

Impact Networking, LLC

Employee Handbook

For Internal Use Only

WHERE TO CONNECT

This Employee Handbook is not an employment contract. It is simply intended to outline the benefits and work requirements for employees. It should not be construed, under any circumstances, as a promise or guarantee of continued employment. On the contrary, unless you are covered by a written contract signed by the CEO of Impact Networking, LLC stating otherwise, **both you and the Company are free to terminate the employment relationship at any time with or without notice of cause.**

The Company reserves the right, within its sole discretion to modify, suspend, revoke, terminate or change any of the policies, procedures and benefits discussed in this handbook at any time.

WHERE TO CONNECT

The employees of Impact Networking, LLC would like to welcome you to our organization. You have chosen to participate in one of the most exciting and profitable industries in the United States: office automation. Impact Networking, LLC, is positioned as one of the fastest growing office automation distributors in our market. We believe that our employees are our most valuable asset. We are looking forward to your contribution to the success of this Company.

On the following pages, you will find information regarding employee benefits and our policies and procedures. The contents of this employee handbook are not intended to provide answers to every question that might arise. Feel free to discuss any questions that you may have or matters that are not fully covered in the manual with your manager or our Human Resources Department.

We are operating in an ever-changing environment. It may be necessary to update or change some of the policies that are set forth in this handbook. When those changes occur, you will be notified. Impact Networking reserves the right at its sole discretion to modify, suspend, revoke, terminate, or change the contents of this handbook at any time without prior notice.

Frank Cucco	Chief Executive Officer/Partner
Daniel Meyer	President/Partner
Thomas Pieters, Jr.	Vice President of Sales/Partner
Nick Cosmano	Chief Operating Officer/Partner
Bryan Beckner	Chief Financial Officer/Partner
Douglas Gamache	Chief Information Officer/Partner
Frank DeGeorge	Vice President of Strategic Services/Partner
Jeremy Fordemwalt	Vice President of Managed Print Services/Partner
Christopher Zvirbulis	General Sales Manager/Partner
Cory Carnes	Illinois General Sales Manager/Partner
Richard Ray	Wisconsin General Sales Manager//Partner
Robert Fisher	Regional Sales Manager / Partner
Alex Kusters	Madison & Rockford Sales Manager/Partner
Michael Lepper	Darien & Peru Sales Manager/Partner
Michael Cucco	Strategic Services Branch Manager/Partner
James P. Cucco	Investor/Partner
Nathan Robinson	Investor/Partner
Brad Rozmarynowski	Major Account Executive/Partner

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I. INTRODUCTION

A. The Company

Impact Networking, LLC is an aggressive, cutting-edge, independent company which offers sales, service and support of Kyocera, Konica Minolta, Lexmark, Ricoh and KIP digital products, along with software solutions businesses needed to develop document management strategies.

At Impact Networking, LLC, we focus on the financial and operational Impact that documents have on a business. No other distributor in the Chicago area provides more advanced strategic document management strategy and support than Impact Networking, LLC.

Frank Cucco, Dan Meyer, and Nathan Robinson founded the company after successful careers with other office product distributors. Their combined industry experience totals over 60 years. Their success in the Chicago market has been recognized nationally.

Impact Networking, LLC's vision for success, simply put, is providing value for our clients and opportunities for our employees. As a result of this vision, we have averaged 27% growth year-over-year. Our unprecedented growth rate has been nationally and locally recognized by Inc Magazine, Crain's Chicago Business and CRN magazine.

In addition to our unprecedented growth rate, the leadership of our employees and the loyalty of our customers have earned us industry recognition from JD Power, Office Dealer Magazine, Business Technology Association, Image Source Magazine, Konica Minolta, Docuware and Kyocera.

Impact Networking, LLC has also been selected as one of the Best Places to Work by the Chicago Tribune, Crain's Chicago, The Business Ledger, The Society of Human Resource Management and the National Association for Business Resources and the Better Business Bureau. We believe that our current and future employees are the key to our success. Currently, the majority of our employees in management or senior positions have been promoted from entry level positions within Impact's ranks.

Our commitment to our employees and our customers and the quality of service we provide have propelled us to the top of our industry. Customers such as SC Johnson, the Chicago Blackhawks, the Chicago Cubs, the Milwaukee Brewers, Indianapolis Motor Speedway, Navy Pier, Quad Graphics, Stepan, Upshot and Northwestern Medical FF are just a few of over 11,000 organizations have trusted us with their office technology services.

The future success of Impact Networking will be determined by the dedication, determination and desire of every employee that is added to our team.

B. Success Philosophy

Success in a sales career and in life never comes easy. Having a positive attitude, developing excellent skills and knowledge, and having a strong work ethic is the only sure path to success. Therefore, Impact Networking, LLC's success formula is:

High Activity + Excellent Sales Skills + Superior Industry Knowledge + Positive Attitude = *Success!!*

In the book "A Passion for Success" written by Kazuo Inamori you can find the foundation and philosophies which Impact Networking embraces and promotes:

Live by a Formula for Success

"How can an average person become a remarkable success? The answer lies in a simple equation:

The Result of Your Life = Ability x Effort x Attitude

Your **abilities** – health, talent, and innate aptitudes – may largely be hereditary. However, the degree of **effort** you expend in life depends upon your strong desire. I rate both ability and effort on a scale from 0 to 100. As we immerse ourselves in our work, these two factors are multiplied together.

Thus, people of average ability who realize their shortcomings and try very hard to compensate for them may actually outperform those who are naturally gifted who have grown accustomed to not working especially hard.

Yet the third element is **attitude** of how we live and work. And it is the most important of the three – for it can be ranked from –100 to +100. If a person is stepped in jealousy, resentment, or hatred, his or her attitude will be negative – and so will the outcome of his or her life. In contrast, the more positive and determined a person is, the more successful his or her life will be.

This formula illustrates that the outcomes of our lives are largely in our own hands, and that our philosophy greatly determines our personal and professional success. "

Impact Networking is committed to supporting and developing all of our employees in order to help them succeed. Our commitment is to provide excellent training, compensation, products and services, a positive work environment, and a winning culture. Our vision is to grow the organization and in turn provide opportunities for employees to advance and achieve and ever surpass their personal and professional goals.

I have read and understand pages one through three of the Impact Networking compensation program and their corporate philosophies.

II. EMPLOYMENT

A. Equal Employment Opportunity Policy

Impact Networking, LLC is an equal opportunity employer. Employment discrimination is not only against the law, it is also contrary to the philosophy and policy of the Company. All aspects of your employment, including recruiting, hiring, job assignments, supervision, training, transfers, promotions, and rates of pay and benefits, will be determined without regard to race, sex, marital status, sexual orientation, age, disability, national origin, citizenship status, or religion.

If you feel that any discriminatory conditions exist, or that any act of discrimination has occurred, you are asked to discuss the matter immediately with the Human Resources Department.

B. Sexual Harassment

Please refer to the Impact Networking, LLC Anti-Harassment Policy Document.

C. Immigration Law Compliance

Impact Networking, LLC 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.

Employees with questions or those seeking more information on immigration law issues are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

D. Physical Examinations

The Company reserves the right to require persons to undergo physical examinations in order to ensure that they are physically fit to perform their jobs. Such examinations are at the Company's expense and are only conducted where circumstances warrant, such as upon return from a medical leave, following an accident, where work performance is demonstrably being affected, for insurance purposes, etc.

In administering such examinations, the Company will not discriminate against qualified disabled employees.

II. EMPLOYMENT

E. Gifts, Gratuities

Impact Networking, LLC strictly prohibits its employees from accepting gifts, gratuities, or kickbacks in any form, including services from firms, organizations, vendors, and their employees or agents. Acceptance of any prohibited item or services by any Impact Networking, LLC employee will result in disciplinary action up to and including which may include termination of employment.

F. Confidential Information

Impact Networking, LLC will impose discipline, up to and including immediate termination, on any employee who, by any means whatsoever, provides customer, employee, financial, or other confidential information to any unauthorized person within or outside of Impact Networking, LLC's employment. Please refer to Impact Networking, LLC's Non Disclosure and Non Compete Agreement.

G. Job Postings

The Corporate Recruiter will communicate job openings to all branch locations. Complete announcements will be posted on the company's website at www.impactnetworking.com.

Employees interested in these positions are encouraged to contact the hiring authority designated in the announcement for more information about the job and/or application process. Impact Networking, LLC employees are not given preferential treatment when hiring decisions are made. These decisions are based solely on the qualifications of each applicant. It is the responsibility of the Manager of each Department to inform the Director of Recruiting of all job openings.

III. EMPLOYMENT STATUS AND RECORDS

A. Employment Categories

It is the intent of Impact Networking, LLC 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 Impact Networking, LLC.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hours laws in accordance with the terms of those laws. NONEXEMPT employees 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 NONEXEMPT classification will be changed only upon written notification by Impact Networking, LLC's management and consistently with the law. In addition, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work Impact Networking, LLC's full-time schedule. Generally, they are eligible for Impact Networking, LLC's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of Impact Networking, LLC's other benefit programs.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position with Impact Networking, LLC is appropriate.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are specifically intended to be for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally-mandated benefits (such as Workers' Compensation Insurance and Social Security), they are ineligible for all of Impact Networking, LLC's other benefit programs.

CASUAL employees are those who have established an employment relationship with Impact Networking, LLC, but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as Workers' Compensation Insurance and Social Security), they are ineligible for all of Impact Networking, LLC's other benefit programs.

III. EMPLOYMENT STATUS AND RECORDS

B. Personnel Records

It is your responsibility to keep the Company notified of any change in your name, address, telephone number, marital status, dependents or beneficiaries. Please report these changes immediately to our Human Resources Department. This personal information will be handled in complete confidence.

C. Employment Verification and Reference Checks

The Human Resources Department will respond to all reference check inquiries from other employers and creditors. Responses to such inquiries will be limited to factual information that can be substantiated by Impact Networking, LLC's records. All calls and/or documents requesting references or employment verification must be forwarded to our Human Resources Department.

D. Promotion

It is the policy of Impact Networking, LLC to promote employees to vacant or new higher level positions when qualified employees are available or deemed suitable in all respects, and where it is determined to be in the best interest of the company to do so. In such cases the promoted employee will maintain their original anniversary date and will be required to serve an introductory period of employment in the higher position.

Salary Adjustments for Sales Managers and Sales Consultants will not become effective until all deals that led to the promotion are paid in full and approved by the Chief Executive Officer.

E. Return to Former Position

Impact Networking, LLC recognizes that the responsibilities and requirements of higher-level positions may not prove suitable to a particular employee so promoted, or the company as determined by the performance results of the promoted employee. In the event either the employee or the company finds a promotional assignment unsuitable, consideration will be given to allowing the promoted employee to retreat to a former comparable position for which the employee possesses the demonstrated skill, knowledge, ability and interest. If no such retreat position is available, the promoted employee may be subject to termination with the opportunity to be rehired at a later time.

IV. EMPLOYEE BENEFITS PROGRAM

A. Employment Referral Bonus

Any employee who refers a candidate for employment will be eligible for a \$500 referral bonus if the candidate is hired and becomes a regular, full-time employee of the Company. The referral bonus is paid as follows: \$250 will be paid after the candidate's 90 day introductory period and \$250 will be paid once the employee has completed six months of service to Impact Networking, LLC. Both payments will be processed through payroll.

Throughout the year, there is the potential for additional bonuses by referring candidates specifically for account manager positions. These are known as a "referral promotions," and in these cases, any employee may receive a \$1,000 referral bonus.

B. Sales Referral Program For Service Technicians

Sales referral is considered information provided for new customer, or existing customers that includes new device; not upgrades. The referral is not valid if the sales rep has already forecasted a sale for this account. Submit all sales referrals on <http://infohub.impactnetworking.com>.

Information required

Contact—Contact information including: Account Name, Contact Name, Address & Phone Number.

Devices—Make, Model, Current Service Provider, What Equipment they are looking for: B/W, Color, Fax, Scan, Print.

Time Frame—All contacts should have the timeframe that they plan to look into replacing or adding the devices.

Decision Makers—The name of the decision-maker (who signs the contract) is vital to the sale.

Referral Outcome

If the sales lead results in a sale, within 120 days of the lead being submitted you will be paid out when the sale has been funded. \$100 will be paid when the deal is funded and if there is enough company profit to cover the payout

C. Jury Duty

No regular, full-time employee will lose pay by reason of service on jury duty. Impact Networking, LLC will pay the equivalent of the employee's base pay, less any money earned by him/her for serving on jury duty. The employee must report his/her jury duty earnings, which are considered to be taxable income, to our Human Resources Department on the first business day after jury duty is finished. An employee who reports to jury duty, but is released before noon that day must report to work for the balance of any such day.

IV. EMPLOYEE BENEFITS PROGRAM

D. Funeral Leave of Absence

Impact Networking, LLC will pay a regular employee for up to three workdays of paid leave in the event of the death of an immediate family member. Immediate family includes spouse, parents, stepparents, grandparents, children, stepchildren, sisters, brothers, aunts and uncles.

E. Paid Holidays

Impact Networking, LLC grants regular, full-time employees paid holidays each year. The 2017 paid holidays are as follows:

New Years Day (Observed)	January 2nd & 3rd 2017	Thanksgiving Day	November 23rd, 2017
Good Friday	April 14th, 2017	Day After Thanksgiving	November 24th, 2017
Memorial Day	May 29th, 2017	Christmas Day	December 25th & 26th, 2017
Independence Day	July 4th, 2017	New Years Day (Observed)	January 1st & 2nd 2018
Labor Day	September 4th, 2017		

If an employee is not at work the day before and/or the day after a holiday, he/she will not be paid for the holiday, unless those days have been pre-approved at least 2 weeks prior to the holiday. In a case where an employee uses an approved PTO day before or after a holiday, the employee must work the day before their PTO or the 1st scheduled day back in order to receive holiday pay. If an employee is late or leaves early on the day before or the day after a holiday he or she will only be paid holiday pay equivalent to the hours worked for that day.

F. Paid Time Off (PTO) Program

Impact Networking, LLC recognizes the importance of Paid Time Off (PTO) as a period of rest and relaxation for the employee. Although Impact Networking, LLC is not required to offer any PTO program, the Company does so as an additional benefit for its employees.

Impact Networking provides PTO to all full time employees. PTO provides full time employees with paid time away from work that can be used for vacation, personal time, personal illness or time off to care for dependents. PTO must be scheduled in advance and have supervisory approval except in the case of illness or emergency. The PTO takes the place of sick, absence, personal time and vacation. Time taken past what each employee is given will be unpaid.

PTO must be taken in the same calendar year it is earned. PTO is to be taken January through November only. Special permission for any PTO requests for the month of December must be preapproved at least 60 days in advance. PTO not used in the same calendar year is lost. Unused PTO may not carry over to the next year (warehouse personnel may not take PTO from December through the first two weeks of January, unless special permission is approved from a supervisor and it is preapproved at least 60 days in advance).

IV. EMPLOYEE BENEFITS PROGRAM

New employees' proration begins on their actual start date. PTO and unpaid time off must be approved by an employee's direct manager. New employees may not take more than half of the calendar year's PTO earnings in the first six months of that calendar year. New employees are on a 90 day probation period, and can only use "paid" PTO with approval from a manager. A manager must approve all "paid" PTO & unpaid time off period. A doctor's note is needed to return to work if 2 or more sick days are taken in a row.

PTO is earned according to the following schedule:

1. An employee is entitled to 8 days PTO during his/her first year of employment. An employee's first year is the month of hire until the anniversary of the month of hire. On the employee's first anniversary month, he/she will begin to earn PTO days for that calendar year (this will be their second calendar year.) These PTO days must be used between the employee's first anniversary date and the end of that calendar year. The schedule of days earned during the employee's second calendar year is based on the employee's anniversary month as follows:

First Year, Month of Hire	Days Earned	First Year, Month of Hire	Days Earned
January	13	July	6
February	12	August	5
March	10	September	3
April	9	October	2
May	8	November	1
June	7	December	0

2. 13 days will be earned during calendar years three (3) through five (5).
3. 18 days will be earned during calendar years six (6) through eleven (11).
4. 23 days will be earned during calendar years twelve (12) and beyond.

Example of first three years PTO accrual;

Employee's date of hire is on March 3, 2017. That employee's PTO accrual will be as follows;

March 3, 2017 thru February 28, 2017	8 days' PTO	First year
March 1, 2017 thru December 31, 2017	11 days' PTO	Second year
January 1, 2017 thru December 31, 2017	13 days' PTO	Third year

Since PTO is to be taken in the same calendar year it is earned, it is assumed that the employee will continue employment through the end of the calendar year. PTO generally may not be taken until earned. Any days taken that have not been earned will be deducted from the employee's final paycheck at a prorated amount. The proration period begins January 1st, and is based on 52 weeks in a year. NOTE: Unused PTO time will not be paid out at termination.

IV. EMPLOYEE BENEFITS PROGRAM

- An employee may not take more than half of that calendar year's PTO earnings in the first six months of any calendar year. Their Manager must approve exceptions in writing.
- An employee may not take more than five days of PTO at any one time, unless leaving the continental United States or their Manager gives written approval.

An employee must schedule PTO with their immediate Manager via the Time and Labor Online portal through the Paycor website. PTO Days are to be used as half (4 hours) or full (8 hours) days. PTO will be granted based on Company needs (for example: it is imperative that all employees are at work at the end of the month to ensure proper closing), current staffing levels (due to the size of your department it may not be possible to have more than one employee off at the same time), and approval from your immediate manager.

- The final decision as to whether PTO may be taken when requested is Impact Networking, LLC's alone, and, in some instances, it may be necessary to schedule an alternative PTO period.
- An employee must give two-week's notice when using three or more days in row and/or if days are to be used in conjunction with a holiday.
- Employees must work on-site at an Impact branch, employees are not allowed to work remotely from home or other non-Impact locations.

IV. EMPLOYEE BENEFITS PROGRAM

G. Mileage Reimbursement Car Allowance/Expenses

A car allowance is intended to cover all travel expenses, including mileage, tolls, parking, etc.; no other reimbursement of ordinary travel expenses will be made.

For employees who are allotted a car allowance, the allowances are as follows:

- \$1,000.00 per month for Lake Forest, Bolingbrook, Peru, Rockford, Darien, Wisconsin and Indiana
- \$250.00 per month for Chicago (Allotted as an expense)

All employees who receive a monthly car allowance/expense reimbursement are required to submit a completed mileage form or expense report by the 8th of each month. Failure to submit a completed mileage form/expense report by the 8th of the month will result in the loss of the preceding month's car allowance/expense reimbursement.

IV. EMPLOYEE BENEFITS PROGRAM

H. Expense Reports

Reimbursable expenses include:

- Parking-structure charges (admin and technicians not assigned to the Loop)
- Pre-approved incidental purchases
- Pre-approved customer or employee meals

Refer to page 13 for employee training and reimbursement agreement.

Impact Networking, LLC has a standard monthly Expense Form, which an employee must use in order to receive reimbursement. Reimbursements are paid as a part of each employee's paycheck on the 15th day of every month. To guarantee prompt reimbursement, an employee must do the following:

1. Email all receipts for claimed expenses as proof of the expenditures made in the previous month and attach to the monthly expense report. If a receipt is not included, the corresponding expense will not be reimbursed.
2. For employees required to spend the night on business, a copy of the hotel bill or a hotel receipt for the evening(s) must be included with the expense report. If the material does not accompany the report, reimbursement will be withheld until Impact Networking, LLC receives the necessary documentation either from the employee or from the hotel.
3. The claiming employee must sign the expense report and forward it to his/her Manager for approval. Expense Reports should be completed for one calendar month only. To ensure prompt reimbursement, it is recommended that an employee complete an Expense Report on the last day of each month and immediately forward it to his/her Manager for approval.
4. On or before the 8th day of the month following the reporting period, the Expense Report must be submitted to the Human Resources Department, once the employee's Manager has approved it. The reimbursed amount will be included in the payroll check issued on the 15th day of that month and will appear on the check stub as a non-taxable expense. The amount reimbursed over the course of a year will not be included as taxable wages on the employee's year-end W-2 form.
5. Expenses will not be paid in advance.

NOTE: Reports not submitted to Payroll on or before the 8th day of the month, as provided above, will not be reimbursed until the 15th day of the following month. It is the employee's responsibility to ensure that each expense report is in the hands of the employee's manager in sufficient time to allow for his/her review before the 8th day of the month. Managers may set their own cut-off dates for submission to them to ensure sufficient time for processing and approval. **Expenses not submitted to payroll within 60 days of the date the expense occurred will not be eligible for reimbursement.**

I. Training And Reimbursement Agreement

This Training Reimbursement agreement is entered into by and between

Impact Networking

and

"Employee"

WHEREAS, Impact Networking has offered to provide training and paid expenses which include but are not limited to business cards/hotel expenses "Training Expenses" to Employee, which Impact Networking believes will enable Employee to provide valuable services on behalf of Impact Networking to its customers;

WHEREAS, Impact Networking is providing such Training Expenses to Employee in anticipation of Employee continuing to work for Impact Networking, so that Impact Networking recovers the benefit of the investment in the training;

WHEREAS, Impact Networking and Employee recognize that this Agreement is not intended to constitute any type of employment agreement or guarantee of continued employment;

WHEREAS, the undersigned Employee understands that Impact Networking would not provide such Training Expenses unless Employee intended to continue to work for Impact Networking and were to agree to reimburse Impact Networking in the event that Employee voluntarily terminated his or her employment;

NOW, THEREFORE, if Employee voluntarily terminates his/her employment with Impact Networking following the date of the completion of the training, Employee agrees to reimburse Impact Networking the cost of the training incurred by Impact Networking as determined by the prorated schedule shown below.

NUMBER OF MONTHS OF SERVICE FROM THE COMPLETION DATE OF TRAINING (EX OF \$1,200 OWED)

MONTHS	REIMBURSEMENT DOLLAR AMOUNT	%
1	\$1,200.00	100%
2	\$1,100.00	91%
3	\$1,000.00	83%
4	\$900.00	75%
5	\$800.00	66%
6	\$700.00	58%
7	\$600.00	50%
8	\$500.00	41%
9	\$400.00	33%
10	\$300.00	25%
11	\$200.00	16%
12	\$100.00	8%

The Training Expenses incurred by Impact Networking on behalf of Employee will be determined after the date of the completion of the training, and the accumulation of all receipts, invoices or other supporting documents. The training cost incurred will include but may not be limited to registration fees, transportation to and from the training site, food, lodging, salary and/or wages for any time spent by Employee traveling to and from the training and attending the training, and any other costs or expenses directly related to Training Expenses incurred by Impact Networking.

1. Employee expressly authorizes Impact Networking to deduct the reimbursement amount owed under the terms of the Agreement from any compensation owed by Impact Networking to Employee at the time of or following the termination of employment. Employee shall promptly pay to Impact Networking the full balance of any amount owed that is not deducted from compensation.

2. Employee may request that a subsequent employer of Employee pay the amount owed to Impact Networking by Employee, but Employee shall remain personally liable until the entire amount owed is paid in full.

3. Employee agrees to sign such further documents, if any, requested by Impact Networking to confirm the precise sum of the amount owed by Employee to Impact Networking following notice by Employee to Impact Networking of termination of employment.

4. Employee understands and agrees that any books, lists, catalogs and other information of any kind received in connection with the training remains the property of Impact Networking and must be surrendered upon termination of employment.

5. This Agreement shall be construed under the laws of the State in which the office where Employee is principally employed is located.

6. If any provision or part of a provision of the Agreement is finally decided to be invalid by any tribunal of competent jurisdiction, such part shall be deemed automatically adjusted to make it valid and enforceable, if possible. If that is not possible, it shall be deemed deleted from this agreement as though it had never been included herein. In either case, the balance of any such provision of the Agreement shall remain in full force and effect.

Impact Networking

Company

Employee Name

By

Signature

Name

Social Security Number

Title

Date

Date

Employee Location

Witness Name

Witness Signature

Date

IV. EMPLOYEE BENEFITS PROGRAM

J. Insurance

Subject to acceptance by our insurance carrier, Impact Networking, LLC provides Health Insurance, employee sponsored Dental and Vision plans and Voluntary Life Insurance and Accidental Death & Dismemberment after initial hire.

If you do not wish to enroll when you become eligible you will not be able to come onto our plan until the next open enrollment. This enrollment period is also the only time during which you may add dependents (with the exception of life events: marriage, birth/adoption, etc).

Major Medical

	HMO	PPO		HSA		PPO BLUE CHOICE SELECT		PPO BLUE CHOICE SELECT-3836	
Deductible	In-Network	In-Network	Out-Of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Individual	None	\$2,500	\$5,000	\$2,500	\$5,000	\$1,500	\$3,000	\$2,500	\$5,000
Family	None	\$7,500	\$15,000	\$5,000	\$10,000	\$4,000	\$9,000	\$7,500	\$15,000
Coinsurance	100%	80%	60%	80%	60%	80%	60%	80%	50%

Out of Pocket Max (includes Deductible)

Individual	\$1,500	\$5,500	\$11,000	\$5,000	\$10,000	\$2,500	\$5,000	\$4,500	\$9,000
Family	\$3,000	\$16,500	\$33,000	\$10,000	\$20,000	\$7,500	\$15,000	\$10,200	\$20,400
Physician Services									
Office Visit	\$30 copay	\$30 Copay	80% after Ded	80% after Ded	60% after Ded	\$20 copay	60% after Ded (Coin.)	\$30 copay	50% after Ded (Coin.)
Specialist Office Visit	\$50 copay	\$50 Copay	80% after Ded	80% after Ded	60% after Ded	\$20 copay	60% after Ded (Coin.)	\$30 copay	50% after Ded (Coin.)
Preventive Care	100%	100%	80% after Ded	100%	60% after Ded	100%	60% after Ded (Coin.)	100%	50% after Ded (Coin.)
Inpatient Hospital Copay	\$250/day 5 days max	\$0	\$300	\$0	\$300	90%	\$300	80%	\$300
Emergency Room	\$150 copay	\$150 copay		90% after Ded		\$150		\$150 plus 80% Coin.	\$150

Carrier: Blue Cross Blue Shield

Website: www.bcbsil.com

Phone: PPO: (800) 541-2768

HMO: (800) 892-2803

IV. EMPLOYEE BENEFITS PROGRAM

Voluntary Dental Insurance					
	DHMO	PPO LOW		PPO HIGH	
	In-Network	In-Network	Out-Of-Network	In-Network	Out-of-Network
Deductible					
Individual	None	\$50*	\$100	\$50*	
Family	None	\$150*	\$300	\$150*	
Office Visit Copay	\$5	None	None	None	None
Preventive	Scheduled Fee	100%	90%	100%	80%
Basic	Scheduled Fee	80%	70%	80%	80%
Major	Scheduled Fee	0%		50%	50%
Annual Plan Max	Unlimited	\$1,000		\$1,750	\$1,250
Orthodontics	Scheduled Fee	Not Covered		50%	
Ortho Lifetime Max	N/A	N/A		\$1,000	

*waived for Preventive

DHMO Dental

Guardian Website: www.guardiananytime.com

Phone: 800-627-4200

PPO PPO Low Plan and PPO High Plan

MetLife Website: www.metlife.com

Phone: 800-942-0854

Voluntary Vision Insurance			
	IN-NETWORK YOU PAY	IN-NETWORK FREQUENCY	OUT-OF NETWORK YOU PAY
Eye Exam	\$10 copay	Every 12 Months	\$45 copay
Rx Glasses			
Lenses	\$25 copay	Every 24 Months	Single: \$30 co, Bi \$50, Tri \$65, Len \$100 Allowance
Frames	\$120 Allowance (\$25 copay)	Every 12 Months	\$55 Allowance
Contact Lenses	Max \$60 copay for evaluation & fitting Medically necessary: 100% Elective: \$120 Allowance	Every 12 Months	Medical: \$210 allowance Elective: \$105 allowance

By using eye doctors in-network, you can save money on eye exams, glasses, contact lenses & laser surgery.

MetLife Website: www.metlife.com

Phone: 855-638-3931

IV. EMPLOYEE BENEFITS PROGRAM

Employee Assistance Program

Employee Assistance Program (EAP) is a free and confidential counseling service available to you and your eligible dependents. The EAP service offers caring, professional help for a broad range of concerns including stress management, depression and anxiety, relationship or family conflicts, workplace conflicts, legal or financial difficulties, and drug and alcohol abuse. Services are confidential – neither your employer nor co-workers have knowledge of your request for help.

- Unlimited free telephonic consultation with an EAP counselor available 24/7
- Referrals to local counselors – up to three free of charge
- State of the art website featuring over 3,400 helpful articles and topics like wellness, training courses, and a legal and financial center

Carrier: Integrated Behavioral Health Inc. Website: www.iblworklife.com Phone: 800-386-7055

UNUM - Life Insurance, Accidental Death & Dismemberment, Short-Term Disability and Long-Term Disability

New Hire- full time employees are eligible to enroll into Voluntary Life, Voluntary Accidental Death & Dismemberment, STD and LTD coverage when hired.

Full-time employees are eligible to enroll into the Voluntary Life, Voluntary Accidental Death & Dismemberment, STD and LTD coverage at open enrollment.

Voluntary Term Life Insurance

- Employees can elect coverage in \$10,000 increments up to \$150,000
- Age Rated – Rates Available Upon Request
- Employee pays 100% of the Cost of the insurance elected

Short-Term and Long-Term Disability

- Eligible for LTD coverage if you work a minimum of 40 hours per week
- Age Rated- Rates Available Upon Request
- Employee Pays 100% of the Cost of the insurance elected.

Carrier: UNUM

Website: www.unum.com

Phone: 312-416-8230

IV. EMPLOYEE BENEFITS PROGRAM

Employee Semi-Monthly Contributions (valid October 1, 2016 - September 30, 2017)

Medical Coverage					
Contributions Per Pay Period	You Pay HMO	You Pay PPO	You Pay HSA	You Pay PPO BLUE CHOICE SELECT	You Pay PPO BLUE CHOICE SELECT-3836
Employee Only	\$106.05	\$131.85	\$112.41	\$117.88	\$107.73
Employee & Spouse	\$255.10	\$313.68	\$267.41	\$280.44	\$256.29
Employee & Child(ren)	\$254.52	\$312.95	\$266.81	\$279.79	\$255.73
Family	\$394.77	\$485.41	\$413.81	\$433.97	\$396.41

Vision Coverage	
Contributions Per Pay Period	You Pay
Employee Only	\$3.66
Employee & Spouse	\$6.17
Employee & Child(ren)	\$6.29
Family	\$9.95

Dental Coverage			
Contributions Per Pay Period	You Pay DHMO	You Pay PPO LOW	You Pay PPO HIGH
Employee Only	\$6.56	\$8.52	\$16.15
Employee + 1	\$12.88	\$16.30	\$31.16
Family	\$23.01	\$27.20	\$54.94

Workers Compensation

Impact Networking Indiana, LLC carries Workers' Compensation Insurance coverage providing medical and disability benefits in case of work-related injuries or illnesses. To avoid problems, it is imperative that you notify your Manager to complete the proper form as soon as the injury or illness occurs. In the event you or one of your co-workers is injured on the job, immediately report the incident to your Manager. The Manager must complete the Workers' Compensation accident report on the incident and fax it to the Human Resources Department on the day of the accident. Please make sure to only turn in doctor's notes and health related information to Human Resources.

IV. EMPLOYEE BENEFITS PROGRAM

K. Dependent Eligibility

If you have Family Coverage, your expenses and those of your enrolled spouse and your (or your spouse's) enrolled married or unmarried children who are under age 26 will be covered. The coverage for unmarried children will end on the birthday.

Any newborn children will be covered from the moment of birth. Please notify your Group Administrator within 31 days of the date of birth so that your membership records can be adjusted.

Any children who are incapable of self-sustaining employment and are dependent upon you or other care providers for lifetime care and supervision because of a handicapped condition occurring prior to reaching the limiting age will be covered regardless of age if they were covered prior to reaching the limiting age stated above.

Any children who are under your legal guardianship or who are in your custody under an interim court order of adoption or who are placed with you for adoption vesting temporary care will be covered. This coverage does not include benefits for grandchildren (unless such children are under your legal guardianship) or foster children.

L. Benefits Continuation (COBRA)

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

Under COBRA, the employee or beneficiary pays the full cost of coverage at Impact Networking, LLC's group rates, plus a 2% Administrative fee. Impact Networking, LLC provides each eligible employee with a written notice describing rights granted under COBRA when a qualifying event occurs and the employee becomes eligible for coverage under the Impact Networking, LLC Health Insurance Plan. The notice contains important information about the employee's rights and obligation.

M. Deferred Savings Plan (401k)

You may contribute up to a maximum of \$18,000 for the 2017 Tax Year (\$24,000 if you are over the age of 50).

The Impact Networking 401(k) Plan has an Automatic Enrollment feature. Employees will be automatically enrolled into the Impact Networking 401(k) Plan at the rate of 6% of compensation on a pre-tax basis.

Employees can opt out of the Automatic Enrollment Feature by contacting Alliance Pension Consultants at (800) 406-4015 or by going online to change the deferral percentage to zero via the Plan! website (www.Alliance-Plan.com). The plan allows for immediate eligibility and

V. TIME KEEPING / PAYROLL / PAYCOR

immediate entry, so the employee must make the election to opt out prior to the first pay date if no contribution is desired. Alternatively, participants can select another rate of contribution.

The website can be accessed at www.Alliance-Plan.com. Click on New User?/Enroll now tab to set up your online self-service account. The login to create your account will require your full Social Security Number without dashes, date of birth and zip code. Upon initial access employees are required to create a new User ID and Password. When creating your account and once logged in, the home page shows a tab on the right for 'Retirement Income' as well as a link titled 'Click here to Change Your Contribution Election' where the deferral amount can be changed to 0%. Changes to personal information, beneficiary information and investment options may also be made during the initial online enrollment process.

If no action is taken, the ongoing deductions of the 6% pre-tax contribution will begin on the first payroll. In the absence of investment elections, contributions will be applied to the participant's account and allocated to the default investment option, which is the Moderate Model.

After the first full calendar year of employment, employees are eligible for the 401(k) Company match. The match is 50% of employee contributions, up to 3% (i.e., employee contributes 2%, Impact will match 1%: employee contributes 10%, Impact will match 3%). This match is also subject to a vesting schedule:

YEARS OF SERVICE	VESTED PERCENTAGE
0-1	0%
2	20%
3	40%
4	60%
5	80%
6 or more	100%

Contributions may be stopped at any time for any reason in the event the employee does not wish to contribute. There is a 90-day period from the date of the first automatic contribution to reverse the deferrals. After 90 days, the amount contributed towards the 401(k) retirement plan will remain in the account until a distributable event occurs.

N. Break Room Facilities

A designated area at each branch is available for employee use for meals or breaks. It contains facilities for heating and refrigerating food. It is each employee's responsibility to keep the facility clean and attractive. Mandated employee and job notices will be posted in this area.

V. TIMEKEEPING/PAYROLL/PAYCOR

A. Pay Practices


You will be paid on the 15th day and the last working day of each month. The paycheck on the 15th will include pay from the 25th of the preceding month (if worked) to the 10th of the current month. The paycheck on the last day of the month will include pay from the 11th of the current month to the 24th of the current month. If the payday falls on a Saturday, you will be paid on the preceding Friday. If the payday falls on a Sunday, you will receive your check on the following Monday. It is mandatory to setup a direct deposit checking or savings account with your bank.

Impact will not distribute paystubs each pay period. Each employee will be able to access their own paystubs, W-2's, and payroll information online through this website; www.paycor.com


Each employee will register for Paycor through the above website. Upon your hire the Human Resources Department will give you your username and access code to register for this website. Paycor.com will give you access to the following;

- Open enrollment online
- Accessibility to your hours worked per pay period
- PTO hours available balance and time used history
- Ability to request time off
- Log-on to one website for all access
- Paycheck history
- Total compensation summary
- Tax status, W-2
- Personal information that employees choose to change/update
- Company news

The My Check Stubs link is where you will be able to view all of your payroll information.




Home Payroll Time and Attendance Give Feedback




My Check Stubs
Payroll

[Launch](#)



Employee Self-Service
Time & Attendance

[Launch](#)



My Information
Payroll

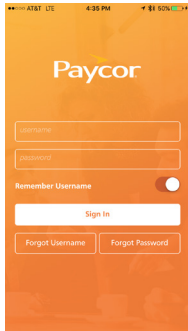
[Launch](#)

The Employee Self-Service is where you will make all time off requests. Remember that you can only request time off in 4 hour or 8 hour increments. If you are requesting consecutive days off, remember to add the total amount to be deducted. (Example: You request July 1,2 & 3 off, you would then put 24 hours for the total amount of PTO.)

The My Information link is where you will be able to make changes or updates to following:

- 1.) Address
- 2.) Contact information
- 3.) 401k
- 4.) Direct Deposit

V. TIMEKEEPING/PAYROLL/PAYCOR



Download the Paycor application by following the steps below. You will be able to request time off, as well as view your paycheck history!

To download the application for iPhone or Android follow these steps:

- In the App Store or the Google Play Store, search for “Paycor Employee Mobile”.
- Download and install the app.
- Once the app is installed, access it by entering your Paycor.com username and password.

B. Overtime

Overtime will be paid to all employees except for “exempt” employees, i.e., executive, professional, or administrative employees within the meaning of the Fair Labor Standards Act. Overtime is paid for all time actually worked in excess of forty (40) hours in any one-calendar week. Overtime shall be paid at one and one-half Times your regular hourly rate. If you are a non-exempt salaried employee, overtime pay is determined by dividing your weekly salary by the number of hours worked in the week and then multiplying one-half the result times the hours worked over 40. Vacation, Holiday, and Sick Pay are not considered as hours worked for the purpose of computing overtime, and will be paid only at straight-time rates. All overtime must be authorized by your Manager in advance in order for you to be paid. Employees who work overtime without prior authorization will be subject to disciplinary action.

Digital Service Technician Work Hours Policy

Overtime work for Digital Service Technicians as set forth in the Impact Handbook and as conveyed to you by your managers. The work week is Monday through Friday. All work is to begin at 8:00 a.m. and conclude at 5:00 p.m. Each Digital Service Technician is required to take a full one hour lunch each day. That lunch can be taken at your discretion anytime between 11:00 a.m. and 1 p.m., depending upon your workflow for that day. Please contact your manager if you do not believe that you are capable of completing your daily tasks within working hours.

- Do not arrive at your first appointment before 8:00 a.m. without notice to and authorization from your supervisor.
- Do not continue to work after 5:00 p.m. without notice to and authorization from your supervisor.
- All training should be performed only between 8:00 a.m. and 5:00 p.m. without notice to and authorization from your supervisor.
- If you do any work outside of 8:00 a.m. and 5:00 p.m. you must advise your supervisor immediately and let him/her know the reason and the amount of time spent working.
- If you ever work in excess of 40 hours in a work week (Monday-Friday) you must advise your supervisor immediately.

V. TIMEKEEPING/PAYROLL/PAYCOR

All Digital Service Technicians will be paid overtime. Overtime is paid for all time actually worked in excess of 40 hours in any one-calendar week. Overtime shall be paid at one and one half times (1.5) your regularly hourly rate. Vacation, holiday, and sick pay are not considered as hours worked for purposes of computing overtime. All overtime must be authorized by your manager in advanced. Employees who work overtimes without prior authorization will be subject to disciplinary action. Please contact your manager with any questions relating to the overtime policy or any other policies.

C. Payroll Deductions

The Company is required by law to deduct federal taxes, social security, and state taxes from each paycheck. In addition, the company reserves the right to deduct any and all financial obligations due to the Company upon termination, either voluntary or involuntary, from the employee's final paycheck(s).

D. Garnishments

The Company is required by law to respect writs of garnishments upon employee wages.

E. Administrative Pay Corrections

Impact Networking, LLC takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and the employees are paid promptly on the scheduled pay period. 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 their Manager.

F. Termination of Employment

We hope that your association with Impact Networking, LLC will be a long one and that you will stay and grow with us. However, if circumstances require that you leave, all Company property must be turned in to your branch and inventoried. We ask that you give us two (2) weeks' notice. Employees are responsible for repayment of any Impact property not returned upon termination. This will be taken from their final paycheck(s).

If an employee resigns or is terminated, the employee must come to Impact Networking, LLC's Corporate Office to complete an exit interview, which will cover COBRA insurance options, 401K, etc. In addition, all Impact Networking, LLC property, uniforms, books, etc., must be returned prior to receiving their final check. The employee will be required to sign a Release Form for their final payroll earnings.

In order to be eligible for a sales commission check the employee must be employed with Impact Networking, LLC at the next payroll period that the commission is to be paid out.

Upon termination of employment, Kyocera and Konica Rewards Cards are immediately forfeited by the employee.

Please refer to page 13 to see expenses employee will need to reimburse Impact upon separation.

V. TIMEKEEPING/PAYROLL/PAYCOR

G. Merit Review (Administrative & Technical Staff)

Impact Networking, LLC encourages its employees and Managers to communicate often and openly. Once a year, your Manager will hold a formal merit review to discuss with you the status of your work. At the conclusion of this review, a merit increase may be given if earned.

H. Employment Offer Confirmation Letter

The hiring manager will confirm all offers of employment in writing. Upon written confirmation or acceptance of an offer, the hiring authority will forward this letter to Human Resources in order for a formal background/reference check to be completed.

NOTE: This notification must include the signature of the hiring authority.

VI. WORK CONDITIONS / HOURS

A. Safety

To assist in providing a safe and healthy work environment for employees, customers and visitors, Impact Networking, LLC will establish a workplace safety program. This program is a priority for Impact Networking, LLC. Multiple departments management has the responsibility for developing, implementing, administrating, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Impact Networking, LLC provides information to employees about workplace safety and health issues through regular internal communication channels such as Manager-Employee meetings, TV monitor postings, memos, or other written correspondences.

Employees and Managers receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

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 Manager or with another Manager, or bring them to the attention of the Human Resources Department.

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 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, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including 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.

B. Work Hours

The workweek is Monday through Friday. The workday at Impact Networking, LLC begins at 8:00 a.m. and concludes at 5:00 p.m. This includes an unpaid hour for lunch. Any employee who is late will be docked \$50.00 for the day. At times, your Manager may notify you that it is necessary to arrive prior to 8:00am or stay later than 5:00pm.

C. Smoking Policy

Smoking is PROHIBITED in all Impact Networking, LLC owned or leased offices.

VI. WORK CONDITIONS / HOURS

D. Lunch Periods

Employees may schedule their one (1) hour unpaid lunch period between 11:00 a.m. and 1:00 p.m. However, there are certain Departments, such as Supply Sales and Service Dispatch that need to maintain coverage at all times. Please discuss this scheduling of your lunch period with your Manager.

E. Telephone Courtesy

Please refer to Cellular Phone/Tablet/Mobile Usage Policy on page 26. (see phone policy Section I).

F. Mail

All mail received at Impact Networking, LLC, except for that addressed to the Company's Officers, will be opened and sorted. Please have your personal mail sent to your home. Impact Networking, LLC has a postage meter for corporate use only.

G. Emergency Closings

Impact Networking, LLC will set up a system of notifying employees in the event of an emergency closing (snow day, etc.). Our objective is to ensure consistent quality service to our customers. It is imperative that our service and dispatch systems never get shut down for lack of personnel. Managers will contact employees in an event of a company closing via email or phone.

H. Policy on Use of Communication Systems

It is the policy of Impact Networking, LLC to provide or contract for the communications services and equipment necessary to conduct its business. These communication systems include e-mail, voicemail, network access systems, fax machines, copying machines, telephones and computers. These communications systems are intended to be used for business purposes. Utilizing these resources for informal or personal purposes is permissible only when it is congruent with company policy and does not adversely affect productivity. Employees are expected to demonstrate a sense of responsibility and not abuse this privilege. All communication systems and all messages stored on them are Impact Networking, LLC's property. All messages are Impact Networking, LLC's records.

Communication system messages may not contain content that may be reasonably considered offensive, disruptive, defamatory, including but not limited to sexual comments, or images, racial slurs, or other comments or images that would offend someone on the basis of his or her race, national origin, age, gender, sexual orientation, religious or political beliefs or disability. Specific, but not inclusive, examples of unacceptable uses of communication systems would be using Impact Networking, LLC's time and resources for personal gain, sending threatening messages, sending confidential material to non-authorized employees, and violating copyright laws.

As a general rule of thumb, you should not assume that messages on the communication system are private. Despite systems features that give the appearance of privacy, including passwords and the apparent ability to delete messages, messages are not necessarily private and communications may not be secure. Even when a message is deleted, it still may be backed up elsewhere or it may be possible to recreate the message. The security of electronic files on shared systems and networks

VI. WORK CONDITIONS / HOURS

often approximates that of a document placed in an unsealed envelope — generally respected, but easily read by someone determined to do so. Therefore, you should not send any messages on the communication systems that you would not be comfortable putting in a memo or letter for general distribution.

Highly confidential or sensitive information should not be communicated by means of a communications system. Remember that e-mail and voicemail may be as permanent as hardcopy communications. Once a message leaves Impact Networking, LLC, there is no way to control the number of copies made. Many e-mail systems automatically save extra copies and these extra copies can be easily searched.

Impact Networking, LLC reserves the right to monitor, access, retrieve and read all messages and to disclose any message to law enforcement officials or other third parties, without any prior notice to the originator or recipient of the message.

Managers may review messages to and from employees they supervise, and employees whose normal job responsibilities include data integrity and security may review messages to and/or from an Impact Networking, LLC employee for the purpose of:

1. Identifying and diagnosing hardware and software problems
2. Preventing system misuse
3. Determining whether there have been any breaches of confidentiality or security or violations of this policy
4. Investigating misconduct or illegal, unethical or inappropriate activity
5. Complying with all legal obligations and protecting the business interests of Impact Networking, LLC

Employees should familiarize themselves with the numerous types of communication services and equipment used by Impact Networking, LLC. Most of these services and equipment have usage charges or expenses. Employees should be aware of these charges and expenses and should exercise care in choosing the proper method for each business communication. Employees should consult their supervisors if there is a question about the proper method for a communication.

Personal use of Impact Networking, LLC's communication services and equipment is restricted because it can impede the normal flow of business, incur unnecessary expenses, and reduce productivity. When personal use of the communications facilities is unavoidable, employees must properly log any user charges and reimburse them to the Company.

Employees are not to use Impact Networking, LLC's mailing or e-mail address for receiving personal mail or e-mail and may not use Impact Networking, LLC's stationery or postage for personal letters. Employees should exercise care so that no personal correspondence appears to be an official communication of Impact Networking, LLC. Violations of this policy may result in suspension of use privileges for communications systems or other disciplinary action up to and including termination.

VI. WORK CONDITIONS / HOURS

I. Cellular Phone/Tablet/Mobile Device Usage Policy

The company cell phone policy sets forth Impact policies about cell phone usage. It provides clarification for the issuance and use of cell phones.

Applicability

This policy applies to all Impact employees. Impact employees include full-time or part-time.

Cell Phone

For the purpose of this Policy, the term Cell Phone is defined as any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages without a cable connection (including, but not limited to, cellular phones, tablets or any other device that supports Active Sync to the Impact Exchange email server). Impact reserves the right to modify or update these policies at any time. Impact does not support the use of any BlackBerry device or any other device that requires third party software to access the Exchange email server. This includes cellular providers that require you to enter the Outlook Web Access information on the provider's web site or portal. All latest versions of Windows Smart Phones, iPhones and Android devices will be supported. All other devices, including jailbroken OS devices, are not supported by Impact and will not be allowed to connect to the Impact email server. Any user attempting to implement sync on his or her phone using any third party software or a provider's web site will be subject to disciplinary action up to and including termination.

Use of Cell Phones or Similar Devices

General Use at Work

Impact has only one opportunity to project a professional impression; therefore, it is imperative to answer the telephone in a positive and pleasant manner. While at work, employees are expected to exercise discretion in using cell phones. Please make sure your phone is on silent or vibrate mode while in the office. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to other employees. Employees should restrict personal calls during work time, and should use personal cell phones only during scheduled break or lunch periods in non-working areas (this includes texting, application use and games). Long distance telephone calls of a personal nature must be charged to your home telephone number. Misuse of telephone privileges may result in disciplinary action, including charging back unauthorized long distance calls or overuse of data. Other personal calls should be made during non-work time whenever possible and employees should ensure that their friends and family members are informed of this policy. Impact is not liable for the loss of personal cell phones brought into the workplace.

Unsafe work situation

The Company prohibits employee use of cell phone or similar devices while at any work site at which the operation of such device would be a distraction to the user and/or could create an unsafe work environment. Such work sites must be secured or the device used only by an employee who is out of harm's way at such work environments.

VI. WORK CONDITIONS / HOURS

Use While Driving

An employee who uses a company-supplied device is prohibited from using that device while driving, whether the call is personal or company-related, unless using a hands free device. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; our customers; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the company; or any other company or personally related activities not named here while driving.

Company Issued Cell Phones

Impact may issue a cellular phone to employees whose jobs require them to make calls or use electronic communication while away from work or require them to be accessible for work-related matters. Cell phones issued by Impact are the property of the company. Employees must comply with ALL requests to make their Impact-issued cell phones available for any reason, including upgrades, replacement, or inspection. Employees who leave Impact for any reason must return their Impact-issued cell phone (in working order) before their last day. The phone number associated with the phone is also the property of Impact and will not be released to the employee. Employees who are issued an Impact cellular device are responsible for the repair of any damages related to their device.

Personal Use of Impact-issued cell phones.

Impact-issued cell phones are to be used for business purposes. We understand the inconvenience associated with carrying a personal and work cell phone and therefore will allow the phone to be used personally as long as all Impact policies are followed. Employees may install additional programs/apps on smart phones provided the apps do not violate any of the policies as set forth in the employee handbook. The employee must use their own personal vendor account (Apple, Google, Microsoft ID) for the purchase of these apps and all apps purchased this way are the sole responsibility of the user. Employees will be required to reimburse Impact for any costs or charges related to any overage on the data use plan caused by and/or related to employee's personal use of the cell phone. Plans include unlimited anytime voice minutes/text messaging per month and 2 GB Data usage. Employees who exceed their contracted minutes or data usage will be deducted the difference on their next paycheck. It is suggested that the employees use WiFi while in an Impact office, at home, or any location to assure WiFi is available. This will help to decrease the data usage. Current usage information is available on all smartphones and it is the employee's responsibility to monitor their data usage each month.

Security of Company Issued Cell Phones

Employees are responsible for the security of Impact issued cell phones and the information stored on them. Always carry it with you; never leave the cell phone unattended. If lost or stolen you must immediately notify the Internal Impact Help Desk at IT@impactnetworking.com.

Any physical damage not covered by the manufacturer warranty is the responsibility of the employee. The cost to repair or replace a damaged or lost cell phone is the responsibility of the employee.

VI. WORK CONDITIONS / HOURS

All Impact cell phones will be maintained by The Impact IT Department if the phone is made available to us during the monthly maintenance windows. Employees are permitted to update the OS and all applications on their phones; however, Impact will not be responsible for any issues with any services of the phone except for phone service, email, text messaging and web use.

Employee shall return the cell phone upon his or her termination of employment, or at any time upon the request of Employee's supervisor. In the event that Employee loses the cell phone or fails to return it promptly upon his or her termination of employment or upon the request of Employee's supervisor, the Employee agrees to pay the total amount plus taxes and fees as determined by the IT Department to reimburse Company's costs in replacing the cell phone, and any additional legal fees.

Employee Owned Cell phones

Impact provides Active Sync services via the Impact Exchange email server to certain employees that need mobile access to email to do their job. All employees who wish to use this service to receive email, calendar, contact and reminder info from the Impact Exchange mailbox must comply with all Impact policies outlined in this or any other Impact employee document.

All employees that are given access to these services on their personal phones are required to keep the phone OS in good working order and must maintain the security of the data on the device.

All employees that are given access must comply with ALL requests to make their personal cell phones available to Impact management or IT staff in order to maintain the integrity of the data exchanged with the Impact email server.

Employees who leave the Company for any reason must make their personal cell phones available to Impact management or IT Staff BEFORE their last day of employment so the connection to the Impact server and all associated data can be removed. Failure to provide the cell phone before employees last day will result in a remote wipe of the phone. Impact will not be responsible for any personal data lost or the state the phone is left in after the wipe has been issued.

Effect of Policy

Violations of the foregoing policies will be considered a serious offense and may result in the imposition of discipline up to and including termination.

J. Visitors in the Workplace

To provide for the safety and security of employees and the facilities at Impact Networking, LLC, 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 disturbances.

Because of safety and security reasons, family and friends of employees are discouraged from visiting. In cases of emergency, employees will be called to meet any visitor outside their work area. All visitors should enter Impact Networking, LLC 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.

VI. WORK CONDITIONS / HOURS

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

K. Use of Equipment and Vehicles

Equipment and vehicles are essential in accomplishing job duties and 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. Vehicles and equipment owned, leased or rented by Impact Networking, LLC may not be used for personal use, with the exceptions of company provided automobiles.

Please notify the Manager 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 Manager can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Employees who are issued a company vehicle are responsible for the repair of any damages related to their vehicle, up to the deductible owed, per the employee's car policy.

L. Video Surveillance

Impact Networking, LLC would like to make its employees aware that all properties are under 24 hour video monitoring to protect the company and its employees.

M. Weapons Policy

Employees may not, at any time while on any property, (owned, leased or controlled by Impact Networking, LLC, including anywhere that company business is conducted, such as customer locations, client locations, trade shows, restaurants, company event venues, and so forth) possess or use any weapon.

Weapons include, but are not limited to, guns, knives or swords with blades over four inches in length, explosives, and any chemical whose purpose is to cause harm to another person.

Regardless of whether an employee possesses a concealed weapons permit or is allowed by law to possess a weapon, Impact Networking, LLC, strictly prohibits weapons of any type at company owned or leased buildings, in company owned or leased cars and at any company-sponsored events.

Employees who violate this policy will be subject to disciplinary actions, up to and including termination of employment.

VII. LEAVES OF ABSENCE

Impact Networking, LLC, may grant a personal Leave of Absence without pay at its sole discretion, for a variety of reasons. If you wish to apply for a leave of absence, you must submit your request with your reason to the Human Resources Department.

Family and Medical Leave Act

A. General Provisions

Under this policy, Impact Networking, LLC will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

B. Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- 1) The employee must have worked for the company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- 2) The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- 3) The employee must work in a worksite where 50 or more employees are employed by the company within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

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C. Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for a spouse, child or parent with a serious health condition (described below).
- 4) The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position. A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the company's sick leave policy are encouraged to consult with the Human Resource Department.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the company may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

- 5) Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

VII. LEAVES OF ABSENCE

- 1) short-notice deployment
- 2) military events and activities
- 3) child care and school activities
- 4) financial and legal arrangements
- 5) counseling
- 6) rest and recuperation
- 7) post-deployment activities
- 8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

“Covered active duty” means:

- (a) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
- (b) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee’s 12-week maximum of FMLA leave in a 12-month period.

6) Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

An employee whose son, daughter, parent or next of kin is a covered servicemember may take up to 26 weeks in a single 12-month period to take care of leave to care for that service member.

Next of kin is defined as the closest blood relative of the injured or recovering service member.

The term “covered service member” means:

- (a) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- (b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

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The term “serious injury or illness”:

(a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and

(b) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

D. Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The company will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

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If a husband and wife both work for the company and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "inlaw") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the company and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

E. Employee Status and Benefits During Leave

While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the company will require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave period.

Under current company policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Accounting Department by the 15th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

F. Employee Status After Leave

An employee who takes leave under this policy may be asked to provide an FMLA Return to Work Certification Form from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

VII. LEAVES OF ABSENCE

G. Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, personal or sick leave prior to being eligible for unpaid leave. Paid Time Off (PTO) may run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established Paid Time Off (PTO) policy.

Disability leave for the birth of the child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employer provides eight weeks of pregnancy disability leave, the eight weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal or family leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the company's sick leave policy) prior to being eligible for unpaid leave.

An employee is not permitted to take family military leave unless he or she has exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick leave and disability leave. The employer may require certification from the proper military authority to verify the employee's eligibility for the family military leave requested.

H. Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The company may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the company and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

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If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the company before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

I. Certification for the Employee's Serious Health Condition

The company will require documentation of the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition (<https://www.dol.gov/whd/forms/WH-380-E.pdf>).

The company may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The company will not use the employee's direct supervisor for this contact. Before the company makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the company will obtain the employee's permission for clarification of individually identifiable health information.

The company has the right to ask for a second opinion if it has reason to doubt the certification. The company will pay for the employee to get a certification from a second doctor, which the company will select. The company may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the company will require the opinion of a third doctor. The company and the employee will mutually select the third doctor, and the company will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

J. Certification for the Family Member's Serious Health Condition

The company will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition (<http://www.dol.gov/esa/whd/forms/WH-380-F.pdf>).

The company may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The company will not use the employee's direct supervisor for this contact.

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Before the company makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the company will obtain the employee's family member's permission for clarification of individually identifiable health information.

The company has the right to ask for a second opinion if it has reason to doubt the certification. The company will pay for the employee's family member to get a certification from a second doctor, which the company will select. The company may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the company will require the opinion of a third doctor. The company and the employee will mutually select the third doctor, and the company will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

K. Certification of Qualifying Exigency for Military Family Leave

The company will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave (<http://www.dol.gov/esa/whd/forms/WH-384.pdf>).

L. Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave

The company will require documentation of the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service Member (<http://www.dol.gov/esa/whd/forms/WH-385.pdf>).

M. Recertification

The company may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the employee receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the company may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The company may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

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N. Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the HR Department. Within five business days after the employee has provided this notice, the HR Department will complete and provide the employee with the DOL Notice of Eligibility and Rights (<http://www.dol.gov/esa/whd/fmla/finalrule/WH381.pdf>).

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the company's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

O. Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the HR manager will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice (<http://www.dol.gov/esa/whd/forms/WH-382.pdf>).

P. Intent to Return to Work From FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Q. Maternity Leave

Maternity leave is a paid leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care. Eight weeks of leave shall be paid with benefits for the care of a newly born or adopted child, provided the employee meets the following criteria:

- The employee has completed twelve months of continuous full time employment.
- The employee provides 30 days notice (or as much notice as practicable if the leave is not foreseeable) to the Human Resources Department.

Health insurance benefits will continue to be provided during the paid maternity leave under this policy at the same rate as in effect before the leave was taken.

After the eight weeks of maternity leave have concluded, subsequent leave shall be covered under appropriate policies. The Family Medical Leave Act (FMLA) allows employees who qualify up to twelve work weeks of unpaid leave annually. Paid leave under this policy shall run concurrently with

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FMLA leave. The balance of FMLA leave beyond the eight weeks of paid maternity leave is unpaid unless the employee chooses to use sick and/or vacation time. Maternity leave is considered time used against the maximum twelve weeks of Family Medical Leave and runs concurrently with FMLA or any other leaves for which the employee is eligible.

Employees who are uncertain of their maternity leave entitlements should contact the Human Resources Department to discuss their individual situation.

VIII. EMPLOYEE CONDUCT & DISCIPLINARY ACTION

A. Attendance

Impact Networking, LLC is in a very competitive industry and the success and efficient operations of the company depend, to a large extent, upon you being at work and on time each day. We are depending on you to be on time in the morning and work a full day. If you expect to be tardy or absent, it is required that you contact your Manager at least one hour before 8:00 a.m. on that day. If you are unable to reach your manager, make sure to follow up with a voicemail along with an email (including HR) at least one hour before 8:00 am, and submit a PTO request through Paycor. Employees will be docked \$50.00 for tardiness. If, for whatever reason, you are absent for more than one day, you must notify your Manager on each day of the absence before 8:00 a.m. If you are absent for more than three days, you must submit a doctor's note to your Manager. Unless you are on leave, you are expected to report to work each morning and end the business day at the office.

Outside Sales Consultants who are working in their territories and are not reporting to the office that day are required to call in at least once every hour to receive their messages. This is to promote our quick response to our customers needs, which will result in future sales.

Field Service Technicians are required to call the dispatch beginning with their first customer call at 8:00 a.m. and continuing with each subsequent call as well as at the end of the day to receive the next day's first call. (Read Page 22 "Digital Service Technician Work Hours Policy" for more details.)

Impact Networking, LLC is counting on you to fulfill your commitment to your particular job responsibility. An employee will be disciplined, at the Company's discretion, for repeated absenteeism and/or tardiness. An absence of one day without notification to your manager, or another manager if your manager is unavailable, may result in the termination of your employment.

If an employee's absenteeism and/or tardiness interfere with the efficient operations of the employee's department, Impact Networking, LLC may find it necessary to terminate the employee's employment.

B. Personal Appearance

Outside Sales Reps/Satellite Sales Support/Managers

It is required that you dress in a businesslike manner during work hours.

Male employees must wear a suit and tie.

Female employees must wear business attire; classified as appropriate dresses, skirts, skirts with jackets or cardigans, dressy two-piece knit suits or sets, and skirts that are split at or just below the knee are acceptable. Dress and skirt length should be at a length at which is professional, nothing less than arm length and nothing longer than just below the knee. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, shorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office or when dealing with customers. It is also required that all Sales Consultants carry a cell phone.

The first three Fridays of the month are business casual attire, unless otherwise told or if you have any meetings that day. The last Friday of the month is business professional attire.

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Inside Sales / Corporate Administration

These employees may wear business-casual attire. This does not include jeans, t-shirts, tank tops, work out clothes or provocative clothing. A professional appearance should be maintained at all times. When an employee will be in front of a customer or if customers are present in the office, these employees must wear attire referred to under "Outside Sales Reps/Satellite Sales Support/Managers".

In the event an employee is not in proper attire he/she may be sent home without pay to change into appropriate clothing and may, if such infractions become frequent, be disciplined.

Technicians

As Impact technicians are presenting the company in the customer's office it is a requirement to be in professional dress attire.

- Monday through Thursday require business attire during business hours which includes: dress pants, dress shoes (no gym shoes), Impact logo dress shirt and tie.
- Fridays are business casual which consists of dress pants, dress shoes (no gym shoes), Impact logo dress shirt without a tie, or Impact Logo polo shirt.
- Coats should be Impact Logo Jackets during the winter.

Personal Hygiene Expectations

As an organization that deals regularly with the public and frequently with customers or other employees, there are certain expectations that must be upheld in the workplace regarding personal hygiene and personal hygiene products. It is expected that employees practice good personal hygiene habits; this refers to the cleanliness, appearance and habits practiced by employees. Regular baths or showers, use of deodorant or perfume, hand washing and the use of hand sanitizer are important for maintaining a clean personal appearance.

C. Multiple Employment

The Company may consider the holding of more than one full-time job, a part-time job that interferes with your Impact Networking, LLC employment, or a job that poses a conflict of interest, as grounds for termination of your employment.

D. Work Rules

We are sure that everyone recognizes that certain standards of conduct are expected of each and every one of us. The following rules are illustrative of the kinds of offenses which may result in disciplinary action up to, and including termination. This is not intended to be exhaustive or to imply that there are no other acts which can lead to disciplinary action. The specific disciplinary action will be determined at the sole discretion of the Company.

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These rules are not intended to change that “at will” nature of the employment relationship.

1. A Manager can not directly manage a family member i.e. brother, sister, or in-law
2. Insubordination (refusal or failure to perform work assignments or to comply with instructions from a Manager)
3. Excessive absenteeism or tardiness, or failure to notify the Company of an absence or tardiness
4. Dishonesty, theft or unauthorized removal of property of the company or of other employees
5. Smoking on Company property
6. Fighting or attempting to inflict bodily injury on a Manager, Company official, fellow employee or customer
7. Using profane, abusive or threatening language toward customers, fellow employees, management, or other officials of the Company
8. Carrying concealed weapons or possession of weapons on Company property
9. Consuming alcoholic beverages or controlled substances when on Company property or reporting to work under the influence of alcoholic beverages or drugs, or being in possession or bringing onto Company property any intoxicating beverages or controlled substances
10. Refusing to cooperate in the investigation of any accident, felony, theft or other incidents of misconduct on company property
11. Willful falsification of any Company records
12. Destroying, damaging, defacing or hiding any property of the Company or of fellow employees
13. Leaving the premises during working time (except as required by one’s job) unless authorized by a Manager
14. Performing personal work on Company time without specific permission from a Manager
15. Negligence or carelessness in the performance of one’s assigned duties or in the care or use of company property
16. Leaving one’s work location or visiting areas on the premises away from one’s usual or assigned place of duty without permission of a Manager
17. Behaving in a discourteous manner to a customer
18. Violating any safety rule
19. Disclosing confidential information
20. Sexual or other unwelcome or unlawful harassment
21. Unsatisfactory performance or conduct

VIII. EMPLOYEE CONDUCT & DISCIPLINARY ACTION

Any employee who violates our policies or rules of conduct may receive (1) a documented verbal warning; (2) a written reprimand; or (3) termination. The verbal warning and/or written reprimand may be bypassed and the employee terminated. The Company reserves the right to add to, modify, or eliminate any rule when circumstances require a change.

E. Motor Vehicle Safety Policy (Personal Vehicles)

This Motor Vehicle Safety Policy is not a contractual agreement for employment, a particular position, or the entitlement to any benefit associated with employment with Impact Networking. It is simply intended to outline some of the requirements for the use of motor vehicles in conducting Impact Networking business in an effort to promote the safe use of motor vehicles in conducting said business. It should not be construed, under any circumstance, as a promise or guarantee of continued employment, continued employment in a certain position, or the continued enjoyment of any particular benefit associated with employment with Impact Networking. On the contrary, unless you are a party to a valid, written contract signed by the Chief Executive Officer of Impact Networking, LLC stating otherwise, both you and Impact Networking, LLC are free to terminate the employment at any time, with or without cause.

Impact Networking, LLC reserves the right, within its sole discretion, to modify, suspend, revoke, terminate or change any of the policies, procedures and benefits discussed in this policy at any time.

Policy

Many Impact Networking employees operate personal vehicles as part of their jobs. Employees are expected to operate vehicles safely in an effort to prevent accidents of any type. It is the policy of Impact Networking to strive for a safe working environment to protect our employees and the citizens of the communities where we conduct business. The company considers the use of automobiles part of the working environment. The company is committed to promoting a heightened level of safety awareness and responsible driving behavior in its employees. Our efforts and the commitment of employees will help to prevent vehicle accidents and reduce personal injury and property loss claims. This program requires the full cooperation of each driver to operate his or her vehicle safely and to adhere to the responsibilities outlined in this Motor Vehicle Safety Policy.

Scope

This policy applies to employees who operate personal vehicles on company business.

Personal Vehicles on Company Business

Employees who drive their personal vehicles on company business are subject to the requirements of this policy including, but not limited to, the following:

- Maintain proper auto liability insurance with minimum liability limits of \$100,000 for each person and \$300,000 for each occurrence.

VIII. EMPLOYEE CONDUCT & DISCIPLINARY ACTION

- Maintain the vehicle in a safe operating condition when driven on company business.
- Provide proof of current insurance.
- Maintain an acceptable driving record.
- Refrain from transporting any passengers while using the vehicle for company business unless the passengers are also Impact Networking employees or persons necessary to the company business for which the vehicle is being driven.

Driver Evaluation

Management reserves the right to utilize any information obtained or provided to management by any source, including, but not limited to, the following:

- Review past driving performance and work experience through previous employers' reference checks, if available.
- Review any driving records, including any motor vehicle reports or driver abstracts maintained by applicable governmental entities.
- Verify the employee has a valid driver's license as of the time the employee is hired to perform any company business that will require the use of a personal vehicle.

Driver Qualifications

Impact Networking reserves the right, at its sole discretion, to base decisions on whether individuals are qualified to conduct business that requires the use of a motor vehicle, at least in part, on records obtained by or provided to Impact Networking that reflect moving violation convictions or other convictions. In making this determination, management may consider a variety of types of convictions, or other occurrences, including, but not limited to, the following:

- Driving under the influence of alcohol or drugs (DUI).
- Hit and run.
- Failure to report an accident.
- Negligent homicide arising out of the use of a motor vehicle.
- Operating during a period of suspension or revocation.
- Using a motor vehicle for the commission of a felony.
- Operating a motor vehicle without the owner's authority.
- Permitting an unlicensed person to drive.
- Reckless driving.
- Speeding (multiple convictions within a limited period of time).
- Multiple preventable accidents (within a limited period of time).

Employee/Driver Responsibilities

- Operate any vehicle in a safe manner and in accordance with all applicable laws.
- Maintain the vehicle in a safe operating condition when used for company business.
- Maintain a valid driver's license allowing for the operation of the personal vehicle.
- Wear a seat belt whenever the vehicle is in motion and require all occupants of the vehicle to do the same, whenever the vehicle is used for company business.
- Promptly report to the Human Resources Department all accidents or incidents that occur while the vehicle is used for company business and that result in injury or property damage of any type, regardless of the severity of the damage involved.
- Promptly notify the Human Resources Department of all traffic citations issued during company business and any criminal or traffic convictions at any time.
- To promptly notify the Human Resources Department of any suspensions or revocation of your driver's license.

In conjunction with my employment with Impact Networking; I consent to the release of any and all driving records maintained by any governmental entity to the company and will cooperate with the company executing any authorizations necessary for Impact Networking to obtain said records. I understand that Impact Networking may obtain said records at any time and may utilize said records to evaluate my suitability to fulfill driving duties that may be related to my position with the company. I understand that without a valid driver's license I will not be allowed to drive on Impact Networking business. If driving is an essential job function, and I cannot be reasonably accommodated, I understand that I may be terminated. I also understand that I will be required to provide proof of my current auto insurance.

By signing below, I agree that I read and understood this Motor Vehicle Safety Policy (Personal Vehicles) and agree to satisfy the requirements imposed upon me by this Motor Vehicle Safety Policy.

Employee Name

Date

Employee Signature

Drivers License Number

State

F. Drug and Alcohol Policy

The company is committed to programs that promote safety in the workplace and employee health and well-being. Consistent with the spirit and intent of this commitment, the Company has developed this policy statement regarding the sale, use, possession or distribution of drugs and alcohol to the Company's employees.

Involvement with drugs and alcohol, both on and off the job, can adversely affect job performance, jeopardize the safety of others, and undermine confidence of the company.

A comprehensive drug and alcohol policy is necessary to ensure that the company continues to fulfill its responsibilities to both its employees and its customers. Our goals are to establish and maintain a work environment that is free from the effects of drug and alcohol use.

1. Use, Possession, Transportation, Distribution of Sale. The use, possession, distribution or sale of drugs or alcohol by anyone while on Company premises is absolutely prohibited. In addition, the Company prohibits any employee from being at work under the influence of drugs or alcohol. Violation of these rules by an employee while on Company business or premises will be cause for disciplinary action up to and including discharge and referral to law enforcement agencies where there is a criminal violation
2. "Company Premises" Defined. The terms "Company premises" is used in its broadest sense and includes all land, property, buildings, structures, installations, parking lots and means of transportation owned or leased to the company or otherwise being utilized for Company business. Private vehicles parked on company premises are included within this prohibition.
3. Searches. The Company reserves the right to carry out reasonable search of individuals and their personal effects, including, but not limited to lockers, lunch boxes, purses and private vehicles, if parked on the Company's premises. Such searches may be initiated by the company without prior announcement, but ordinarily will only be conducted when there exists cause to believe a violation of this policy is being or has been committed.
4. Testing for Drugs/Alcohol in System. Blood and/or urine samples or other medical tests may be taken and screened by a laboratory for the presence of drugs or alcohol: (a) whenever an individual's observed behavior raises any questions about his/her physical condition and fitness to perform his or her job; (b) whenever an individual is involved in an on the job accident or injury; or (c) whenever an individual has left work either through layoff, resignation, termination or leave and is about to re-enter the work force. Refusal of any individual to give a blood or urine sample will result in appropriate disciplinary action up to and including termination.
5. Over the counter or Prescribed Medications. Consumption of over the counter drugs or medication prescribed by a licensed medical physician is exempt from the rules set above. However, for safety and health reasons, an employee taking any over the counter or prescription drug or other medication that may affect work performance must inform his/her Manager. If he/she fails to do so, he/she may be disciplined up to and including termination for violating this safety requirement.

6. Reporting Violations. It is each employee's responsibility to immediately report unsafe working conditions or hazardous activities that may jeopardize his/her safety or the safety of fellow employees. This includes reporting any violation of the Drug and Alcohol Policy. An employee who fails to report such a violation may himself be subject to discipline up to and including termination.

G. Solicitation

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

Impact Networking, LLC 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 or work breaks.)

In addition, the posting of written solicitations on company bulletin boards is restricted. These bulletin boards and TV monitors display important information, and employees should consult them frequently for:

- Affirmative action statement
- Employee announcements
- Internal memoranda
- Job Openings
- Organization announcements
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

If employees have a message of interest to the workplace, they may submit it to their Manager for approval. All approved messages may be posted provided they do not interfere with legally required postings.

H. Disciplinary Policy

Impact Networking, LLC is an "at will" employer; however, we may apply progressive discipline as we see fit. Ordinarily the process is as follows:

1. Oral Warning
2. Written Warning
3. Final Warning
4. Termination

Impact Networking, LLC reserves the right to skip steps if deemed necessary.

IX. LIFE THREATENING ILLNESSES

A. Life Threatening Illnesses

Employees with life-threatening illnesses, such as cancer, heart disease, or AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Impact Networking, LLC supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, Impact Networking, LLC will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. Impact Networking, LLC will take all 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.

INTRANET/INTERNET INFORMATION PROTECTION & CONTROL STANDARDS

A. Purpose/Scope

These guidelines set the standards for using appropriate behavior of an Impact Networking employee when using or accessing the Internet/Intranet E-mail. These guidelines apply to all Impact Networking employees. Impact Networking specifically reserves the right to modify, change or discontinue any portion of these guidelines from time to time at its sole discretion. All users should first be familiar with Outlook.

B. Definitions

Cracking – attempting to break into another system on which you have no account and is treated as malicious intent.

C. Behavior Resulting In Disciplinary Action

The following behaviors are examples of actions or activities that can result in disciplinary action. Because all possible actions cannot be contemplated, the list is necessarily incomplete. Thus, disciplinary action may occur after other actions when the circumstances warrant it. Disciplinary actions range from verbal warning to termination; the severity of the miss-behavior governs the severity of the disciplinary action.

- Unauthorized attempts to break into any computer whether it is Impact's or another organization's (cracking.)
- Using Impact's time and resources for personal gain.
- Sending threatening messages.
- Sending racially and/or sexually harassing messages or other messages that violates government regulations or laws.
- Theft or copying electronic files without permission.
- Sending or posting Impact's confidential materials outside of Impact or Posting Impact's confidential materials inside Impact to non-authorized Personnel.
- Refusing to cooperate with a reasonable security investigation.
- Sending messages that could damage the image or reputation of Impact Networking.
- Unauthorized use of a user identification and password of another person or providing third parties with access to Impact's network or computer resources.
- Use of the e-mail system to send chain letters, copies of documents, files or software in violation of the copyright laws or to send or post messages containing sexually explicit images or language that may be construed as a violation of Title VII of the Civil Rights Act of 1964 or any other harassment of others based upon their race, national origin, gender sexual orientation, age, religious beliefs or political beliefs.

INTRANET/INTERNET INFORMATION PROTECTION & CONTROL STANDARDS

- Accessing Internet sites that pander to pornography or whose slant on issues of the day may be offensive to or disparaging to others based upon their race, national origin, gender sexual orientation, age, religious beliefs or political beliefs, without a valid business reason.
- Accessing Internet sites that pander to gambling or gambling-related activities.
- Interference with the legitimate use of Impact's network and resources by other authorized users.
- Copying unlicensed computer programs to or from Impact Networking, LLC owned computers is an infringement on copyright laws and a felony. This activity is prohibited by Impact Networking, LLC and can result in disciplinary action, up to and including termination of employment. Questions regarding proper and legal use of computer programs should be directed to the Operations Manager.

D. Behavior considered Prudent, Good Manners, Etiquette

The following behaviors are recommended for sending Internet/Intranet mail, participating in Internet or Intranet mailing list. Lack of conformance may result in loss of Internet/Intranet access. These guidelines have been learned from a variety of Internet/Intranet guides.

Electronic Mail (e-mail)

The following guidelines cover the sending of electronic mail inside or outside Impact Networking. Internet mail packages are significantly different than our internal Impact Networking mail product. Care should be used particularly when responding to a message or using mailing lists.

MAIL ON THE INTERNET/INTRANET IS NOT SECURE.

Never include in an e-mail message anything that you want to keep private and confidential. E-mail is sent unencrypted and is easily readable. If an email is being sent internally to a co-worker consider the other options: call to discuss or walk over to them to discuss. This will avoid sending confidential information over an email as well as reduce the amount of emails going back and forth.

Be cognizant of any system etiquette. The computer on which you reside may have limitations on disk space usage. Mail takes up space. It is best not to save every message you receive.

Be careful when sending replies; make sure you are sending to a group when you want to send to a group and an individual when you want to send to an individual. It is best to address directly rather than use the reply command.

If an email is being sent internally to a co-worker consider the other options: call to discuss or walk over to them to discuss. This will avoid sending confidential information over an email as well as reduce the amount of emails going back and forth.

INTRANET/INTERNET INFORMATION PROTECTION & CONTROL STANDARDS

When starting an email- be sure to subject the email very clear and direct to the sender.

Be sure to address/close the email with a professional salutation to the recipient(s). Avoid shortening anyones name unless you are certain of their preference. Sending an email in a relaxed nature (externally) may not set the expected tone.

When starting an email- be sure to subject the email very clear and direct to the sender. Be sure to address/close the email with a professional salutation to the recipient(s). Avoid shortening anyones name unless you are certain of their preference. Sending an email in a relaxed nature (externally) may not set the expected tone.

The use of "reply-all" may not be used unless completely necessary. Refrain from the use of "reply-all" to maintain productivity and reduce excess emails being sent in a string. To make sure on both the sender/receiver side that emails are not ignored, disable the reply all function. This can be disabled directly on the email by clicking "Disable Reply All" on the Home tab when responding.

It is important to know whom to remove from an email thread if they do not need to be on it. Along with paying mind to what is appropriate to email.

Include a signature that contains methods by which others can contact you (usually your e-mail address.)

Let senders know you have received their mail, even if you cannot respond in depth immediately. They will need to know their mail has not been lost. Avoid replying all when sending a received or thank you email. Address and respond directly only to the individuals who need to receive the response.

Watch punctuation and spelling. When sending emails externally (anyone other than employee), use black font color and professional font style/size. (i.e., black font size 10-12). Avoid using bright colors to send any business correspondence.

Proofread every message. Mistakes will not go unnoticed by the recipient of the email, do not rely on spell check at all time. Re-read your emails prior to sending. A way to make sure you do not accidentally send an email is to add the email address last, avoid sending an email before it is complete or proofread. Also, make sure to check that you have selected the right recipient.

Remember that the recipient is a human being. Since they cannot see you, they cannot tell when you are joking. Be sure to include visual clues. Convention indicates the use of the smiley face.

DO NOT SEND MESSAGES ALL IN CAPITALS. It looks as if you are shouting.

Also, sparingly include exclamation points. These should be used to convey excitement.

Use capitals for emphasis or use some other symbol for emphasis, i.e. that is what I meant (or) that * is * what I meant.

INTRANET/INTERNET INFORMATION PROTECTION & CONTROL STANDARDS

Internet Mailing List and Usenet News Groups.

All the guidelines covering E-mail apply here as well. Actively disclaim speaking for Impact Networking. Note that if you use an Impact Networking system to post an article, Impact Networking's name is carried along with what you post in (at least) the headers. The "standard" disclaimers attached to many articles are meaningless if the reader finds that article offensive.

Remember that some people have to pay for each byte of data they receive.

Keep messages to the point without being so terse as to be rude.

Obey copyright laws.

Be sure to change your mailing address if your account changes. Do not simply forward your mail from your old account to your new one. This creates a burden on Impact's machines.

As a new member of a group, monitor the messages for a while to understand the history and personality of the group. Jumping right into the discussion can make you look foolish if you have no context.

Do not advertise Impact products. This violates the Internet/Intranet Acceptable Use Policy.

Do not re-post messages without permission.

Avoid cross-posting whenever possible. When it is unavoidable, apologize, especially if the groups seem to have a lot of overlap. Of course, apologize for any mistakes in posting.

If you survey the group, post a summary.

Indicate quoted material.

Do not post any messages anonymously. The Usenet community views this as bad form and system managers are asked to track down offenders. This wastes Impact's time and resources and could be embarrassing to the company.

Make sure the subject of your message is clear in the Subject line.

Before joining lists or monitoring news groups give thought to how much time these activities absorb. Also for Usenet, look at the news announce new users group. It contains good information on getting started.

Be sure to read the FAQs (Frequently Asked Questions) for your group(s).

If provoked, do not send angry messages (flames) without waiting overnight. If you still think a flame is warranted, label your message with "flame on." If you receive a flame, do not go overboard in reaction. Remember that not everyone is as polite as you are.

INTRANET/INTERNET INFORMATION PROTECTION & CONTROL STANDARDS

E. FTP (File Transfer Protocol)

Do not ftp to any machines on which you do not have an account, or which doesn't advertise anonymous ftp services. Random net hunting is not allowed. Observe working hours or posted hours for ftp sites. Most sites request you NOT ftp between their local hours 8-5.

Look locally before typing something from a geographically remote site..

Don't ftp on the off chance you'll "need it someday." Conversely, do not hunt around for "neat stuff" to ftp. If you discover that you do not need what you've typed, delete it. You can always get it again if you discover you do need it.

Observe any posted restrictions on the ftp server.

Use your real username and node as your password on anonymous ftp servers.

F. Remote (Remote connection to another computer over the Internet)

Do not remote to machines on which you have no account, or there is no guest account. Do not attempt to remote deliberately into anonymous ftp servers. Observe any posted restrictions on the machine to which you have remoted. Do not try to remote into miscellaneous ports; use only authorized ports for access. Remote into Impact computers is strictly forbidden.

G. Social Media Policy

Below is a Policy for employees to follow when using social media for personal and professional use—both while at work and outside of work. This policy stipulates what is permissible and what is prohibited with regards to use of social media while at work, and what content is appropriate for Impact-related social media posts whether an employee is in the office or elsewhere.

Purpose

While we recognize that social media is an increasingly important aspect of most people's lives and is accessible at work, we have created this Policy with several purposes in mind. First, it is designed to protect the company and employees from legal risks and liability. Second, we want to ensure that employees maximize their productivity and opportunities for professional growth during the work day.

This Social Media Policy is designed to protect the Impact name, brand, and reputation, as well as company confidential and proprietary information. This Policy will also be used to protect employees from discrimination, harassment, defamatory speech, and other negative behaviors that can be harmful to employees, customers or the company.

Impact Networking reserves the right to post and publish photos of all employees at company events and special occasions.

INTRANET/INTERNET INFORMATION PROTECTION & CONTROL STANDARDS

Improper and inappropriate use of social media will not be tolerated.

- Privacy and harassment policies
- Property rights
- Unauthorized disclosure of company's confidential information

Use of social media outside work is supported and encouraged as a form of freedom of expression. However, when an Impact employee shares Impact-related posts, it is important to remember that he/she does so as a representative of and ambassador for the company. As such, we ask that such posts reflect on the company in a positive way and meet the stipulations of the Social Media Policy provided by Impact.

- Applies to employees
- Participate and post responsibly

Employees are prohibited to:

- Violate IT systems and policies
- Violate company's confidential rights
- Talk negatively about (defame) the company, clients, employees, vendors and suppliers
- Harass or discriminate any other employees or others
- Violate company's privacy policies
- Provide false or misleading information

Employees who fail to follow the Social Media Policy will receive discipline up to and including termination.

Employees should be aware that the company may observe content and/or information that is posted on social media. When posting things on social media, employees should use their best judgement about their post and make sure it doesn't defame the company, other employees, or customers.

If an employee is ever unsure about posting content regarding company information, check with a supervisor, the Human Resources Department, or the Marketing team for approval.

Employees will not be allowed to watch Netflix, YouTube, YouTube Red, Hulu, Vimeo, Amazon Prime Instant Video, Sling, HBO Now, or any other video platforms while at work unless on a lunch break. Keep in mind that there may be IT restrictions when a user is connected to company Wi-Fi.

RECEIPT OF EMPLOYEE HANDBOOK

This form is to be signed by each employee when receiving Employee Handbook.

I have received my copy of Impact Networking, LLC's Employee Handbook. I agree to read and keep my Handbook for future reference and observe all present and future Company Policies, Procedures and Work Rules.

I fully understand that this Handbook is a summary of the Policies and Procedures that currently guide Impact Networking, LLC in its relationship with its employees.

I fully understand and agree that this Employee Handbook is not intended to and does not create an employment contract between Impact Networking, LLC and its employees. The Policies and Procedures contained in this Handbook are not conditions of employment. I further understand that Impact Networking, LLC may revise the Policies and Procedures in this Handbook, in whole or in part, at any time, with or without notice.

Finally, I acknowledge and agree that my employment is not for any specific period of time and that this Handbook does not limit my right or Impact Networking, LLC's right to terminate my employment at any time.

Employee Name (please print)

Employee Signature

Date

E-MAIL MONITORING ACKNOWLEDGEMENT STATEMENT

As an employee of Impact Networking, LLC, I recognize and understand that Impact Networking's e-mail systems are to be used for conducting Impact business only. I understand that use of this equipment for private purposes is strictly prohibited. Further, I agree not to use a password that has not been disclosed to Impact Networking. I agree not to access a file or retrieve any stored communication other than where authorized unless there has been prior clearance by an authorized Impact Networking representative.

I am aware that Impact Networking reserves the right to review, audit, intercept, access and disclose all matters on Impact Networking's e-mail systems at any time, with or without employee notice, and that such access may occur during or after working hours. I am aware that use of an Impact provided password or code does not restrict the company's right to access electronic communications. I am aware that violations of this policy may subject me to disciplinary action, up to and including discharge from employment.

By signing below I acknowledge that I have read and that I understand Impact Networking's policy regarding e-mail.

Employee Name (please print)

Employee Signature

Date

NON-DISCLOSURE AND NON-COMPETE AGREEMENT

This Agreement ("Agreement") is executed as of this _____ day of _____ 2017, by and between Impact NETWORKING, LLC, ("Employer"), and

_____ ("Employee").

In consideration of good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, including but not limited to the employment or continued employment of Employee, the parties hereby agree as follows:

1. Employment

Employee understands and agrees that Employee's employment with Employer is at-will and may be terminated at any time by either Employee or Employer. Nothing in this Agreement nor any subsequent modification or variation hereto shall confer upon Employee any right to continue in his or her employment with Employer or shall interfere with or restrain in any way the right hereby expressly reserved by Employer to terminate Employee's employment at any time for any reason whatsoever, with or without cause, and with or without advance notice.

2. Compensation

The Company agrees to pay and Employee agrees to accept such compensation and Methods of payment and if applicable, provision of other benefits, as may be established by the Company, from time to time, in writing.

3. Employer's Protectible Interest

Employer is in the business of marketing, distributing, servicing, renting, and leasing Copier equipment, facsimiles, software, managed IT and other related products, services and supplies. Employee acknowledges that (a) the identity and particular needs of Employer's customers are not generally known in the industry; (b) Employer has a proprietary interest in its customer information, including customer lists and marketing/pricing strategy; (c) documents and other information regarding Employer's sales methods, pricing and costs, as well as information pertaining to Employer's customers, including, but not limited to identity, location, service requirements, the nature and extent of contracts between Employer and its customers, and charges to the customers are highly confidential and constitute trade secrets; and (d) Employee will have access to all of the foregoing in the course of and as a result of his employment with Employer.

4. Confidential Information

(a) "Confidential information" as used herein means any information about Employer, its affiliates and customers that is not available to the general public, including but not limited to, the documents and information referred to in Paragraph 3 (c) above, other trade secrets, proprietary information, operational and financial data, product and process specifications and related costs, price and sales information, marketing methods, systems and procedures, data bases, computer programs and

NON-DISCLOSURE AND NON-COMPETE AGREEMENT

other computerized information, employee qualifications, salaries and resumes, other business relationships and any other information, written or unwritten, which is used in the business of Employer, its affiliates or customers, which gives Employer or its affiliates an opportunity to obtain an advantage over competitors of Employer. Confidential information is owned and will continue to be owned by Employer. Further, confidential information is specialized, unique in nature and of great value to Employer and gives Employer a competitive advantage. Disclosure of such confidential information would be highly prejudicial to Employer. Employee will have access to and become familiar with confidential information.

(b) During Employee's employment and following the termination thereof, Employee will not divulge to any person, firm or corporation, or use for his or her own benefit, and confidential information, except (i) for use in the course of the Employee's regular authorized duties on behalf of Employer or otherwise with Employer's express written consent; (ii) to the extent that any such information is in or becomes part of the public domain other than as a result of Employee's breach of this Agreement; or (iii) of the preceding sentence, Employee shall promptly, but in no event more than forty-eight (48) hours after learning of such subpoena, court order, or other government or legal process, notify Employer, by personal delivery or by facsimile transmission, email, confirmed by mail, and shall (A) take all reasonably necessary steps requested by Employer to defend against the enforcement of such subpoena, court order or other government or legal process; and (B) allow Employer to intervene and participate with counsel of its choice in any proceeding relating to the enforcement thereof.

5. Documents

(a) Under no circumstances shall Employee remove from Employer's office any figures, calculations, Formulas, letters, papers, software, abstracts, summaries, drawings, blueprints, diskettes or any other documents or tangible materials, or copies thereof, which contain or embody any confidential information of Employer, except for use in the course of Employee's regular authorized duties on behalf of Employer and with Employer's prior consent. Further, Employee shall not make copies of any figures, calculations, formulas, letters, papers, software, abstracts, summaries, drawings, blueprints, diskettes or any other documents or tangible materials containing confidential information for use outside of Employer's office, except as specifically authorized by Employer.

(b) At any time upon Employer's request and, in any event; upon termination of Employee's employment with Employer, Employee will immediately deliver to Employer all data, specifications, lists, memoranda, notes, correspondence, writings, records, reports, manuals, drawings, computerized information, disks, and diskettes, blueprints, credit cards, software, customer and products lists, photographs, microfilm, tape recordings, and all other documents or tangible materials whatsoever, including all copies or duplicates, concerning any part of Employer's activities as Employer's employee, regardless whether such papers, documents or things contain confidential information or trade secrets. All such documents and tangible materials, and copies or duplicates thereof, including Employee's own notes, are Employer's property, which is only entrusted to Employee on a temporary basis.

NON-DISCLOSURE AND NON-COMPETE AGREEMENT

6. Non-Compete

(a) Non-Competition with Impact NETWORKING, LLC Employee expressly covenants and agrees that during the term of employment with Employer and for a period of eighteen (18) months immediately following termination of such employment, regardless of whether the termination is initiated by Employer or Employee, at any time for himself or on behalf of any other person, firm, partnership, or corporation, Employee will not, in or within the geographic area in which Employee was assigned and /or worked during the immediate twelve (12) months prior to Employee's termination, offer for sale, or solicit the sale of products or services similar to those sold by Employer.

7. Non-Solicitation of Customers

During Employee's employment with Employer and for a period of eighteen (18) Months after termination of Employee's employment, regardless of whether the termination is initiated by Employer or Employee, Employee will not, either for himself or on behalf of any other person, firm, partnership or corporation, solicit, divert, call upon, take away, or attempt to take away, any of Employer's customers for the purpose of selling or attempting to sell, directly or indirectly, any products or services the same as, or competitive with those sold by Employer. For purposes of this Agreement, "Employer's customers" shall mean the customers with whom Employee had contact during the twenty-four (24) month period preceding the date of termination of Employee's employment.

8. Non-Solicitation of Employees

During Employee's employment with Employer and for a period of eighteen (18) months after termination of Employee's employment, regardless of whether the termination is initiated by Employer or Employee, Employee will not, either for himself or on behalf of any other person, firm, partnership or corporation, solicit, recruit, or employ or offer to employ any employee of Employer in any business the same as, or competitive with the business of Employer.

9. Enforcement

(a) Reasonableness of Restrictions

Employee acknowledges that: (i) This Agreement has been specifically bargained between the parties and reviewed by Employee and (ii) The covenants made by and duties imposed upon Employee hereby are fair, reasonable and minimally necessary to protect the legitimate business interests of Employer, and such covenants and duties will not place an undue burden upon Employee's livelihood in the event of termination of Employee's employment by Employer and the strict enforcement of the covenants contained herein.

(b) Irreparable Harm

Employee acknowledges that any breach of this Agreement will cause substantial and irreparable harm to Employer for which money damages would be an inadequate remedy.

NON-DISCLOSURE AND NON-COMPETE AGREEMENT

(c) Extension of Covenants

In the event of the violation by Employee of any one or more of the covenants contained in Paragraphs 6 through 8, it is agreed that the terms of each such covenants so violated shall be automatically extended for a period of eighteen (18) months from the date on which Employee permanently ceases such violation or for a period of eighteen (18) months from the date of the entry by a court of competent jurisdiction of a final order or judgment enforcing such covenant(s), whichever period is later.

(d) Injunctive Relief

Employee agrees that in the event of any breach of the restrictive covenants contained herein, Employer shall be entitled to obtain, from any court of competent jurisdiction, immediate injunctive and other forms of equitable relief to restrain such breach without the necessity of posting bond. Employee waives any objection to Employer obtaining injunctive relief as provided in this paragraph. Injunctive relief as provided in this paragraph shall be in addition to any rights to damages and any other rights or remedies available to Employer at law, in equity or by statute.

(e) Attorneys' Fees

Employee understands and agrees that he or she will be liable to pay all costs, including reasonable attorneys' fees, which Employer may incur in enforcing, to any extent the provisions of this Agreement, whether or not litigation is actually commenced and including litigation of any appeal taken or defended by Employer in any action to enforce this Agreement.

(D) Judicial Modification

The parties have attempted to limit Employee's right to compete only to the extent necessary to protect Employer from unfair competition. The parties recognize, however, that reasonable people may differ in making such a determination. Consequently, the parties hereby agree that, if the scope or enforceability of the restrictive covenants herein is in any way disputed at any time, a court or other trier of fact may modify and enforce the covenants to the extent it believes to be reasonable under the circumstances existing at that time.

10. Entire Agreement

This Agreement contains the entire understanding and the full and complete agreement of the parties and supersedes and replaces any prior understandings and agreements among the parties, with respect to the subject matter hereof.

11. Amendment

This Agreement may be altered, amended or modified only in writing, signed by both of the parties hereto.

NON-DISCLOSURE AND NON-COMPETE AGREEMENT

12. Assignability

This Agreement and the rights and duties set forth herein may not be assigned by Employee, in whole or in part. This Agreement shall be binding on and inure to the benefit of each party and such party's respective heirs, legal representatives, successors and assigns.

13. Severability

If any court of competent jurisdiction determines that any provision of this Agreement is invalid or unenforceable, then such invalidity or unenforceability shall have no effect on the other provisions hereof, which shall remain valid, binding and enforceable and in full force and effect, and such invalid or unenforceable provision shall be construed in a manner so as to give the maximum valid and enforceable provision shall be construed in a manner so as to give the maximum valid and enforceable effect to the intent of the parties expressed therein.

14. Waiver of Breach

The waiver by either party of the breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by either party.

15. Governing Law; Construction

This Agreement shall be construed as a whole according to its fair meaning. It shall not be construed strictly for or against Employer or Employee. Headings included in the Agreement are for convenience only and are not intended to limit or expand the rights of the parties hereto. References to Paragraphs herein shall mean paragraphs of the text of this Agreement, unless otherwise indicated. This Agreement shall be governed by the laws of the State of Illinois. IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year written above.

EMPLOYER: Impact Networking, LLC

By _____

Date _____

EMPLOYEE:

Employee Name (Print)

Employee Signature

Date

ANTI-HARASSMENT POLICY

A. Firm's Statement of Philosophy

Impact Networking, LLC is proud of its tradition of a collegial work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. At Impact Networking, LLC harassment based on a person's protected characteristics, whether verbal, physical, or environmental, is unacceptable and will not be tolerated. Protected characteristics include race, color, religion, national origin, gender, age, disability, military service, marital status, ancestry, sexual orientation, familial status or other characteristics protected by law.

B. Definition of Harassment

Derogatory, stereotypical, or other potentially offensive conduct related to a person's protected characteristic is prohibited by this policy. Examples include jokes or comments about protected groups, visual or graphic material relating to a protected category, or unwarranted attention focused on a protected category. The terms of each employee's employment are not to be affected by his/her protected characteristics or another person's view of such protected characteristics.

For purposes of this policy, sexual harassment is defined as unwelcome or unwanted conduct of a sexual nature (verbal or physical) when: (1) submission to or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, promotion or other aspects of employment; or (2) this conduct substantially interferes with an individual's employment or creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions, verbal abuse of a sexual nature, graphic, verbal commentary about an individual's body, sexual prowess or sexual deficiency, leering, whistling, touching, pinching, assault, coerce sexual acts or suggestive insulting, obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures.

This behavior is unacceptable in the workplace itself and in other work related settings such as business trips, and business-related social events.

C. Individuals Covered Under the Policy

This policy covers all employees. Impact Networking, LLC will not tolerate, condone or allow harassment, whether engaged in by fellow employees, supervisors, partners or by outside clients, or other non-employees who conduct business with Impact Networking, LLC. Impact Networking, LLC encourages reporting of all incidents of harassment which may violate this policy, regardless of whom the offender may be.

ANTI-HARASSMENT POLICY

D. Reporting a Complaint

While Impact Networking, LLC encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, Impact Networking, LLC also recognizes that status disparities between an alleged harasser and a target may make such a direct communication difficult. In the event that such informal, direct communication between individuals is either ineffective or not undertaken, the following steps should be followed in reporting a harassment complaint.

1. Notification of Appropriate Staff

Individuals who believe that they have been subjected to or witnessed harassment in violation of this policy should report the incident to any member of the staff listed below:

Supervisor
Director of Human Resources

An individual may choose to report the complaint to his/her supervisor. However, if the alleged offender is the individual's immediate Supervisor, the complainant should report the incident to another supervisor, Director of Human Resources. All harassment complaints will then be reported to the EEO Officers and Director of Human Resources.

In the event that an individual believes that they have been subjected to or witnessed harassment and wishes to report it outside of business hours (i.e., on weekends or while out of town on a business trip), he or she may call the Director of Human Resources and leave a message at (847) 473-7160.

2. Description of Misconduct

An accurate record of objectionable behavior or misconduct is needed to resolve a complaint of harassment.

Verbal reports of harassment must be reduced to writing by either the complainant or the EEO Officers and be signed by the complainant. Individuals who believe they have been or are currently being harassed (or have witnessed harassment of others) should maintain a record of objectionable conduct in order to effectively prepare and corroborate their allegations. While Impact Networking, LLC encourages individuals to keep written notes in order to accurately record offensive conduct or behavior, Impact Networking, LLC hereby notifies all employees that, in the event that a lawsuit develops from the reported incident, the complainant's written notes may not be considered privileged information, and therefore, such confidential notes may be accessible to others.

ANTI-HARASSMENT POLICY

3. Time Frame for Reporting Complaint

Impact Networking, LLC encourages prompt reporting of complaints so that rapid response and appropriate action may be taken. However, no limited time frame will be instituted for reporting harassment complaints. Late reporting of complaints will not in and of itself preclude Impact Networking, LLC from taking remedial action.

4. Protection Against Retaliation

Impact Networking, LLC will not in anyway retaliate against an individual who makes a good faith report of harassment nor permit any partner or employee to do so. Retaliation is a serious violation of this harassment policy and should be reported immediately. An employee who believes he/she has suffered or witnessed retaliation for reporting a possible violation of this policy should be reported immediately to any of the management members listed in Section D.1. above. Any person found to have retaliated against another individual for reporting harassment will be subject to the same disciplinary action provided for harassment offenders.

E. Investigation

1. Confidentiality

Any allegation of harassment brought to the attention of the aforementioned staff member of Impact Networking, LLC will be promptly investigated in a confidential manner so as to maximize the privacy of the individuals involved. Confidentiality will be maintained throughout the investigation process to the extent practical and appropriate under the circumstances. The complaint will be disclosed to the extent necessary to those individuals with a legitimate need to know in order to conduct an adequate investigation.

F. Resolving the Complaint

Upon completing the investigation of a harassment complaint. Impact Networking, LLC will communicate its findings and intended actions to the complainant and alleged harasser. If the investigator, together with the appropriate review committee, finds that harassment occurred, the harasser will be subject to appropriate disciplinary procedures. The complainant will be informed generally that the disciplinary action was taken.

If the investigator, together with an ad hoc review committee, determines that no definitive conclusion can be reached that harassment occurred, this finding will be communicated to the complainant in an appropriately sensitive manner.

ANTI-HARASSMENT POLICY

In the event that no resolution satisfactory to both parties can be reached based upon the initial investigation, the matter will be referred to an ad hoc committee for a second look. The dissatisfied individuals should submit his or her written comments in a timely manner to the Director of Human Resources who will then provide the materials to the ad hoc review committee.

1. Sanctions

Individuals found to have engaged in misconduct constituting harassment in violation of this policy will be disciplined, up to including discharge. Appropriate sanctions will be determined by the ad hoc review committee and EEO Officers. In addressing incidents of harassment, Impact Networking, LLC response at a minimum will include reprimanding the offender and preparing a written record. Additional action may include: referral to counseling, withholding of a promotion, reassignment, temporary suspension without pay, or termination.

Although the firm's ability to discipline a non-employee harasser (e.g., clients or vendor) is limited by the degree of control, if any, that Impact Networking, LLC has over the alleged harasser, any employee or partner who has been subjected to harassment should file a complaint and be assured that action will be taken.

G. Conclusion

Impact Networking, LLC developed this anti-harassment policy to insure that all its employees and partners can work in an environment free from harassment. Impact Networking, LLC will make every effort to insure that all its personnel are familiar with the policy and know that any complaint received will be thoroughly investigated and appropriately resolved.

**I HAVE RECEIVED AND FULLY UNDERSTAND THE Impact NETWORKING, LLC
ANTI-HARASSMENT POLICY.**

Employee Name (Print)

Employee Signature

Date

PROPER USE OF BUSINESS EQUIPMENT

The computers and software that are utilized by staff are owned by the company and are intended to be used for business purposes. Utilizing these resources for informal or personal purposes is permissible only when it is congruent with company policy and does not adversely affect productivity. Employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

The use of electronic communications is a privilege, not a right. This privilege may be revoked at any time for abusive conduct. Additionally, employees violating this policy may be subject to discipline, up to and including termination. Such conduct includes, but is not limited to:

- Any sports pools or wagering of any kind.
- The placing of unlawful or unauthorized information on a system
- The unauthorized or excessive use of the Internet (for non-business purposes)
- Any use of instant messaging (for non-business purposes), computer games or downloading music
- The use of abusive or otherwise objectionable language in either public or private messages
- Communications that contain hostile, degrading, sexually explicit, or otherwise offensive references to people based on their sex, race, nationality, religion, age, color, disability status, sexual orientation, or other protected status
- The sending of "chain letters", jokes, solicitations or offers to buy or sell goods, or other non-business material of a trivial or frivolous nature
- Blogging (including but not limited to working on an employee's personal blog or spending work time on others' blogs (for non-business purposes)
- Employee may not install additional programs to the Computer without the written permission of Company. Computer software is governed by the same protective copyright as that of printed materials. That is, you cannot make copies of software without the express consent of the authors or without paying for licensing covering the use of the software. Unauthorized use of software is a serious offense and costs companies many thousands of dollars in fines, license fees and audits. Company makes every effort to ensure the currency of all of its software license agreements.
- Employee shall return the Computer upon his or her termination of employment, or at any time upon the request of Employee's supervisor. In the event that Employee loses the Computer or fails to return it promptly upon his or her termination of employment or upon the request of Employee's supervisor, Employee agrees to pay Company in the determined amount owed for a laptop and for an iPad to reimburse Company's cost in replacing the Computer and any additional legal fees.

Any other types of use which would cause congestion of the networks or otherwise interfere with the work of others.

PROPER USE OF BUSINESS EQUIPMENT

Email and Internet messages that are sent and received via the company's email system are public communication and remain the property of the company. Such communications should not be considered "private" by employees. The company reserves the right to access and monitor all messages on the company's email system as the company deems necessary and appropriate. There is no expectation of privacy within any of the company's electronic communication systems. The contents of an employee's email may be inspected as part of routine monitoring by the company or in the course of an investigation triggered by indications of impropriety. All communication, including text and images, may be disclosed by the company to law enforcement authorities or other third parties without the prior consent of the sender or receiver of such information.

Employee Name (Print)

Employee Signature

Date

RTA REQUEST FORM

Regional Transportation Authority (RTA) Policy: Chicago Public Transit Impact Networking provides employees a voluntary transit program choice of nontaxable transit benefits under Internal Revenue Service (IRS) Code Section 132(f). The Regional Transportation Authority Benefits Plan (RTA) allows eligible employees to set aside a portion of their pay toward qualified transit agency expenses.

Enrollment

All full-time, employees are eligible for the plan. To enroll, an employee must complete and submit the Transit Benefit Plan Enrollment and Change Form, available from human resources/Infocenter. Enrollment will be effective the first of the month following correct completion and submission of the enrollment form before the 10th of the prior month (Ex: Turn in form before November 10th, 2017 for benefits to be effective December 1, 2017).

Maximum Benefit Amounts

The company provides employees the maximum amounts per month established annually by the IRS. Again this benefit is voluntary, and the employees are responsible for the costs and fees associated with the RTA card. For the year 2017-2018, the maximum is \$255.00 per month for RTA. There is a \$1.50 post-tax processing fee per month that employees are responsible for in addition to the \$255.00 pre-tax amount. Mass transit includes bus, subway, train and ferry for personal use when commuting to work.

Benefit Deduction Schedule

The maximum pre-tax amount of \$255.00 can either be deducted in one lump sum, or split across the two pay periods prior the effective benefit month. Any amount beyond the \$255.00 amount will be a post-tax deduction on the employees check. Any amounts unused by employee will rollover into the next benefit month.

RTA Request Form

To receive the transit benefit, an employee is required to complete and submit the RTA Request Form by the 9th of the prior effective benefit month. In event of termination, the card will be canceled for future benefit months following date of termination (Ex: Termination date of 12/11/2017, benefits run through January and will cancel for February). Any remaining amounts will rollover to the following month.

RTA Change Request

To make changes to or to cancel the plan, an employee must complete and submit the RTA Benefit Change form, at least 10 business days prior to the first of the month. Any change will be effective the first of the month following correct completion and submission of the form.

☐ If you are taking RTA Transit Benefit: Check this box

Check box below to select deduction amount and pay schedule.

Remember any amount over \$255.00 maximum will be deducted as a post-tax deduction.

- 1.) ☐ \$255.00 (Pre-tax deduction) ☐ More than \$255: Amount needed: \$ _____
2.) ☐ 1 payment on 15th OR ☐ 2 payments: One on the 15th & One on the last of the month

Employee Name (Print)

Employee Signature

Date



866 • 652 • 0082

IMPACTMYBIZ.COM

ILLINOIS

Corporate Headquarters

Administration, Sales, Service, Training
Facility & Technology Showroom
13875 West Boulton Boulevard
Lake Forest, Illinois 60045

Lake Forest

Distribution Center, Warehouse,
Assembly, Scanning & Parts Facility
13860 West Boulton Boulevard
Lake Forest, Illinois 60045

Chicago - Loop

Sales, Service & Technology Showroom
150 North Michigan Avenue
Suite 2110
Chicago, Illinois 60601

Chicago - Fulton Market

Design & Implementation Center
311 North Aberdeen Street
Suite 100A
Chicago, Illinois 60607

Darien

Sales, Service & Technology Showroom
7955 South Cass Avenue
Darien, Illinois 60561

Peru

Sales, Service, Technology Showroom &
Copy Center
2901 Peoria Street
Peru, Illinois 61354

Rockford

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Rockford, Illinois 61107

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