



## **Employee Handbook**

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## **Introduction**

### **Welcome**

Welcome to GenUI. We wish to make your employment rewarding, fun, fair, and flexible. Our human resources policies are aimed to support this, and to create an environment of well-being, happiness and productivity.

You should know we are here to answer any questions you may have as well as to support you throughout your career at GenUI, so please connect with us at any time!

### **Company Vision**

It's our privilege to live in a time when we have so much opportunity to be creative, with unprecedented access to knowledge, and to powerful tools we can use to make things and build value in the world. GenUI is a company that exists in order to support our outstanding people in their careers as technology leaders, product visionaries, and software engineers. By creating a rich environment and highly supportive community of talented people, we can accomplish the most impactful and meaningful projects while continually working to improve our own abilities, the abilities of our colleagues, and the capabilities of our company.

Technology is changing rapidly, creating new possibilities as rapidly as it is making old ways obsolete. The fundamental need that everyone has in the face of all this change is leadership. Those with the deepest understanding of the way the world is changing and the meaning of the changes are those who can have impact. At GenUI, we work in collaboration with one another, constantly learning from and mentoring one another in order to advance our leadership. As engineers, as product designers, and as consultants, everyone in our company is in the business of leadership - developing it together and providing it to customers who have such an important need to be led.

As leaders in the ongoing process of technology disruption, creative destruction, and the birthing of new ideas, we have the opportunity to choose our work - and to select for projects that will have the greatest positive impact on the world. As a company, we make the conscious effort to seek out and devote our talents to the ideas that can make a difference, and to making our work safe and sustainable across all time spans.

Our vision is of our workplace as a highly rewarding, collaborative, and supportive community - a community that includes our employees and customers alike.

### **Professional Values**

#### **Don't go it alone.**

*The challenges of innovation must be met as a team.*

#### **Solve the essential problem first.**

*Because everything else will follow.*

#### **Measure what matters.**

*To align all of our efforts toward intended results.*

**Validate early and often.**

*The only way to know if our assumptions match reality is to test them.*

**Create safety for others.**

*We have to feel safe to risk innovation.*

**Practice empathy.**

*We can solve bigger problems when we think beyond ourselves.*

**Value our differences.**

*The more perspectives, the better.*

**Always be growing.**

*Because we have to improve ourselves to improve the world.*

**Do what you love.**

*It will be your best work.*

**Do stuff that matters.**

*Life is short.*

This handbook has been prepared to inform new employees of the policies and procedures of GenUI. It is not all inclusive or intended to provide strict interpretations of our policies; rather, it offers an overview of the work environment. This handbook is not a contract, expressed or implied, guaranteeing employment for any length of time and is not intended to induce an employee to accept employment with the company.

This handbook supersedes and replaces any and all policies and procedures previously distributed, made available or applicable to employees.

State, local, and federal employment laws change with some frequency, either as a result of a judicial decision or new legislation or regulations. As we expand into multiple states within the United States, we will seek to monitor the laws in all states where we have employees, however, our Handbook may not always reflect the very latest requirements. We are, of course, committed to complying with all applicable laws. If you have specific questions, please contact HR.

## **Fair Employment Practices**

### **Equal Employment Opportunity**

GenUI is an equal opportunity employer. Employment decisions are based on business needs and relevant factors including job performance, experience, qualifications, and abilities. GenUI will not discriminate in recruiting, hiring, training, promotion, transfer, compensation, termination, retirement or any other term or condition of employment based on race, color, sex, national origin, religion, age, disability, gender identity or expression, marital status, pregnancy, sexual orientation, political affiliation,

union membership, or veteran status if the employee can perform the essential functions of the job, with a reasonable accommodation if necessary.

Any employee who is aware of discriminatory conduct or who has any concern about a possible violation of this policy has a responsibility and should immediately report the conduct or concern to your manager or HR.

### **Reasonable Accommodations**

GenUI recognizes that employees with physical, sensory or mental conditions that significantly limit their major life activities may need reasonable accommodations to enable them to perform their essential job functions. The company may make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship to the company. Any employee who believes that they need reasonable accommodation should notify their manager, although the need for accommodation is determined on a case-by-case basis, generally GenUI and the employee engage in an interactive process.

This process may require input from the employee's healthcare provider to confirm the existence of a disability and its limitations in the workplace and to explore reasonable accommodations. The employee has an obligation to cooperate with the company in this process, which may include authorizing the company to communicate with the employee's healthcare provider concerning the employee's condition, any limitations and possible accommodations.

If you are pregnant, you may request a reasonable accommodation of your condition upon presentation of a doctor's written certification attesting that the accommodation request is upon the doctor's advice. Such an accommodation may include, but is not limited to, a transfer to a less strenuous or hazardous position, or additional time off beyond the Pregnancy Disability Leave. If such a transfer can be reasonably accommodated, you will be transferred for the duration of your pregnancy. However, the Company will not undertake to create additional employment that the Company would not otherwise have created to meet its own business needs, nor will the Company be required to discharge any employee, transfer any employee with more seniority than the pregnant employee, or to promote any employee who is not qualified to perform the job. Upon transfer, you will receive the salary and benefits which are regularly provided to employees in the position to which you have been transferred.

Employees who wish to express breast milk at work may request a reasonable accommodation to do so. While the specific type of accommodations provided may vary depending on the Company's size and location, generally we will provide a private location other than a bathroom in close proximity to the employee's work area. The room or location will be safe, clean and free of hazardous materials, will contain a surface to place a breast pump and personal items, will contain a place to sit, and will have access to electricity. The Company will also provide access to a sink with running water and a refrigerator or cooling device for storing milk in close proximity to the employee's workspace. The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk each time the employee has a need to express milk. Employees may request a lactation accommodation by contacting Human Resources, preferably in writing. If for some reason the Company is unable to provide the employee with accommodations in accordance with this Lactation Policy, it will provide the employee with a written response.

## **Harassment Prevention**

GenUI is committed to a work environment free from comments or actions by anyone that may create an offensive or hostile work environment for any employee because of the employee's race, creed, color, religion, national origin, sex, marital status, age, physical or mental disability, sexual orientation/gender identity or expression, pregnancy, veteran or military status, marital status, citizenship, medical condition (cancer-related or genetic characteristic )or any other characteristic protected by law.

"Gender Expression" means a person's gender-related appearance or behavior, whether or not stereotypically associated with the person's sex at birth. "Gender identity" means a person's identification as male, female, a gender different from the person's sex at birth, or transgender. "Sex" includes, but is not limited to, pregnancy; childbirth; medical conditions related to pregnancy, childbirth, or breastfeeding; gender identity; and gender expression. "Transgender" is a general term referring to a person whose gender identity differs from the person's sex assigned at birth. A transgender person may or may not have a gender expression different from social expectations of the sex assigned at birth. A transgender person may or may not identify as "transsexual." "Race" includes a person's ancestry, color, ethnic group identification, ethnic background, and the natural hairstyles associated therewith, including dreads, twists, locks, and afros.

## **Definitions of Harassment**

Harassment is conduct that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes physical contact, unfounded assumptions, epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via email, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Sexual harassment is harassment that is unwelcome and sexual in nature. It includes unwelcome sexual advances, requests for sexual favors, graphic verbal or written comments about an individual's sex life or body, sexually degrading words used to describe an individual, or other visual, verbal, or physical conduct of a sexual nature. It also includes harassment based on a person's gender, including pregnancy, childbirth, and related medical conditions. Sexual harassment may also include excessive, one-sided romantic advances, such as requests for dates, love notes, gifts, phone calls, and emails. The recipient of the action defines an "unwelcome advance," and such definitions must be respected by all individuals affiliated with GenUI.

## **Individuals and Conduct Covered**

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to the Company (e.g., an outside vendor, contractor,



consultant or customer) including individuals of the same gender. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

### **Investigative Process**

Employees who believe themselves to be victims of harassment or who are aware of harassment should immediately report the situation to their manager, HR, or other management.

GenUI will promptly investigate complaints or reports of harassment. The investigation will be conducted, and complaints handled in a confidential manner to the extent realistically feasible. When warranted by the investigation, GenUI will take immediate and appropriate corrective action. Such action may include disciplinary action against the offender(s), which may range up to and include dismissal, depending on the severity of the conduct as assessed by GenUI.

No retaliation will be permitted against an employee who registers a complaint or reports a harassment incident, or against any employee who provides testimony as a witness or who otherwise provides assistance to any complaining or reporting employee, or who provides assistance to GenUI in connection with the investigation of any complaint or report.

After appropriate corrective action to resolve a complaint or report of harassment, GenUI may make follow-up inquiries after an appropriate interval to ensure that the harassment has not resumed, and retaliation has not been suffered. However, victims and witnesses are not required to wait for follow-up. If harassment resumes or retaliation occurs, the victim or witness is encouraged to contact your manager or HR immediately so GenUI may promptly and effectively act.

If you are located in California and you believe that the above procedure has not resolved a complaint of discrimination or harassment, you may contact the California Department of Fair Employment and Housing (DFEH) at (800) 884-1684 to determine the location of the branch of the DFEH that is nearest to you to file a claim within three (3) years of the date that the discrimination and/or harassment occurred. The DFEH serves as a neutral fact finder and will attempt to assist the parties to voluntarily resolve their dispute. In the event that the DFEH is unable to obtain voluntary resolution and finds that discrimination and/or harassment has occurred, the Fair Employment and Housing Commission (FEHC) may hold a hearing and award reinstatement, back pay and monetary damages. No action will be taken against you in any manner for filing a complaint with, or otherwise participating in an investigation, proceeding or hearing conducted by the DFEH or the FEHC with respect to discrimination or harassment.

### **Human Trafficking Prevention**

GenUI strictly prohibits employees and contractors from engaging in human trafficking-related activities. These activities include engaging in sex trafficking, procuring commercial sex acts (even if this practice is legal in the jurisdiction where it transpires), using force, fraud, or coercion to subject a person to involuntary servitude, or obtaining labor from a person by threats of serious harm to that person or another person, among others. Any forms of forced labor are prohibited, including indentured labor, bonded labor, or any other form of forced labor.

GenUI also prohibits employees and contractors from engaging in practices relating to trafficking in persons, including:

- Destroying or otherwise denying access to an employee's identity or immigration documents
- Using misleading or fraudulent practices to recruit employees, such as failing to disclose key terms and conditions of employment
- Failing to use recruiters, employment agencies and recruiting companies that are trained and which comply with international standards, local labor laws of the countries in which the recruitment takes place, or Microsoft requirements, whichever are stricter
- Charging employees or contractors recruitment fees
- Not providing fair compensation for all employees and contractors which meets the legal minimum standards as required by local law
- Failing to provide return transportation to foreign nationals who are not nationals of the country in which the work is taking place and who are recruited and who migrate from their home country to another country for the specific purpose of working for GenUI
- Providing housing that fails to meet host country standards
- Failing to provide an employment contract or work document where required by law
- Requiring employees and contractors to work more than the maximum hours as set by international standards, local and national laws, or Microsoft requirements, whichever is most restrictive

GenUI will take appropriate disciplinary action for violations of these rules, up to and including discharge of employees and contractors. GenUI must cooperate fully with the U.S. Government or other appropriate governmental authorities in audits or investigations relating to such violations. Employees of GenUI are required to cooperate in any internal or external investigation of suspected wrongdoing under this policy.

GenUI will treat all employees and contractors with dignity and respect and ensure freedom of association and right to collective bargaining.

### **Mandatory Reporting Requirements and Non-Retaliation**

Employees having knowledge of credible information concerning actual or potential violations of this policy must report them immediately. Timeliness of reporting any suspected violation is critical as the U.S. Government has imposed an especially stringent reporting obligation when there is credible information of violations. Failure to report actual or potential illegal behavior or actual or potential violations of this policy may also subject employees to disciplinary action, up to and including termination of employment.

Employees should immediately report any possible violations of this policy to their manager, HR, or other management. When making a report, employees are encouraged to share as much information as possible so that appropriate action can be taken.

GenUI does not tolerate retaliation or threats of retaliation against anyone who raises a concern under this policy or who assists with an internal or governmental audit or investigation. Any employee who engages in retaliation or threats of retaliation will face disciplinary action, which could include termination of employment.

## **Employment**

### **Employment at Will**

We hope you will have a productive and rewarding employment relationship with us. Nonetheless, employment separations occur, and you should understand that your employment with us is “at will”. Just as you are free to resign at any time, we reserve the right to discharge you at any time, with or without cause or advanced notice, and without compensation except for time worked. You should understand that at-will employment is not a policy that is particular to our company. It is the law in the State of Washington as well as most other states across the country.

Nothing in this handbook or that is said or written any place else should be construed as a promise of permanent employment, of employment for any specific length of time, of discharge only for cause, or of a right to any particular corrective action or discharge procedures.

### **Immigration and Employment Eligibility**

GenUI is required by federal immigration laws to verify the identity and work authorization of all new employees. Documentation that shows each person's identity and legal authority to work must be inspected. Each new employee must also attest to their identity and legal authority to work on an I-9 Form provided by the federal government's Department of Homeland Security.

All offers of employment with GenUI are conditioned upon furnishing evidence of identity and legal authority to work in the United States in compliance with the federal law. Providing falsified documents of identity and eligibility to work in the United States will result in cancellation of your consideration for employment or dismissal if employed. Every rehired employee must also satisfy this requirement. It is the employee's responsibility to ensure that the work authorization on file is current. Inability to provide renewed authorization on or prior to the expiration date of the original document will result in the employee's immediate termination.

### **Background Checks**

GenUI is committed to providing a safe and productive environment for its employees and customers and has established hiring guidelines to ensure that we select employees who support our mission. It is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the Company. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and anti-discrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check leads the Company to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to explain or correct the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment. A legitimate business reason to deny a job based on a criminal record is required.

### **Open Door Policy**

We want to maintain an open and direct relationship with our employees. If you have a work-related complaint, concern, or problem of any kind, we would welcome the opportunity to discuss it with you and attempt to resolve it. If you would like to do so, please bring it to the attention of your immediate manager or any other member of management with whom you feel comfortable.

### **Employee Files**

GenUI maintains employee files for each employee. It is important to keep employee files up-to-date. Please ensure that we have accurate and current information regarding:

- Legal name
- Home address
- Home telephone number
- Contact person in case of emergency
- W-4 exemptions
- Work authorization status

Upon experiencing a family status change (i.e. marriage, divorce, birth/adoption of a child), please notify HR promptly.

If you wish to view your file, you may make an appointment with HR. The company will not release information contained in an employee's file to other employees or outside agencies, except as required by law, or whereby authorized by the employee in writing and in compliance with pertinent rules and regulations as indicated by applicable state law.

If you are located in California, The Company has certain responsibilities under the California Consumer Privacy Act (CCPA) with respect to the personal data it collects, maintains and stores about you. Just as the Company expects you to adhere to the confidentiality policies stated in our documents and policies regarding the Information of the Company and its customers, vendors, and suppliers, the Company is committed to maintaining protections for your personal information consistent with the CCPA and other applicable laws.

## Employee Classifications

GenUI has developed classifications so that employees understand their employment status and benefit eligibility.

- **Regular Full-Time** - Employees regularly scheduled to work the company's full-time schedule of 40 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.
- **Regular Part-Time** - Employees regularly scheduled to work 39 hours or less per week. Regular, part-time employees are eligible for some of the benefits offered by the company subject to the terms, conditions and limitations of each benefits program as stated in this handbook.
- **Temporary** - Employees who are hired to work a limited amount of time. Temporary employees are not eligible for employee benefits.
- **Intern** - Employees may be hired as an intern on a fixed-term basis.

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

- **Exempt** - Employees are not entitled to overtime pay and exempt from minimum wage requirements pursuant to state and federal laws. Often referred to as "salaried."
- **Nonexempt** - Employees are entitled to overtime pay as required by state and federal laws. Often referred to as "hourly."

## Performance Evaluations - GenEration

GenUI is committed to our employees' growth and development. Our GenEration performance evaluation process is focused on the following:

- Client success is at the heart of our business and crucial for all of us to have personal success - no matter our role.
- Continuous feedback is important for our personal growth. It provides us the opportunity to calibrate on our achievements and consider how we as a company and individuals can improve.
- We review the prior year but also prepare for the coming year and how we can elevate our delivery to clients with a focus on profitability.
- We live our values - always be growing. We are fostering the communication needed for growth.

The process begins annually in October. All employees hired on or before September 30th are eligible for the current cycle.

Our philosophy is that GenEration reviews should be efficient and learning-centered, without the use of subjective numeric ratings and that there should be no surprises (your regular 1:1s should provide a preview of what to expect).

Training will be provided each year to prepare for the upcoming cycle.

## **Compensation**

### **Pay Days**

GenUI's pay frequency is semi-monthly and is referred to as a pay period. If you are being paid on an hourly basis, your paycheck will reflect pay for the number of hours worked in each pay period. If you are being paid on a salaried basis, your salary will be annualized and paid in equal payments each pay period.

### **Payroll Deductions**

Two kinds of deductions are taken from your earnings: those required by law, including federal and, where applicable, state withholding taxes, Social Security/Medicare taxes, and, by court order, garnishments/wage levies as required in the settlement of certain legal matters; and those authorized by you. Examples would include medical, vision, and dental insurance premiums, and 401(k) contributions.

### **Overtime**

Nonexempt employees who are eligible for overtime pay, according to the Fair Labor Standards Act (FLSA) or their state's law will be paid at one and one-half times their regular hourly rate for hours worked in excess of 40 in a defined work week. Vacation and sick and safe time hours will not be considered time worked for purposes of calculating overtime pay. In all cases, prior manager approval is required to work overtime.

### **Recording Your Time**

GenUI is a customer service firm that relies on the accurate time tracking of its employees for both project costing and billing instances. As a result, all employees must record their hours using the Company's time tracking software daily.

### **Inclement Weather**

In the event of inclement weather, GenUI may close its offices at the discretion of management. The safety of our employees is of utmost importance. GenUI's operational requirements, road and public transit conditions, and forecasted weather are factors that may determine if the office will be closed. Updates may be conveyed via email and Slack by 7:00 am.

Exempt (salaried) employees will not receive a deduction from pay for an office closure nor will be required to use vacation time in the event of an office closure. However, an exempt employee is still required to perform his or her job during the closure to the best of his or her ability even if the office is closed for all or part of the day.

Employees who are compensated on an hourly basis (nonexempt employees) will not be required to report to work and will receive no compensation for the day the office is closed, unless they are able to work from home and if so, they should track their hours for payroll. If the office is closed after the work

day has started, nonexempt employees will receive a minimum of four hours compensation or the number of hours worked before the office closure, whichever is greater.

## **Benefits**

### **Health Benefits**

GenUI offers medical, vision, and dental benefits to all employees who are regularly scheduled to work at least 30 hours per week. Coverage for a new employee begins on the first day of the month following your date of hire. If you are hired as a part-time worker under 30 hours, then move to over 30 hours, the same waiting period applies.

Eligible members of your family may also participate including your spouse, domestic partner, dependent children under age 26 (unmarried and tax dependents of the subscriber), and disabled children may be eligible, regardless of age, if approved by the insurance company.

You may enroll your family when you are first hired. Their coverage will begin when your coverage begins. If you do not enroll eligible dependents at the time of hire, you have two options available to you to obtain coverage:

- Enroll during "Open Enrollment" in December each year, or
- A qualifying event requirement and, when specified, provide evidence of good health. Acceptance under this option is at the discretion of the insurance company.

For more specific details about the health care benefits, please refer to the benefits summary and the official plan documents. In case of a conflict between the employee handbook, the benefits summary and the official contracts and documents, the official documents will govern.

GenUI reserves the right to modify, add to, or eliminate any of the benefits offered at any time. We will keep you informed about all changes to your benefit package.

### **Life Insurance**

GenUI provides life insurance and accidental death and dismemberment. A portion of this is employer paid with the option to enroll in supplemental employee paid coverage. Please see the benefits summary for more information.

### **Employee Assistance Program**

GenUI's Employee Assistance Program helps employees working through personal challenges. This is a confidential resource that helps with locating child or elder care services, financial and budgeting help, referrals to an attorney for a free 30 minute consultation, or if you'd like to work through sensitive issues, such as depression or grief, with a therapist. Please refer to the EAP flyer for more information.

## **401(k) Plan**

GenUI provides a 401(k) plan for employees to plan for retirement if they so choose. The company will match 100% of your contributions up to 4% of your earnings after three (3) months of continuous employment. Eligibility requirements must be met. Please see program details for more information.

## **Worker's Compensation**

The Company furnishes workers' compensation insurance coverage at its expense. Workers' compensation insurance is intended to provide medical care and pay for lost time resulting from injuries on the job and those illnesses caused by your work. If you are injured on the job, report the injury, no matter how minor, to your supervisor immediately. Failure to timely report an injury may jeopardize your rights to certain benefits. Workers' compensation insurance coverage is not available to you for injuries that occur during your voluntary participation in any off-duty recreational, social, or athletic activity that is not part of your work-related duties. Notify human resources immediately if an accident or injury occurs.

## **Termination of Health Benefits and COBRA**

If your employment ends, your health insurance benefits will extend to the last day of the month in which your employment ends. Life insurance coverage ends on your date of termination. Employees who leave are offered the ability to continue insurance coverage through COBRA at your own expense for up to 18 months.

## **Continuation of Benefits during Leave**

All employee benefits continue during periods of paid leave. The continuation of benefits during unpaid leave may be considered on a case by case basis at the discretion of the insurance plan documents and applicable by law.

Employee benefits that operate on an accrual basis (such as vacation and sick time) do not continue to accrue while on unpaid leave. If you do take an extended leave, please discuss benefit deductions with HR.

## **Employee Education and Development Program**

GenUI may reimburse the costs associated with attending a training, an education or development course and/or certification exams related to your role. Please submit an Education and Development Request Form for review and approval.

## **Employee Events**

GenUI hosts multiple employee events throughout the year to encourage team building and foster an enjoyable workplace. Event invitations and announcements may be communicated via email and Slack.



## Time Off

### Holidays

GenUI observes the following holidays during the year:

New Year's Day  
Martin Luther King Jr. Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
The Day After Thanksgiving  
Christmas Eve  
Christmas Day  
New Year's Eve

If one of the above holidays falls on Saturday, it normally is observed on the preceding Friday. If a holiday falls on Sunday, it normally is observed on the following Monday. Exceptions will be communicated in advance.

In order to receive holiday pay, you must have been on pre-approved vacation or sick leave or worked the regular workdays before and after the holiday. Holiday hours do not count as hours worked for purposes of calculating overtime.

*Regarding the accrual of vacation when employees are compelled to work at offsite jobs on a holiday that GenUI observes:* Not all companies close for the same holidays. If you need to work on a holiday that we observe, you may accrue one hour of vacation for each *billable* hour you work on that holiday. Please record your hours worked in our time tracking software as well as a GenUI holiday worked and your vacation time will be adjusted accordingly.

### Vacation

GenUI encourages the use of vacation time as important to an employee's well-being. The annual vacation benefit and vacation hours accrued each month are as follows:

#### Regular Full-Time Employees

Years of Employment	Weeks	Hours	Monthly Accrual
0-3 years of employment	3 weeks	120 hours	10 hours/month

4-6 years of employment	4 weeks	160 hours	13.34 hours/month
7 years of employment or more	5 weeks	200 hours	16.67 hours/month

Regular Part Time Employees Working 25-39 Hours Per Week

Years of Employment	Weeks	Hours	Monthly Accrual
0-3 years of employment	2.25 weeks	90 hours	7.5 hours/month
4-6 years of employment	3 weeks	120 hours	10 hours/month
7 years of employment or more	3.75 weeks	150 hours	12.5 hours/month

Eligible employees may use vacation leave upon completion of 90 days of continuous employment. Individuals who are employed less than 90 days are not eligible for vacation pay.

All employees may carry over up to the maximum amount of applicable annual vacation accrual at the end of each year (i.e., for a regular full-time employee who has worked for GenUI for 5 years, you can carry over 160 hours). Employees may be allowed to carry a negative PTO balance only with prior written authorization from the employee's manager, on a case by case basis. Any negative vacation is deducted from final pay at termination of employment.

Vacations must be requested in advance and pre-approved by your manager. You will be expected to work with your manager in scheduling your vacation to cause the least possible amount of disruption to company business. Managers approve vacation, including dates and length of vacation, according to business needs.

Exempt employees take vacation in increments of 4 hours. Non-exempt employees take vacation in increments of 1 hour.

Accrual of vacation time will continue while you are absent on leave with pay; vacation time will not accrue during any period of unpaid leave. Upon separation, employees will be paid for any unused, accrued vacation.

If there is a break in employment that lasts for more than a year, any re-hired employee's vacation accrual will be calculated from the most recent rehire date. If you have completed at least one year of continuous full-time employment and a break in employment occurs that lasts less than one year, upon your return your accruals will resume at the same rate.

## Sick and Safe Time

GenUI provides paid sick and safe time for employees consistent with this policy and all applicable laws, including Seattle's Paid Sick and Safe Time law and Washington's Paid Sick Leave law.

Employees shall accrue sick time at the rate of 1 hour per 40 hours worked. Accrual is based upon hours actually worked. Time does not accrue when hours are paid, but time is not worked (e.g., when accrued sick and safe time hours are used). Employees are entitled to use accrued sick and safe time as soon as the time is accrued.

At the end of each calendar year, any unused, accrued sick and safe time hours will be carried over to the next year up to 40 hours unless additional carryover is required by state law.

Accrued sick and safe time may be used for the following reasons:

- The employee's mental and physical illness, injury or health condition, including temporary medical disability (for example, an employee with pregnancy or childbirth), or to accommodate the employee's need for medical diagnosis, care or treatment of the employee's mental or physical illness, injury or health condition, or an employee's need for preventive care such as medical, dental or vision appointments.
- To care for an employee's family member with a mental or physical illness, injury or health condition; to care for a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or to care for a family member who needs preventative care such as medical, dental or optical appointments.
- If the employee's workplace or employee's child's school or place of care is closed by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material. However, this does not include when an employee's child's school or place of care has been closed due to inclement weather, loss of power or loss of water.
- Absences resulting from the employee or his/her family members being the victim of domestic violence, sexual assault or stalking, including absences to seek law enforcement assistance or participate in legal proceedings, seek treatment from a health care provider, obtain services from a social services agency assisting such victims, to obtain mental health counseling, or to participate in safety planning, relocation for safety reasons, or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking (collective referred to in this policy as "domestic violence").

For purposes of this policy, "family member" is defined as a child (of any age) or parent (including biological, adopted, foster, step or legal guardian), a spouse, registered domestic partner, spouse's parent, grandparent, grandchild or sibling.

Paid sick and safe time may be used in the same time increments consistent with the Company's pay practices. Exempt employees take sick and safe time in increments of 4 hours. Non-exempt employees take sick and safe time in increments of 1 hour. Employees' accrued paid sick and safe time hours will be printed on their pay stub, including hours used and hours available.

Whenever the need to use accrued sick and safe time is foreseeable, employees shall request the time off at least 10 days, or as early as possible, before the absence is expected to start. If the need to use

accrued sick and safe time is not foreseeable, the employee must provide notice of the need to use sick and safe time as soon as reasonably possible.

Absences more than three consecutive work days for sick and safe time usage may need to be confirmed by documentation from a healthcare provider upon request.

Accrued, unused sick and safe time is not paid out upon separation of employment.

If an employee is rehired within 12 months of separation, the employee's sick and safe time balance will be reinstated.

## **Sabbatical Leave**

At GenUI, we appreciate the significance of having employees who are leaders in their field. Therefore, we strive to encourage innovation and entrepreneurship in our employees by giving time to focus on creative endeavors both personally and professionally and/or to focus on restoration of health.

Regular full-time employees who have been employed for at least two (2) years may take up to two (2) months sabbatical leave. Eligible employees who wish to apply for sabbatical leave are required to submit a letter to their manager, describing the reason for the sabbatical, a minimum of 30 days' prior to the intended start date. The submitted letter will be reviewed by the employee's manager and HR for approval.

It is expected that employees requesting sabbatical leave will make every effort to ensure their duties are covered and that our business operations do not experience a disruption during the leave.

During sabbatical leave, the employee must use available vacation time to cover some or all of the absence; the remaining leave will be unpaid once vacation time is exhausted. The employee may elect to reserve up to forty (40) hours of vacation time for future use. Employees on sabbatical leave who are enrolled in our group benefits plan will continue to have pre-tax deductions made from their vacation pay during the sabbatical period. If all or part of the leave is unpaid and benefit deductions are unable to be taken, additional pre-tax deductions will be taken if necessary upon return from leave.

Employees may not accept other employment or apply for unemployment insurance while on sabbatical leave. Acceptance of other employment while on leave will be treated as a voluntary resignation from employment.

Employees eligible for sabbatical leave will be held accountable for the activities or materials they choose to conduct or create during this leave. Intellectual property created during an employee's sabbatical leave that is directly related or relevant to any current or prior work at GenUI will be deemed property of GenUI unless you notify us, in advance, before you take on a project outside the scope of your employment per the Policy on Outside Projects.

After an employee has completed sabbatical leave, he or she is not permitted to reapply for sabbatical leave for a period of two (2) years following completion of the employee's last sabbatical.

Nothing in this policy shall be interpreted to be in conflict with, or to eliminate or modify in any way, the at-will employment status of GenUI's employees.

## **Jury Duty**

Full-time employees summoned for jury duty may be paid for a maximum of two (2) weeks of jury duty every five (5) years; any jury duty extending beyond two (2) weeks will be considered leave without pay. Part-time employees who work 25-39 hours per week may be paid for a maximum of one (1) week of jury duty every five (5) years; any jury duty extending beyond one (1) week will be considered leave without pay. Please make arrangements with your manager as soon as you receive your summons. Because of the demands of our business, we reserve the right to request a postponement of an employee's jury duty services dates.

## **Military Leave**

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off is unpaid, except where state or federal law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued vacation may be used for this leave if the employee chooses. Military orders should be presented to your manager and arrangements for leave made as early as possible before departure. Employees are required to give notice of their service obligations to the Company unless military necessity makes this impossible. You must notify your manager of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

## **Family Military Leave**

Employees in Washington State who work at least 20 hours per week are entitled to up to 15 days of leave to spend time with spouses or registered domestic partners who are preparing to deploy or are on short-term leave from military deployment during times of military conflict. This time off may be paid from accrued vacation or may be taken without pay. During the leave, you will continue to receive the same group health coverage that you held prior to the start of the leave. Notice is required within five days of receiving notice of a spouse or domestic partner's deployment or leave. This leave is available once per deployment.

## **Bereavement Leave**

Employees who have been employed at least ninety (90) days may receive up to three (3) days for bereavement leave. Employees may also use vacation or sick time if available. If you do not have any available time off or choose not to use it, the leave will be unpaid.

## **Domestic Violence Leave**

Employees are entitled to take intermittent or other reasonable leave from work where there has been a situation of domestic violence, sexual assault, or stalking against the employee or the employee's family member (such as parent, spouse, child, parent-in-law, grandparent, or person with whom the employee has a dating relationship). Time off may be used to take care of legal or law enforcement needs, to get medical treatment or social services assistance, to relocate to a safer location, or to engage in safety

planning. Any available vacation or sick and safe time may be used in lieu of unpaid leave. During the leave, you will continue to receive the same group health coverage that you held prior to the start of the leave.

GenUI may require verification of the need for leave, but requested verification need not include information that might compromise the employee's safety or the safety of their family or household members. The employee must provide requested verification to the Company in a timely manner. Notice is required where possible.

## **Medical Leave**

A medical leave of absence may be granted to an employee for a serious medical condition of his or her own, or a family member. Under the federal Family Medical and Leave Act, eligible employees are entitled to a total of up to 12 work weeks of unpaid leave during any 12-month period. Eligible employees are employees who: (1) have worked for GenUI for at least 12 months; and (2) have worked for GenUI for at least 1,250 hours in the previous 12 months. A family member is defined as an employee's spouse, domestic partner, parent, parent-in-law, child, or grandparent.

Eligible reasons for Medical Leave are as follows:

- The birth of a child and to bond and care for the newborn child.
- The placement with the employee of a child for adoption or foster care and to bond and care for the newly placed child.
- A serious health condition that makes the employee unable to perform the functions of his or her job.
- To care for the employee's family member who has a serious health condition.
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty.

GenUI may require the employee to submit a certification from a health care provider to support the employee's need for medical leave to care for a family member with a serious health condition or for the employee's own serious health condition. If requested, the employee must provide complete and sufficient certification within 15 days of the company's request. The health care provider's certificate must verify:

- The need for intermittent leave and proposed schedule;
- The existence of a "serious medical condition", including dates when started and how long it is expected to last; or
- The need for the employee to care for a family member.

GenUI may request a second opinion from a medical provider of its choice. Prior to returning to work, the employee must provide a health care provider's certificate stating the employee's ability to return to work and perform the essential duties of your job.

During this leave, if the employee is not receiving the Paid Family and Medical Leave benefit in Washington state for whatever reason, the employee must use all applicable paid time off benefits that are available to cover some or all of the absence. The employee may elect to reserve up to forty (40) hours of vacation and/or sick time for future use.

Upon the conclusion of medical leave, the employee will be restored to the same or an equivalent job position. If, due to your own medical circumstances, you are no longer able to perform your original job, we may attempt to transfer you to an alternate, suitable position, if available, and if it does not cause undue hardship to the company.

If you need to request Medical Leave, please contact HR.

### **Paid Family and Medical Leave**

Paid Family and Medical Leave (PFML) is a statewide insurance program in Washington that allows eligible employees paid leave for the following reasons:

- Welcome a child into your family (through birth, adoption or foster placement)
- Experience a serious illness or injury
- Need to care for a seriously ill or injured relative
- Need time to prepare for a family member's pre- and post-deployment activities, as well as time for childcare issues related to a family member's military deployment

Employees who have worked 820 hours in the qualifying period will be eligible to apply to take paid medical leave or paid family leave. The 820 hours are cumulative over the previous year.

PFML may run concurrently with FMLA. Employees are eligible to take up to 12 weeks and this time can be taken intermittently. If an employee has multiple events in a year, the employee may be eligible to receive up to 16 weeks, and up to 18 weeks in limited circumstances. PFML includes partial wage replacement, and your benefits will depend on how much you earn in a typical week. If you elect to do so, GenUI will supplement your PFML benefits with any available vacation or sick time. Please speak with HR if you would like to elect this option.

In order to apply for this benefit, an employee must give GenUI 30 days' notice in writing if the need to take leave is for a foreseeable event. If an employee needs to take leave for an unforeseeable event, an employee will need to tell GenUI as soon as it is reasonably possible.

The Employee Security Department will require the employee to complete an application and to submit a certification from a health care provider to support the employee's need for medical leave to care for a family member with a serious health condition, for the employee's own serious health condition, or for a family leave related to a covered military deployment. Approval of PFML is at the discretion of the state of Washington.

Employees who return from leave under this law will be restored to a same or equivalent job if the employee has worked for GenUI for at least 12 months and has worked 1,250 hours in the 12 months before taking leave.

Employees can keep their health insurance while on PFML. If an employee contributes to the cost of health insurance, you must continue to pay your portion of the premium cost while on leave.

GenUI adheres to additional state disability and family leave programs in which it has employees and provides leave in accordance with relevant state law.

### **Pregnancy Disability Leave**

In the state of Washington, if you become ill or temporarily disabled because of pregnancy or childbirth, you will be given leave for the entire duration of this illness or temporary disability.

Employees who seek pregnancy or childbirth-related disability leave will be required to provide a health care provider's statement to verify the disability and the length of leave needed.

If the employee takes pregnancy disability leave only for the actual period of disability, as certified by her health care provider, then she ordinarily will be allowed to return from this leave to the same job she held when the leave began, or a reasonably equivalent position. Exceptions to this general rule will be made only if the company has a business necessity to do otherwise.

### **Parental Leave**

Regular full-time employees who have been employed for at least ninety (90) days may receive up to three (3) weeks of paid maternity or paternity leave. Parental leave runs concurrently with medical leave, however, if you apply and are approved for Paid Family and Medical Leave in Washington, PFML would run separately.

Paid time off and holidays will not accrue while on a parental leave. Employees seeking parental leave must provide a minimum of 30 days' advance notice of their intent to take parental leave and the anticipated date of their return. Employees may not accept other employment or apply for unemployment insurance while on parental leave. Acceptance of other employment while on leave will be treated as a voluntary resignation from employment.

### **Family Care Leave**

Under the Washington Family Care Act, employees may use their available paid leave benefits to care for their child, a spouse, parent, parent-in-law or grandparent in any of the following situations:

- to care for a child with a health condition that requires treatment or supervision;
- to care for a spouse, parent, parent-in-law, or grandparent, who has a serious health condition or an emergency health condition; and,
- to care for children 18 years and older with disabilities that make them incapable of self care.

A "child" is defined by the Washington Family Care Act as the employee's biological, adopted, foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. The child must be either (a) under 18 years of age; or (b) 18 years of age or older and incapable of self-care because of a mental or physical disability. An adult child is "incapable of self-care" when a mental or physical disability limits one or more activities of daily living.

Employees may not use their paid leave for family care purposes until the paid leave benefit has accrued, been earned, or is otherwise available for the employee's use. An employee who takes available paid



time off for family care reasons must follow the notification procedure in the Company's vacation and sick leave request policies.

### **Emergency Volunteers Leave**

Employees who serve as a volunteer firefighter, reserve officer, or civil air patrol member engaged in an emergency service operation is permitted unpaid leave when responding to, working at, or returning from a fire alarm or an emergency call, but not participating in training or other non-emergency activities.

Employees must make every effort to notify the Company that they may be absent from work due to being dispatched to an emergency. If notification is not possible, employees may be asked to provide the Company with a written explanation of the absence due to emergency from the chief of the volunteer fire department.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

### **Additional Leave**

Additional leave may be provided under circumstances required by state law.

## **Employee Responsibilities**

### **Conduct**

The maintenance of high standards of professionalism and conduct are essential to the performance of the company. GenUI employees are expected to behave in a respectful manner, uphold confidentiality, and exercise good judgment.

### **Conduct with Clients**

GenUI expects employees to behave in a professional and courteous manner always.

### **Conflict of Interest**

A conflict of interest is broadly defined to include any situation in which an employee is engaged in two or more activities or relationships that, to some degree, are mutually incompatible. These situations could include involvement or investment in outside interests that could conflict with your duty to GenUI, or could adversely affect your judgment or job performance. The appearance of a conflict of interest often can be as detrimental as the conflict itself. If you are unsure whether an activity would be a conflict of interest, contact your manager.

Similarly, your association with GenUI must not be used for personal gain (beyond authorized compensation and benefits), nor may you use company property, services, information, or influence for your own or for another's private advantage.

Employees working jobs in addition to their employment with GenUI must be certain such employment does not conflict with their current responsibilities. Employees must notify their managers in writing of their intent to accept such a job. If a conflict exists, the employee may not accept other employment.

When a conflict of interest exists or is suspected, you have a responsibility to disclose information to your manager that otherwise might be considered proprietary.

### **Policy on Outside Projects**

GenUI strives to inculcate a culture of creativity and entrepreneurship. Such a culture is an asset to the Company and a competitive advantage in the marketplace for cutting edge technology and applications. For these reasons, we encourage employees, should they so desire, to work on their own projects outside the scope of their work for the Company. We believe the Company's clients benefit from the additional breadth of imagination and experience that comes from employees who think like entrepreneurs and who continuously expose themselves to a variety of technologies, industries and solutions.

At the same time, the Company cannot and will not compromise its duties to its clients. These duties include keeping client information confidential and ensuring that proprietary client information is not usurped for the benefit of the Company or the personal benefit of any of the Company's employees or contractors. Nor will the Company permit its own, valuable intellectual property to be usurped. Toward these ends, all employees have signed an Employee Assignment of Intellectual Property, Confidentiality and Non-Competition Agreement (the "Agreement"). The Company expects that you will honor and observe your obligations under this Agreement, whether or not you undertake projects outside the scope of your work for the Company. Many key provisions of the Agreement (for example, duties to maintain confidentiality and a post-termination non-compete covenant) continue to apply to you even after you leave your employment with the Company.

In order to keep clear and open communication between the Company and its employees and in an effort to appropriately assess whether "gray areas" may arise between work you do for the Company, on the one hand, and work you do outside the Company, on the other hand, the Company has established this policy whereby you must notify us, in advance, before you take on a project outside the scope of your employment.

Please contact your manager to inquire about what information should be included in the notice that is required under this policy.

The Company will reply to an employee's email notice to acknowledge receipt. Ordinarily, the Company will not perform any due diligence on the description, representations or other information you submit with the notice. Rather, the Company will typically rely on the employee, with awareness of the Agreement and the Company's policies, to determine that the outside project is appropriate. The Company will continue to rely on the employee to keep management notified about future outside projects which may become problematic. Nothing about this notice process or this policy in general waives or compromises an employee's covenants, obligations or duties under the Agreement.

### **Employee Relationships**

Individuals involved in personal romantic relationships or who are family (defined as spouse or domestic partner, parent or parent of spouse/domestic partner, children or children of spouse/domestic partner, siblings or siblings of spouse/domestic partner, grandparents or grandchildren, cousins, aunts, or uncle) will not be allowed to supervise, hire, remove, discipline, or approve expenditures for the other. If employees in such situations marry each other or become involved in personal romantic relationships,

they must alert their managers and adhere to overall company policies. Every attempt may be made to transfer one of the employees to another available position, or to reassign their duties. If termination is necessary, the employees may be consulted to determine which will leave. However, the decision is at the sole discretion of the company.

### **Gifts**

Employees of GenUI may not accept gifts from vendors or customers unless the gift has a value of under \$50. Gifts that would influence your judgment, or otherwise viewed as a bribe should not be accepted.

### **Media Contact**

Employees should not speak to the media on GenUI's behalf. All media inquiries should be directed to the Company's designated PR agent.

### **Corrective Action**

All GenUI employees are expected to observe the company's policies and to maintain proper standards of conduct at all times. If an individual's behavior is not in line with Company policy, corrective measures may be taken. This may include a verbal warning, written warning, suspension with or without pay, or discharge. The appropriate corrective action will be determined by the company, in its sole discretion.

### **Use of Equipment, Electronic Communication, and Internet**

Equipment and resources such as copier, fax, scanner, computers, laptops, email, and internet access are in place to facilitate effective day-to-day business operations.

The following guidelines have been established for using the Internet, company provided equipment and e-mail in an appropriate, ethical and professional manner:

- Internet, and company provided equipment and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: using disparaging, abusive or offensive language, creating, viewing or displaying materials that may adversely or negatively reflect upon GenUI or be contrary to the company's best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, disabling security features, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission.
- Employees must not use the system in a way that disrupts its use by others.
- Employees should not open suspicious emails, pop-ups or downloads. Bring to leadership's attention immediately any questions or concerns to reduce the release of viruses or to contain viruses.

- Internal and external emails and chat conversations over company provided channels are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when writing anything within and outside the company.

## Social Media

The same principles and guidelines found in GenUI's policies apply to your activities online. Some general guidelines you should keep in mind:

- Do not disclose confidential or proprietary information regarding the company or the company's vendors, suppliers, or clients. Please talk to your manager if you have any questions regarding what is appropriate.
- When not acting on behalf of the company, do not purport to represent the views of the company in any fashion.
- Do not use the company logo, trademark, web address, email address, or other company symbol for personal purposes or to endorse, promote, denigrate, or otherwise comment on any product, opinion, cause or person.
- Be respectful of the privacy of your co-workers. Please do not use or post photos without their consent.
- Harassing or discriminatory comments may be deemed inappropriate even if the company's name is not mentioned.

## Appearance

Maintaining a professional appearance is important to the success of our Company. All employees should exercise good judgment and dress appropriately for the office and client interaction.

## Employee Expense Policy

Our Employee Expense Policy provides guidelines to associates regarding personal expenditures for work purposes as well as the process for company reimbursement.

GenUI will reimburse pre-authorized and reasonable office, travel and business expenses, after they are approved, in part or in full as the case may be.

## Eligible Expenses

- **Travel expenses** incurred during a business trip or event may be fully or partly reimbursable. Expenses in this category may include:
  - Accommodation.
  - Economy transportation fares, by air, rail, or ship.
  - Cab or rideshare charges.
  - Legally required documentation, such as travel visas.
  - Rental cars and fuel.
  - Required medical expenses, such as vaccinations.
  - Meals (breakfast, lunch, and dinner) at \$95.00 USD per diem (receipts not required).
  - Other approved expenses as required for the trip, such as materials for presentations.

- **Business expenses** necessary to do one's job may also be reimbursed, including things like software subscriptions and office supplies, or expenses related to business entertainment, such as client meals. If you have specific questions on what constitutes a business expense, please contact your manager.
- **New Hires Only - Home office tech accessories** beyond a company-issued laptop or computer (such as a laptop stand or an external tracking pad) may be procured and purchased by the employee for up to \$500.00 reimbursement within the first three months of start date. Note, however, if the employee is local, efforts will be made to prioritize the use of existing available equipment if suitable for at-home use.

### **Ineligible Expenses**

Employees are responsible for the following. This list is not exhaustive. Please ask your manager or Finance for clarification regarding a particular expense if you are unsure.

- Personal expenses, including utilities and mortgage payments for remote workers.
- Personal services (e.g., gym visits while traveling).
- Personal purchases, such as souvenirs, gifts, or clothing.
- Lost personal property (e.g. luggage)
- Upgrades to transportation or accommodation, unless approved by manager.
- Any fines as the result of travel or while driving a company-issued vehicle.
- Personal subscriptions.
- Personal travel, including side trips while on a business trip.
- Unauthorized business meetings.

### **Expenses, Company Travel & Reimbursement Procedure**

GenUI may dispense reimbursements for reasonable expenses, travel and employee education and development if they are submitted within 30 days of incurring the expense along with an attached receipt and any other pertinent documentation. Please refer to the specific expense reimbursement procedure as detailed on the intranet.

Please submit your request for reimbursement within one month of the expense. Receipts are required only for costs above \$50.00 USD.

Once approved by management or HR, Finance will arrange for your reimbursement to be included on your paycheck within the next two pay periods.

We'll investigate any excessive expenses. In cases of consistent falsified or exaggerated claims, we may take disciplinary action.

Please contact your manager or Finance with any questions about this policy..

### **Working from Home/Offsite**

GenUI emphasizes the team approach to software development, and therefore requires employees to be in the location best serving the needs of the project or engagement.

## **Safety and Security**

### **Safety**

It is our goal to provide and maintain safe working conditions for all employees, to follow safe operating procedures, and to comply with all safety laws and ordinances. Please be on guard for any unsafe conditions and report problems immediately.

### **COVID-19 Vaccination Disclosure Policy**

**Purpose** - GenUI is committed to protecting our employees, clients, and our communities from COVID-19. Toward that goal, and in consideration of the recent federal vaccine mandate which applies to government subcontractors, we are implementing a vaccination disclosure policy for our workforce. We are requiring all employees to disclose to us whether they are fully, partially or unvaccinated.

**Scope** - All workforce members including employees, contractors and interns are required to inform GenUI of their vaccination status. If vaccinated, workforce members will be expected to upload a copy of their vaccination documentation to our HRIS (Bamboo) under the Documents tab. In order to visit our office, workforce members must be fully vaccinated. Clients may also require proof of vaccination to travel on-site to their location.

**Fully Vaccinated** - You are considered fully vaccinated 1) two weeks after your second dose in a 2-dose series (such as the Pfizer or Moderna vaccines); or 2) two weeks after a single-dose vaccine (such as Johnson & Johnson's Janssen vaccine). International employees and contractors may demonstrate their vaccination status if they have been vaccinated with a COVID-19 vaccine that has either been authorized for emergency use in the United States by the Food and Drug Administration (FDA) or been authorized for emergency use outside of the United States by the World Health Organization (WHO).

### **COVID-19 Office Safety**

See the link named Saturn Building Facilities on our intranet for more details on visiting our office safely. [Saturn Building Facilities \(genui.com\)](https://genui.com)

### **Workplace Violence**

All employees, customers, vendors and business associates must be treated with courtesy and respect. Employees are expected to refrain from conduct that may be dangerous to others. Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. GenUI resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to your manager, HR, or other management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform HR of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns relating to intimate partner violence. GenUI will not retaliate against employees making good-faith reports. The Company is committed to supporting victims of partner violence by providing referrals to

our employee assistance program (EAP) and community resources and providing time off for reasons related to partner violence.

GenUI will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. The Company will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, GenUI may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including discharge.

GenUI encourages employees to bring their disputes to the attention of their manager or Human Resources before the situation escalates. Disciplinary action will not be taken because an employee raises such concerns.

### **Workplace Searches**

GenUI reserves the right to conduct searches consistent with state law, and to inspect any packages, parcels, bags, briefcases, lunch boxes, or any other possessions or articles carried to and from the company's property. Additionally, the company reserves the right to search any desk, equipment, and any other area or article on the company's premises.

### **No Weapons in the Workplace**

Weapons, firearms, or explosives are not allowed on work premises except where expressly authorized by GenUI and permitted by federal, state, and local laws. The policy applies to all employees, including those who have a valid permit to carry a firearm.

### **Drug Free Workplace**

GenUI maintains a workplace free from substance abuse. Employees are prohibited from coming to work while visibly or apparently under the influence of illegal drugs, marijuana or alcohol.

Employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale, or possession of illegal or unauthorized substances in the workplace.

Any violation of the policy may result in disciplinary action, up to and including discharge.

### **In an Emergency**

An emergency includes all medical accidents, bomb threats, and other threats of violence. If an emergency should occur, contact 911 immediately and alert your manager. For non-emergency accidents, please report to your manager within 24 hours.

Should an emergency result in the need to communicate information outside of business hours, communication may be sent via email. Emergency information is the responsibility of the employee to be kept up to date.

**Acknowledgement of Receipt**

I understand and have read the policies outlined in this handbook.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_