIM as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with INNOVIM.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside INNOVIM for materials produced or services rendered while performing their jobs.

112 Job Duties and Engagement

All employees assigned to specific positions within the company are expected to be aware of the job descriptions of their positions and to perform all of the expectations set forth therein and as assigned by your corporate manager. Employees assigned to work on government contracts are expected to be aware of the provisions of their work assignment and the statement of work relating to their specific labor category and assignment. Employees in such positions are expected to confine their activities to work allowed under the governing statement of work.

All employees are encouraged to participate in company All-Hands meetings, read and review company announcements and updates to benefit from enhancements and adjustments in work rules and activities that may affect the performance of your job duties.

113 Non-Disclosure

Effective Date:

Revised: 12/20/2011

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

- Computer Programs and Codes
- Customer Lists
- Customer Preferences
- Financial Information
- Marketing Strategies
- Pending Projects and Proposals
- Research & Development Strategies
- Competitive Sensitive

All proprietary information shall be kept in confidence, and any improper use or disclosure of proprietary information will be subject to disciplinary action, up to and including termination of employment, even if there is no perceived or real benefit from the disclosed information.

The responsibility for maintaining the confidentiality of company and client proprietary or business information, as well as any trade secrets, applies to all company employees for the protection of our work and future opportunity. Confidential materials are to be protected and not shared both during employment with INNOVIM/IDS and beyond employment to the extent that it is allowed by law and until such time as such confidential Information has become public knowledge other than as a result of the employee's disclosure in any manner.

114 Intellectual Property

Effective Date: 6/17/2011

Revised: 12/20/2011

While employed at INNOVIM, you may develop and have access to certain materials such as data, information, inventions, discoveries, works of authorship, designs and software. This material is known as Intellectual Property (IP). The associated rights of this Intellectual Property belong to INNOVIM and depending on the contractual agreements, may belong to the customer. An employee has no ownership rights or claims to INNOVIM IP, unless otherwise agreed to in writing by INNOVIM or its customer.

In connection with your duties as an employee of INNOVIM, you will have access to and will work with specific information that INNOVIM considers valuable to its business, known as "Intellectual Property". Intellectual Property is defined as materials such as information, inventions, discoveries, works of authorship, designs and software. In consideration with your employment, you agree that such works shall belong exclusively to INNOVIM and its client(s) for whom the work supports unless otherwise agreed by INNOVIM or its client(s) in writing. To the extent that any of the materials may not, by operation of law, be works made for hire, the employee agrees to and hereby automatically assigns to INNOVIM the ownership of copyrights (including any separately transferable rights such as, but not limited to, those of translation, modification and adaptation, and all other intellectual and property rights in the materials, when and as the same shall arise, for the full term or terms of protection available therefore throughout the world, and the employee hereby agrees that INNOVIM shall not be required to show the name of any of its employees as the author on copies of the materials and on any derivative work thereof when such copies are offered to or made available to any third party, and shall not be required to preserve the identity of the materials against changes, excisions, or any other modifications which are deemed necessary in light of the purpose or the manner of exploitation.



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115 Disability Accommodation

Effective Date: 6/1/2008, 1/1/2023

INNOVIM is committed to complying fully with the Americans with Disabilities Act (ADA) and applicable state law, ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures are designed to provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodations for qualified individuals with known disabilities will be made unless doing so would be an undue hardship. All employment decisions are based on the merits of the situation in accordance with defined criteria, not on the disability of the individual.

Employees are encouraged to file a “Voluntary Self Identification of Disability” form with our Human Resources office upon hiring and at any time thereafter if you wish to have an accommodation considered.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

INNOVIM is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. INNOVIM will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. INNOVIM is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

116 Job Posting

Effective Date: 7/25/2008

Revised Date: 6/17/2011

QMS Document HR-P-003

INNOVIM provides employees an opportunity to indicate their interest in open positions and to advance within the organization according to their skills and experience. In general, all regular,



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full-time job openings are announced by supervisors, although INNOVIM reserves its discretionary right to not announce a particular opening, for instance, if there is a contractual or bid requirement to fill a position sooner than 30 days.

To be eligible to apply for a posted job, an employee must have performed competently for at least 6 consecutive months in his/her current position. Employees in good performance standing can apply for consideration for any open position. Eligible employees can only apply for those jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a job posting application to the company's on-line Job Board, listing job-related skills and accomplishments. The application should also describe how current experience with INNOVIM and prior work experience and/or education qualify the employee for the position. The candidate must supply a current resume reflecting qualifications and applicable experience.

Job announcement is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions if it is determined to be in the best interest of the organization.

201 Employment Categories

Effective Date: 6/1/2008

Revised Date: 6/17/2011, 1/1/2023

It is INNOVIM's intent to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and INNOVIM.

Each employee is designated as either **NON-EXEMPT** or **EXEMPT** from federal and state wage and hour laws. **NON-EXEMPT** employees who work hour-to-hour and are entitled to overtime pay under the specific provisions of federal and state laws. **EXEMPT** employees are excluded from specific provisions of federal and state wage and hour laws. An employee's **EXEMPT** or **NON-EXEMPT** classification may be changed only upon written notification by management.

EXEMPT employees are paid on a salary basis at or above federal or state salary thresholds, regardless of hours worked each week, carrying out job duties that fall into one of the US Dept of Labor's Exempt Categories. Engineers and scientists generally fall under **EXEMPT** classifications.

REGULAR FULL-TIME employees are those who are not in a temporary status and who are regularly scheduled to work INNOVIM's full-time schedule. Under the terms and conditions of



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the Fair Labor Standards Act, a regular full-time employee is one who is expected to work forty (40) or more hours per week.

REDUCED-HOURS FULL-TIME employees are those who are not in a temporary or part-time status and who are regularly scheduled to work less than INNOVIM's full-time schedule. The number of expected work hours per week must be agreed to in writing in advance by company management. Failure to work agreed upon hours may result in leave without pay or impact other compensation.

PART-TIME employees are those who are not assigned to a temporary or reduced-hours full-time status and who work continuously for a specified number of weekly hours which is less than a regular schedule of forty (40) or more hours per week. Part-time employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance).

202 Access to Personnel Files

Effective Date: 6/1/2008

INNOVIM maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of INNOVIM, and access to the information they contain is restricted. Generally, only supervisors and management personnel of INNOVIM who have a legitimate reason to review information in a file are allowed to do so.

With reasonable advance notice, employees may review their own personnel files in INNOVIM's offices and in the presence of an individual appointed by INNOVIM to maintain the files.

203 Employment Reference Checks

Effective Date: 6/1/2008

QMS HR-WI-003

To ensure that individuals who join INNOVIM are well qualified and have a strong potential to be productive and successful, it is the policy of INNOVIM to check the employment references of all applicants.

INNOVIM will respond in writing or verbally only to reference check inquiries from sources outside INNOVIM that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.



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204 Personnel Data Changes

Effective Date: 7/25/2008, Revised 1/1/2015

It is the responsibility of each employee to maintain their individual employee profile on the UKG Human Resource Management System. You must promptly input any changes in personnel data. Personal mailing addresses, telephone numbers, marital status, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify your immediate supervisor.

205 Introductory Period

Effective Date: 6/1/2008

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. INNOVIM uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or INNOVIM may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If INNOVIM determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

209 Performance Evaluation

Effective Date: 7/25/2008

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted annually, to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

212 Salary Administration

Effective Date: 6/1/2008

The salary administration program at INNOVIM was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity,



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and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, INNOVIM is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions, and that are comparable to the pay received by similarly situated employees in other area organizations.

Compensation for every position is determined by several factors, including the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. INNOVIM periodically reviews its salary administration program and restructures it as necessary.

Employees should bring pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices.

301 Employee Benefits

Effective Date: 6/1/2008

Revised Date: 6/17/2011

Eligible employees at INNOVIM are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs currently are available to eligible employees (these may change):

- Medical Insurance
- Dental Insurance
- Vision Care Insurance
- Employee Assistance Plan
- Life Insurance
- 401(k) Savings Plan
- Long-Term Disability
- Short-Term Disability
- Flexible Spending – Medical and Dependent Care
- Profit Sharing
- Credit Union Membership
- Tuition and Training Assistance
- Incentive Awards



302 Tuition and Training Assistance

Effective Date: 08/21/2008

Revised Date 1/1/2021

QMS HR-P-004

Innovim encourages continual education and professional improvement for all staff. To support this goal, Innovim subsidizes an employee's costs to attend an academic course or a professional development certification.

- Innovim defines an “academic course” as a class attended by a student at an accredited university, college or institute, which is typically conducted over a semester and a requirement towards fulfilling a degree.
- A “professional development class” is typically conducted by a commercial company, focusing on a particular technology or skill and is a day or week-long event.
- An employee is eligible to request reimbursement for course tuition or professional class fees only for courses or classes that begin at least six months after the start of employment with the company.
- Only full-time and approved reduced hours employees are eligible for this benefit, following the completion of an initial 90 days of employment.
- An employee's supervisor must approve the request for reimbursement. Approval is based on many factors, including budget conditions, course applicability, institution accreditation, and job performance. The reimbursement request must be submitted to your supervisor at least two weeks prior to beginning the course by completing the Tuition Reimbursement form, which may be obtained from your supervisor.
- The material covered in an academic course or professional class must be relevant to the employee's job duties or must be included in the employee's professional development plan. This judgment will be made jointly with the employee's direct supervisor.
- An employee may request reimbursement for one academic course per semester, not to exceed two courses per year. Reimbursement for all education and training may not exceed \$5,000 per year, unless specifically approved in advance by Innovim company management.
- The employee will be reimbursed upon completion of the course or class. The employee must perform acceptably in the course or class in order to be reimbursed, receiving a grade of “B” or better for an academic course or receiving a passing certificate for a professional class.
- An employee who voluntarily leaves Innovim while attending the course is no longer eligible for tuition reimbursement. An employee who voluntarily leaves Innovim within 12 months after completing a course, may be required to pay back to Innovim all or a portion of the tuition benefit.
- Often the client is willing to pay for tuition, fees, and billable hours. Innovim encourages this option be discussed with your Innovim supervisor.
- Inexpensive or free training courses is often available through government, corporate



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partnership or Innovim resources. The employee is responsible to explore alternative offerings before management will approve tuition reimbursement.

305 Holidays

Effective Date: 6/1/2008

Revised Date: 1/1/2018

INNOVIM recognizes 10 annual holidays as time off to all active employees on the holidays listed below.

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- *Presidents' Day (third Monday in February)*
- Memorial Day (last Monday in May)
- Juneteenth
- Independence Day (July 4)
- Labor Day (first Monday in September)
- *Columbus Day / Indigenous People's Day (second Monday in October)*
- Veterans' Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25)

With approval of our customer and your supervisor, these holidays may be flexed to alternate days. You may request authorization to telework on the scheduled holidays and take the days off at a later time during the year when you find the greatest need. Comments about any authorized flex must be noted on your time card on the scheduled holiday and again on the day it is actually taken to confirm proper approvals.

INNOVIM will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- Regular full-time employees
- Reduced-Hours full-time employees (at discretion of company management)

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.



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If eligible Non-exempt employees work on a recognized holiday, they may, with supervisor approval, take the holiday at a later date within the same calendar year. Worked holidays may not be carried-over to the following year.

For eligible employees, Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

306 Workers' Compensation Insurance

Effective Date: 6/1/2008

INNOVIM provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to the applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither INNOVIM nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by INNOVIM.

308 Time Off to Vote

Effective Date: 6/1/2008

INNOVIM encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, INNOVIM will grant up to 2 hours of paid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

309 Bereavement Leave

Effective Date: 6/1/2008

All employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.



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Up to 3 days of paid bereavement leave will be provided to eligible employees in the following classification(s):

- Regular full-time employees
- Reduced-Hours full-time employees (at the discretion of company management)

Bereavement pay is calculated based on the base pay rate at the time of absence, and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

INNOVIM defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.

310 Relocation Benefits

Effective Date: 6/1/2008

When INNOVIM asks employees to relocate to a new area, certain relocation benefits may be provided to facilitate the transition. Relocation may be available to any eligible transferred or newly hired employee who must relocate in order to reside within 50 miles of the new place of work. Those employees eligible for relocation benefits are:

- Full-time salaried executive employees
- Full-time salaried professional employees
- Full-time salaried technical or uniquely-skilled employees

For specific information regarding the terms and extent of relocation benefits, please contact the Finance/Human Resources Department.

Employees must request and receive approval for relocation assistance for specific items in advance of the date the expenses are incurred. INNOVIM will reimburse expenses only if the employee has received advance approval, incurs reasonable expenses, and submits satisfactory proof of the expense within 30 calendar days of the date the expense was incurred.

INNOVIM extends these relocation benefits in an effort to contribute to the success of every employee relocation. However, if an employee separates from INNOVIM's service within one year of the relocation, the total amount of the relocation reimbursement will be considered only a loan. Accordingly, the employee may be asked to reimburse up to 50 percent of the original relocation expense.



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311 Jury Duty

Effective Date: 6/1/2008

INNOVIM encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees will be compensated for jury duty consistent with state law. Employees in an eligible classification may request up to 4 weeks of paid jury duty leave over any 5 year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day(s) of absence. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees
- Reduced-Hours full-time employees (at the discretion of company management)

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits), or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either INNOVIM or the employee may request an excuse from jury duty if, in INNOVIM's judgment, the employee's absence would create serious operational difficulties.

INNOVIM will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

312 Witness Duty

Effective Date: 6/1/2008

INNOVIM encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed, or otherwise requested by INNOVIM to testify as witnesses, they will receive paid time off for the entire period of witness duty.

Employees will be granted a maximum of 40 hours of paid time off to appear in court as a witness at the request of a party other than INNOVIM. Employees will be paid at their base rate, and are free to use any remaining paid leave benefits (such as vacation leave) to receive compensation for any period of witness duty absence that would otherwise be unpaid.

The subpoena should be shown to the employee's supervisor immediately after it is received so



that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

313 Benefits Continuation (COBRA)

Effective Date: 6/1/2008

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under INNOVIM's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours, or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at INNOVIM's group rate, plus an administration fee. INNOVIM provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under INNOVIM's health insurance plan. The notice contains important information about the employee's rights and obligations.

315 Paid Time Off (PTO)

Effective Date: 6/1/2008

Revised Date: 2/25/2011, 9/1/2015, 1/1/2023

Paid Time Off (PTO) is an all purpose time-off policy for eligible employees to use for vacation, illness or injury, and personal business. It combines traditional vacation and sick leave plans into one flexible, paid time-off policy (also referred to as "flexi-leave). Employees in the following employment classification(s) are eligible to earn and use PTO as described in this policy:

- Regular full-time employees
- Reduced-Hours full-time employees (at the discretion of company management)

Once employees enter an eligible employment classification, they begin to earn PTO according to the schedule below. They can request use of PTO ONLY after it is earned, unless authorized by a supervisor.

The amount of PTO that regular employees receive each year increases with the length of their active employment as shown in the following schedule:

- Upon initial eligibility the employee is entitled to 15 PTO days each year, accrued semi-monthly at the rate of 0.625 days (equal to 5.0 hours per pay period).
- After 5 years of eligible service the employee is entitled to 20 PTO days each year, accrued semi-monthly at the rate of 0.833 days (equal to 6.67 hours per pay period).



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- After 10 years of eligible service the employee is entitled to 25 PTO days each year, accrued semi-monthly at the rate of 1.04 days (equal to 8.33 hours per pay period).
- Other categories of employees (management, officers) may receive different accrual rates.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn PTO. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

PTO can be used in minimum increments of one hour. Employees who have an unexpected need to be absent from work should notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of unexpected absence.

To schedule planned PTO, employees should request advance approval from their supervisors. Supervisors will verify that the employee has sufficient accrued leave to cover planned time off. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

A negative PTO balance is not encouraged, but employees joining the company may go as much as minus 40 hours with permission from your supervisor.

PTO is paid at the employee's base pay rate at the time of absence for the number of hours absent. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

In the event that available PTO is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year with a cap of 80 hours. If the total amount of unused PTO reaches a "cap" equal to 200 hours over the subsequent year, further accrual will stop. When the employee uses PTO and brings the available amount below the cap, accrual will begin again.

Upon termination of employment, employees will be paid for unused PTO (up to a maximum of 160 hours) that has been earned through the last day of work.

Benefit year defines longevity increase in accrual rate, but calendar year defines carry-overs.



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24 Employee Assistance Program

Effective Date: 6/1/2008

INNOVIM cares about the health and well-being of its employees, and recognizes that a variety of personal problems can disrupt employees' personal and work lives. Although employees may solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

Through the Employee Assistance Program (EAP), INNOVIM provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to all employees and their immediate family members offering problem assessment, short-term counseling, and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard the employees' privacy and rights. Information given to the EAP counselor may be released only if requested by the employee in writing. All counselors are guided by a Professional Code of Ethics.

Personal information concerning employee participation in the EAP is maintained in a confidential manner. No information related to an employee's participation in the program is entered into the personnel file.

There is no cost for employees to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Minor concerns can become major problems if they are ignored. No issue is too small or too large, and a professional counselor is available to help you when you need it. Call the EAP at (800)-538-3543 to contact an EAP counselor 24 hours a day, 7 days a week.

401 Timekeeping

Effective Date: 7/25/2008

Revised Date: 6/17/2011 1/1/2015, 1/1/2023

Accurately recording time worked is the responsibility of every employee, exempt and non-exempt. Federal contract regulations under the FAR and corresponding state laws require INNOVIM to keep an accurate daily record of time worked in order to calculate employee pay and benefits, and in order to accurately invoice appropriate customers, authenticating work performed. Time worked is all the time actually spent on the job performing assigned duties.



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Employees should accurately record time worked each workday in no greater than half-hour increments. Non-exempt employees should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved by an employee's supervisor before it is performed.

Flexing of hours within the same time period is an acceptable practice with supervisor's approval.

Authorized overtime will only be paid when an employee has worked the required number of work hours for the pay period, including any Holiday hours.

Non-exempt employees should not report to work prior to their scheduled starting time nor stay after their scheduled stop time without expressed, prior authorization from their supervisor.

Altering, falsifying, or tampering with time records, or recording time on another employee's time record, may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then approve the time record before submitting it for payroll processing or customer invoicing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes to the time record.

INNOVIM currently uses Jamis Time & Expense (T&E) to track all recorded employee work time. The Jamis T&E Manual will be made available to all employees, and contains instructions on the login procedures and the use of T&E. It is the employee's responsibility to become familiar with these procedures.

In accordance with expectations of federal audit agencies, such as DCAA, every employee is expected to record work time on a daily basis. At the end of each work day, or at the latest by 10:00 AM of the following day, all daily work hours must be properly entered into T&E. For recording of time in advance of work days, such as for upcoming PTO, please see the Jamis T&E Manual, or discuss procedures with your supervisor.

Failure to complete timecards must be regarded as a disciplinary offense because it jeopardizes the entire company's process for submitting timely records to our government clients. Repeated offense of this policy can result in the loss of the employee's right to direct deposit of payroll and the employee may be subject to disciplinary action up to termination. Procedures and forms to be set out in the company QMS system

403 Paydays

Effective Date: 1/1/2013

All employees are paid semimonthly on the 10th and 25th days of the month. Each paycheck



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will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off, such as a weekend or holiday, employees will be paid on the first day of work prior to the holiday or weekend when the regularly scheduled payday occurs.

All employees must have pay directly deposited into their bank accounts, providing advance written authorization to INNOVIM through the company HRIS system (UKG). Employees' itemized statement of wages are posted on the HRIS System (UKG) and may be accessed by employees any time following payroll processing for review and printing.

405 Employment Termination

Effective Date: 6/1/2008

Revised Date: 6/17/2011

QMS Document HR-P-003

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

- Resignation - voluntary employment termination initiated by an employee
- Discharge - involuntary employment termination initiated by the organization
- Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization

Since employment with INNOVIM is based on mutual consent, both the employee and INNOVIM have the right to terminate employment at will, with or without cause, at any time.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

An exit interview is conducted; company property will be collected, including keys, passcards, etc. Employee is notified that access to INNOVIM offices and systems will end at close of business on their last day of employment.

408 Pay Advances

Effective Date: 6/1/2008



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INNOVIM does not provide pay advances to employees on unearned wages.

409 Administrative Pay Corrections

Effective Date: 7/25/2008

INNOVIM takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of his/her supervisor at INNOVIM so that corrections can be made as quickly as possible. If an error results in an overpayment to the employee, the employee is expected to repay the company the amount of the overpayment.

410 Pay Deductions and Setoffs

Effective Date: 6/1/2008

The law requires that INNOVIM make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. INNOVIM also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." INNOVIM matches the amount of Social Security taxes paid by each employee.

Eligible employees may voluntarily authorize deductions from their paychecks to cover the cost of any voluntary programs offered by the employer.

Pay setoffs are pay deductions taken by INNOVIM, usually to help pay off a debt or obligation to INNOVIM or others, and will be made where applicable in compliance with federal and state law.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor can assist in having your questions answered.

480 Compensation

Effective Date: 7/25/2008

It is the practice and policy of INNOVIM to accurately compensate employees, and to do so in compliance with all applicable state and federal laws.

Review Your Pay Check

INNOVIM makes every effort to ensure that employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we will promptly make any corrections necessary. Please review your pay check when you receive it to make sure it is correct. If you believe a mistake has occurred, or if you have any questions, please notify the Human Resources associates.



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Non-Exempt Employees

If you are classified as a non-exempt employee, you must maintain a record of the total hours you work each day. You must accurately record your hours in accordance with INNOVIM's time keeping procedures. Your time record must accurately reflect all regular and overtime hours worked, any absences, late arrivals, early departures. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report. Any employee who fails to report, or inaccurately reports, any hours worked will be subject to disciplinary action, up to and including discharge.

It is a violation of company policy for any employee to falsify or alter his or her or another employee's time records. It is also a serious violation of company policy for any employee or manager to instruct another employee to falsify time records. If any manager or employee instructs you to: 1) incorrectly or falsely under- or over-report your hours worked; or 2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to your supervisor or to human resources.

Exempt Employees

If you are classified as an exempt, salaried employee, you will receive a set salary which is intended to compensate you for any hours you may work. This salary will be established at the time of hire or when you become classified as an exempt employee. The salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform, except as may be allowed by law.

Under federal and state law, your salary is subject to certain deductions. For example, absent contrary state law requirements, your salary may be reduced for the following reasons:

- Absences for personal or medical reasons, where accrued PTO does not cover
- Full day disciplinary suspensions for infractions of our written policies and procedures
- Family and Medical Leave absences (either full or partial day absences)
- The first or last pay period of employment in the event you work less than a full period

Your salary may also be reduced for certain types of deductions such as your portion of health, dental, or life insurance premiums; state, federal, or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

Your salary will not be reduced for any of the following reasons:

- Absences for jury duty, attendance as a witness, or military leave
- Any other deductions prohibited by state or federal law

If you have any questions with respect to INNOVIM's policy, please contact your immediate supervisor.

To Report Concerns or Obtain More Information

If you have questions about deductions from your pay, please contact your supervisor. If you



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believe you have been subject to any improper deductions, you should immediately report the matter to your supervisor or any other supervisor in the company with whom you feel comfortable.

Every report will be fully investigated and corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violate this policy. In addition, we will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

Please note that where state law is more generous to employees, the state law will be followed.

501 Safety

Effective Date: 6/1/2008

To assist in providing a safe and healthful work environment for employees, customers, and visitors, INNOVIM has established a workplace safety program. This program is a top priority for INNOVIM. Its success depends on the alertness and personal commitment of all.

INNOVIM provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including suspension and/or termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

502 Work Schedules

Effective Date: 6/1/2008



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Work schedules for employees may vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled or expected each day and week.

504 Use of Phone and Postal Mail

Effective Date: 7/25/2008

Personal use of company telephones for long-distance and toll calls is not permitted. Consult your supervisor for telephone policy within the organization for which you work. Employees should practice discretion when making local personal calls, and may be required to reimburse INNOVIM for any charges resulting from their personal use of the telephone.

The use of INNOVIM-paid postage for personal correspondence is not permitted. Again, consult your supervisor for mail postage policy within the organization for which you work.

To ensure effective telephone communications, employees should always use the approved (or otherwise appropriate) greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

Your voicemail greeting should be clear and professional. Be sure to mention your name and INNOVIM in your greeting.

505 Smoking

Effective Date: 6/1/2008

In keeping with INNOVIM's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace.

This policy applies equally to all employees, customers, and visitors.

508 Use of Equipment and Vehicles

Effective Date: 7/25/2008

Equipment and vehicles essential to accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.



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The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles (if any are company-owned or operated), as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

510 Emergency Closings

Effective Date: 6/1/2008

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused PTO benefits.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

512 Business Travel Expenses

Effective Date: 7/25/2008

Revised Date: 12/20/2011, 4/10/2013, 1/1/2015

The company has a detailed practice and procedure to follow in regard to authorized Business Travel. Requesting approval for such is designed to ensure that any business travel is authorized and reimbursable under individual contracts or tasks, and then compliant with different agency or contract procedures and practices for performing such activity, and then documenting the work performed away from the regular work site. The procedures set forth in the company Quality Management System (QMS) includes provisions for advance authorizations, travel advancements, insurance, and reimbursement procedures.

514 Visitors in the Workplace

Effective Date: 7/25/2008

To provide for the safety and security of employees and the facilities at INNOVIM, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and



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disturbances.

All visitors should enter INNOVIM at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on INNOVIM's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

Please learn and comply with visitor policies within the organization for which you work and represent INNOVIM.

516 Computer and Email Usage

Effective Date: 7/25/2008, Revised 2/27/2014

Computers, computer files, the email system, and software furnished to employees are INNOVIM property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

INNOVIM strives to maintain a workplace that is free of harassment and that is sensitive to the diversity of its employees. Therefore, INNOVIM prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

INNOVIM purchases and licenses the use of various computer software for business purposes, and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, INNOVIM does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. INNOVIM prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the company management, or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.



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Please learn and comply with the computer and email policies within the organization for which you work and represent INNOVIM.

USE OF INNOVIM email (employee@innovim.com or employee@idstech.us) – INNOVIM email accounts shall be used for all corporate electronic messaging, information dissemination, and intercompany email exchange. All INNOVIM employees shall be assigned an INNOVIM email account and will be required to access it regularly (at least once per week).

- An INNOVIM signature block will be required in all INNOVIM emails, the format for which has been defined at the corporate level and will be provided shortly.
- Automatic or scripted forwarding of INNOVIM email to customer or personal accounts is prohibited. This will limit the possibility of proprietary or corporate information being distributed to unintended recipients outside of INNOVIM without careful employee review.
- When corporate messages are sent to all INNOVIM employees, supervisors will contact their reports using their customer email address and instruct them to log into their INNOVIM email to read the notice.* The supervisor WILL NOT forward the email.
- In cases where the INNOVIM email is sent to ALL HANDS, this information will also be posted in UKG for a secondary means of providing INNOVIM company information dissemination.*

*Employees should note that these additional forms of communication are provided for their convenience, but it remains **each employee's responsibility** to log into their INNOVIM email accounts **at least weekly** to avoid missing important information.

USE OF GOVERNMENT email (employee@agency.gov) - Where issued, Government or other customer email accounts shall be used for information exchange within the program being supported for the customer.

- An INNOVIM signature block will be required in all customer emails, the format for which has been defined at the corporate level and will be provided shortly.
- Customer email accounts shall not be used to communicate sensitive INNOVIM corporate information such as business development activities or employee benefit requests.
- INNOVIM emails shall not be used for day to day work information exchange. The employee should use the customer-provided email for this type of communication.

USE OF PERSONAL email (gmail, yahoo, etc) – Personal email accounts should not be used for conducting INNOVIM information exchange OR for conducting customer-related information exchange. Any use of personal email accounts to meet business needs should be carefully considered.



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517 Internet Usage

Effective Date: 7/25/2008, 1/1/2023

Internet access to global electronic information resources on the World Wide Web is provided by INNOVIM to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of INNOVIM and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of INNOVIM. As such, INNOVIM reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, material not created by an employee, material for which rights are not owned, or material for which authorization for use has not been received should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Abuse of the Internet access provided by INNOVIM in violation of law or INNOVIM policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and that can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission



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- **Sending or posting confidential material, trade secrets, or proprietary information outside of the organization**
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

Employees should be alert to suspicious emails and websites while using INNOVIM computers, emails, or communications. All staff must follow the directives of our IT Providers and use two-factor authentication where available to avoid any hacking or harmful distribution of company, customer or private information

Please learn and comply with computer and internet policies within the organization for which you work and represent INNOVIM.

518 Workplace Monitoring

Effective Date: 6/1/2008

Workplace monitoring may be conducted by INNOVIM to ensure quality control, employee safety, security, and customer satisfaction.

Employees who regularly communicate with customers via the telephone may have their conversations monitored or recorded. Telephone monitoring is used to identify and correct performance problems through targeted training. Improved job performance enhances our customers' image of INNOVIM as well as their satisfaction with our service. Computers furnished to employees are the property of INNOVIM. As such, computer usage and files, including e-mail usage and related files, may be monitored or accessed.



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Because INNOVIM is sensitive to the legitimate privacy rights of employees, every effort will be made to conduct workplace monitoring in an ethical and respectful manner.

520 Telecommuting

Effective Date: 9/1/2012

Revised Date: 1/1/2015

Telecommuting is the practice of working at home or at a site near the home instead of physically traveling to a central workplace. It is a work alternative that INNOVIM may offer to some employees when it would benefit both the organization and the employee.

During the initial 90-day introductory period, Employees are expected to report to assigned work sites for regularly scheduled hours. This allows staff and supervisors the opportunity to work closely and establish appropriate work relationships.

Employees who believe telecommuting can enhance their ability to get the job done should follow the procedures set out in our Quality Management System (QMS) and submit a written request to their manager, proposing how telecommuting will benefit INNOVIM and themselves.

522 Workplace Violence Prevention

Effective Date: 7/25/2008

INNOVIM is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, INNOVIM has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of INNOVIM without proper authorization from management.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near



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your work station, do not try to intercede or see what is happening.

INNOVIM will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, INNOVIM may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

INNOVIM encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the company management before the situation escalates into potential violence. INNOVIM is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

Please learn and comply with security and emergency procedures within the organization for which you work and represent INNOVIM.

526 Cell Phone Usage

Effective Date: 6/1/2008

If you are provided a cellular phone by INNOVIM, it is provided to you as a business tool only. Cellular phones are provided to assist employees in communicating with management and other employees, their clients, associates, and others with whom they may conduct business. Cell phone use is intended for business-related calls only, and personal calls are not permitted. Cell phone invoices may be regularly monitored.

Whether the cellular phone is provided by INNOVIM, or the employee is using his or her own phone, employees who have access to a cell phone while in their cars should remember that their primary responsibility is driving safely and obeying the rules of the road. Employees are prohibited from using cell phones to conduct business while driving, and should safely pull off the road and come to a complete stop before dialing or talking on the phone.

As representatives of INNOVIM, cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.



601 Family and Medical Leave of Absence (FMLA)

Effective Date: 6/1/2008, Revised 1/1/2023

The Leave Policy

Regular full-time employees are eligible to take up to 12 weeks of unpaid FMLA Leave within any 12 month period, and be restored to the same or an equivalent position upon your return from leave provided you: (1) have worked for an otherwise covered worksite employer for at least 12 months, (2) have worked for at least 1,250 hours in the last 12 months, and (3) are employed at a worksite that has 50 or more employees within 75 miles from the location from which you were assigned. A "rolling" 12 month period measured backwards from the date you take leave will be used for computing the period within which the 12 weeks of leave may be taken. If you and your spouse both work for INNOVIM, the maximum amount of FMLA Leave available to you and your spouse for reasons (1) and (2) below is a combined total of 12 weeks. If you live in a state, county, or city which provides more generous benefits, you will be given those benefits. Please check with the Finance/Human Resources Department for any local variations applicable to this policy.

Reasons for Leave

You may take FMLA Leave for any of the following reasons: (1) the birth of a son or daughter, and to care for such son or daughter; (2) the placement of a son or daughter with you for adoption or foster care, and to care for the newly placed son or daughter; (3) to care for a spouse, son, daughter, or parent ("covered relation") with a serious health condition; or (4) because of your own serious health condition which renders you unable to perform an essential function of your position. Leave because of reasons (1) or (2) must be completed within the 12 month period beginning on the date of birth or placement.

Notice of Leave

To request leave, you must notify INNOVIM in writing. You should give 30 days' prior written notice, or as much advance written notice as possible, to your supervisor. However, if it appears that you may be absent due to a FMLA-qualified event or serious health condition, INNOVIM may, but is not required to, preliminarily designate your time off as FMLA Leave, pending the receipt of documentation from you. Failure to provide requested FMLA Leave documentation and certification within the time limits requested will result in INNOVIM making a determination on your leave status without such documentation. INNOVIM may delay or deny leave, demand that you return to work, treat absences as unauthorized time off which could subject you to discipline up to and including termination, and/or discontinue your FMLA Leave.

Medical Certification

If you are requesting FMLA Leave for a serious health condition (reasons (3) or (4)), you and the relevant health care provider must supply appropriate medical certification. Whenever possible, the Medical Certification should be supplied before the leave begins. Further, INNOVIM may, at no expense to you, require an examination by a second health care provider designated by INNOVIM. If the second health care provider's opinion conflicts with the original medical certification, INNOVIM may, at no expense to you, require a third, mutually agreeable, health



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care provider to conduct an examination and provide a final and binding opinion. INNOVIM may require a subsequent medical recertification. Failure to provide requested certification within 15 days, if such is practicable, may result in delay of further leave until certification is provided, and/or may subject you to discipline up to and including termination for taking unauthorized leave or excessive absenteeism.

While On Leave

If you take leave because of your own serious health condition, or to care for a covered relation (reasons (3) or (4)), you must contact your supervisor on the "first and third Tuesday" of each month regarding the status of the condition and your intention to return to work to see how you are progressing, and so that INNOVIM is up-to-date on any new developments. In addition, you must give notice to your supervisor as soon as practicable (within 2 business days, if feasible) if the dates of leave change, are extended, or initially were unknown.

Intermittent and Reduced Schedule Leave

Leave because of a serious health condition (reasons 3 and 4) may be taken intermittently (in separate blocks of time due to a single health condition), or on a reduced leave schedule (reducing the usual number of hours you work each workday), if medically necessary. You will receive your current rate of pay for hours worked, and time spent working will not count against your available FMLA Leave. In addition, while you are on an intermittent or reduced schedule leave, INNOVIM may temporarily transfer you to an available alternative position which better accommodates your recurring leave and which has equivalent pay and benefits.

Leave is Unpaid

FMLA Leave is unpaid leave. Pay that will end during Leave includes all forms of compensation paid by INNOVIM to you, including but not limited to wages, bonuses, commissions, and discounts. You are required to use any accrued paid time off for the applicable FMLA Leave, unless you are currently receiving workers' compensation benefits. FMLA Leave does not affect your eligibility, if any, for short or long term disability payments and/or workers' compensation benefits under those insurance plans.

For more information regarding use of your accrued paid time off, or eligibility for disability and/or workers' compensation insurance payments, call the Finance/Human Resources Department and/or refer to the plan documents (which are controlling).

FMLA Leave runs concurrently with any other applicable paid or unpaid leave. Using available paid time off, short-term disability or workers' compensation will not extend your leave time beyond the maximum time allowed of 12 weeks of FMLA Leave per 12 month period.

State Family Leave/Disability Programs

INNOVIM will implement and comply with the provisions of any state Family Leave or Disability program that is elected by any individual employee or mandated by the state. This will require coordination of benefits and complying with any mandated employee and employer contributions by payroll deduction for such programs.



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Medical and Other Benefits

During an approved FMLA Leave, INNOVIM will maintain your health and other benefits as if you continued to be actively employed. However, you must continue to pay your portion, if any, of the group health plan premiums, or your benefits may be cancelled. Accrual of benefits such as paid time off will be suspended during the duration of the leave. Accrual of seniority will also be suspended during the leave, and your annual review date may be adjusted accordingly. If you return to work owing any employer-made contributions to your insurance premiums to maintain coverage during your leave, you will be required to reimburse INNOVIM through payroll deduction immediately upon return. If you elect not to return to work at the end of the leave period, you will be required to reimburse INNOVIM for contributions to the health insurance premiums made to maintain coverage during your leave, unless you cannot return to work because of a serious health condition or because of other circumstances beyond your control.

Returning From Leave

When you are able to return to work following a leave because of your own serious health condition, you should attempt to give INNOVIM at least one week's notice by mailing or faxing to your supervisor a medical certification stating that you are able to resume work. However, you must make sure that INNOVIM receives this notice no later than 2 business days before your return to work at the conclusion of your leave. If your FMLA Leave resulted from a workers' compensation injury, your health care provider may send an updated medical work status form to your Case Manager as soon as your return to work date is known, even if less than two business days before your return to work.

Extended Leave for Serious Health Condition

Leave taken because of your own serious health condition may be extended under certain circumstances. If you cannot return to work at the end of your FMLA Leave due to your own serious health condition, please contact your supervisor to see if you are eligible for extended leave. Please understand that reinstatement from an extended leave of absence (beyond 12 weeks of FMLA Leave) is not guaranteed, and will depend on the availability of a vacancy for which you are qualified.

603 Personal Leave

Effective Date: 6/1/2008

INNOVIM provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy:

- Regular full-time employees
- Reduced-Hours full-time employees (at the discretion of company management)

Eligible employees may request personal leave only after having completed 365 calendar days of 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.



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Personal leave may be granted for a period of up to 30 calendar days every 5 years. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days. With the supervisor's approval, an employee may take any available sick leave or vacation leave as part of the approved period of leave.

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.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by INNOVIM until the end of the month in which the approved personal leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by INNOVIM 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.

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, INNOVIM cannot guarantee reinstatement in all cases.

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

604 Educational Leave

Effective Date: 6/1/2008

INNOVIM provides educational leaves of absence without pay to eligible employees who wish to take time off from work duties to pursue course work that is applicable to their job duties with INNOVIM. Employees in the following employment classification(s) are eligible to request educational leave as described in this policy:

- Regular full-time employees
- Reduced-Hours full-time employees (at the discretion of company management)

Eligible employees who have completed 365 calendar days of service may request educational leave for a period of up to 6 months every 5 years. Requests will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by INNOVIM until the end of the month in which the approved educational



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leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from educational leave, benefits will again be provided by INNOVIM 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.

When an educational 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, INNOVIM cannot guarantee reinstatement in all cases.

If an employee fails to report to work at the end of the approved leave period, INNOVIM will assume that the employee has resigned.

605 Military Leave

Effective Date: 6/1/2008, 1/1/2023

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees taking qualified Military Leave are entitled to receive the difference in their full pay from INNOVIM for up to two weeks, after receiving any payments from State or Federal governments. Employees opting to receive regular full pay from INNOVIM while out on leave must provide an acknowledgement that any military payments received for the same period are to be reimbursed to INNOVIM in a timely manner to avoid any overpayment of wages

The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

PTO and holiday benefits will continue to accrue during a military leave of absence.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained



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had they remained continuously employed, or in a comparable one, depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Human Resources Department for more information or questions about military leave.

607 Pregnancy-Related Absences

Effective Date: 6/1/2008

INNOVIM 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 Employee 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.

701 Employee Conduct and Work Rules

Effective Date: 7/25/2008

To ensure orderly operations and provide the best possible work environment, INNOVIM expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Supplying false or misleading information when applying for employment or during employment
- Personal use of company credit cards
- Theft or inappropriate removal or possession of company property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs, or abuse of prescription drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Failure or refusal to submit or consent to a required alcohol or drug test
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace



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- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Engaging in unethical or illegal conduct
- Having a conflict of interest
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or tardiness, or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential proprietary information
- Conduct that reflects adversely upon you or INNOVIM
- Making or publishing false or malicious statements concerning an employee, supplier, client, or INNOVIM
- Violation of personnel policies
- Unsatisfactory performance or conduct, or performance or conduct that does not meet the requirements of the position
- Other circumstances which warrant discipline

Employment with INNOVIM is at the mutual consent of INNOVIM and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

702 Drug and Alcohol Use

Effective Date: 6/1/2008, Revised 1/1/2023

It is INNOVIM's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a safe and satisfactory manner.

While on INNOVIM's premises and while conducting business-related activities off INNOVIM's premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. All employees must comply with Federal "Drug Free Workplace" requirements.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.



703 Sexual and Other Unlawful Harassment or Discrimination

Effective Date: 7/25/2008

Updated Date: 6/2/2018

INNOVIM is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- Physical conduct that includes touching, assaulting, or impeding or blocking movements

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment. If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Department Manager or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.



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Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Department Manager or any member of management so it can be investigated in a timely and confidential manner. Upon completion of the investigation, if necessary, corrective measures will be taken. These measures may include, but are not limited to: training, counseling, warning, suspension, or immediate dismissal. Anyone, regardless of position or title, found through investigation to have engaged in harassment will be subject to discipline up to and including discharge.

Employees are expected to participate in annual training on this important work requirement.

INNOVIM prohibits any form of discipline or retaliation for reporting in good faith the incidents of harassment in violation of this policy, pursuing any such claim, or cooperating in the investigation of such reports.

704 Attendance and Punctuality

Effective Date: 6/1/2008

To maintain a safe and productive work environment, INNOVIM expects employees to be reliable and to be punctual in reporting for scheduled work. You are also expected to take your lunch/meal times within the time limits set by your supervisor. Absenteeism and tardiness place a burden on other employees and on INNOVIM. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

705 Personal Appearance

Effective Date: 6/1/2008

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees, and affect the business image INNOVIM presents to customers and visitors.

During business hours or when representing INNOVIM, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.



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706 Return of Property

Effective Date: 6/1/2008

Employees are responsible for all INNOVIM property, materials, or written information issued to them or in their possession or control.

All INNOVIM property must be returned by employees on or before their last day of work. Where permitted by applicable laws, INNOVIM may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. INNOVIM may also take all action deemed appropriate to recover or protect its property.

708 Resignation

Effective Date: 6/1/2008

Resignation is a voluntary act initiated by the employee to terminate employment with INNOVIM. Although advance notice is not required, INNOVIM requests at least three (3) weeks' written resignation notice from all employees.

710 Security Inspections

Effective Date: 6/1/2008

INNOVIM wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, INNOVIM prohibits the possession, transfer, sale, or use of such materials on its premises. INNOVIM requires the cooperation of all employees in administering this policy.

While on INNOVIM premises, employees have no expectation of privacy in their belongings or in workplace areas which include, but are not limited to, offices, cubicles, work locations, Company provided or designated parking areas, desks, computers, lockers, rest or eating areas, vehicles engaged in Company operations, and any personal belongings on or in any of the above.

Desks, lockers, and other storage devices may be provided for the convenience of employees, but remain the sole property of INNOVIM. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of INNOVIM at any time, either with or without prior notice.

INNOVIM likewise wishes to discourage theft or unauthorized possession of the property of employees, INNOVIM, visitors, and customers. To facilitate enforcement of this policy, INNOVIM or its representative may inspect not only desks and lockers, but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto INNOVIM's premises.



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712 Solicitation

Effective Date: 6/1/2008

In an effort to ensure a productive and harmonious work environment, persons not employed by INNOVIM may not solicit or distribute literature in the workplace at any time for any purpose.

INNOVIM recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on company bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on such items as:

- Affirmative Action statement
- Postings required by law
- Employee announcements
- Internal memoranda
- Job openings
- Organization announcements
- Payday notice
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

714 Drug Testing

Effective Date: 6/1/2008

Revised Date: 1/1/2015

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

Copies of the drug testing policy will be provided to all employees. Questions concerning this policy or its administration should be directed to the Human Resources Manager.

716 Progressive Discipline

Effective Date: 6/1/2008

The purpose of this policy is to state INNOVIM's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision



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at all employment levels.

INNOVIM's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with INNOVIM is based on mutual consent, and both the employee and INNOVIM have the right to terminate employment at will, with or without cause or advance notice, INNOVIM may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

INNOVIM recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and INNOVIM.

718 Problem Resolution

Effective Date: 6/1/2008

Revised Date: 1/1/2015

INNOVIM is committed to all employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the company's supervisors and/or management.

INNOVIM strives to ensure fair treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the company in a reasonable, business-like manner, or for using the problem resolution procedure.



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If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor at INNOVIM after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to any other member of management at INNOVIM.
2. Supervisor at INNOVIM responds to problem during discussion or after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to Department Manager if problem is unresolved.
4. Department Manager counsels and advises employee, assists in putting problem in writing, visits with employee's manager(s) if necessary, and directs employee to company management for review of problem.
5. Employee presents problem to company management in writing.
6. Company management reviews and considers problem. Company management informs employee of decision and forwards copy of written response to Department Manager for employee's file. The company management has full authority to make any adjustment deemed appropriate to resolve the problem.

If Department Manager is not part of current management structure, steps 3 and 4 are skipped.

When representatives of Human Resources are called upon to investigate any problem raised by an employee after participating in the procedure above, the following practices will be followed:

- a. No individual Human Resource representative may meet alone with any INNOVIM employee to discuss workplace problems or concerns;
- b. With the exception of true emergency situations, all meetings between INNOVIM human resources personnel and INNOVIM employees at which workplace problems or concerns are going to be discussed must occur in a professional office environment, preferably in INNOVIM's own offices; and
- c. INNOVIM Human Resource personnel are not permitted to use any information obtained in the course of administration of the INNOVIM Benevolent Society for any INNOVIM human resource purpose.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

INNOVIM Also offers an anonymous call-in line for anyone to report any performance or ethical behaviors that are suspect in any way. The call in number is (240) 542-0212

800 Life-Threatening Illnesses in the Workplace

Effective Date: 6/1/2008



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Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. INNOVIM supports these endeavors as long as employees are able to meet acceptable performance standards.

Medical information on individual employees is treated confidentially. INNOVIM will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

802 Recycling

Effective Date: 6/1/2008

INNOVIM supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Special recycling receptacles have been set up to promote the separation and collection of the following recyclable materials at INNOVIM's headquarters office, and have been or will be set up at all possible and appropriate offsite work locations:

- Computer paper
- White high grade or bond paper
- Ledger paper
- Mixed or colored paper
- Newspaper
- Corrugated cardboard
- Brown paper bags
- Aluminum
- Glass
- Plastics
- Printer cartridges

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

INNOVIM encourages reducing and, when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as:



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- Communication through computer networks with email
- Reusing paper clips, folders, and binders
- Reusing packaging material
- Turning off lights when not in use

Whenever possible, employees of INNOVIM are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

By recycling, INNOVIM is helping to solve trash disposal and control problems facing all of us today. If you have any questions or new ideas and suggestions for the recycling program contact the Human Resources Department.

804 Employee Commute Options

Effective Date: 6/1/2008

INNOVIM recognizes that traffic congestion contributes to air pollution and energy waste. To help reduce congestion and improve air quality, INNOVIM encourages employee commute options. Finding alternatives for driving alone to work benefits both employees and the environment.

Public transportation is a commute option that reduces traffic and air pollution. Transit riders eliminate the stress of driving and may even have time to read, sleep, or write while commuting.

Carpooling is a convenient option that saves money on commute costs, reduces the stress of driving every day in traffic, and encourages communication with co-workers.

Contact the company management for more information and assistance with employee commute options.



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EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about INNOVIM, LLC (INNOVIM), and I understand that I should consult the company management regarding any questions not answered in the handbook.

I have entered into my employment relationship with INNOVIM voluntarily, and I acknowledge that there is no specified length of employment. Accordingly, either I or INNOVIM can terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to INNOVIM's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the chief executive officer of INNOVIM has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____