



**CYBER INSTITUTE**  
FOR BATTLE READINESS



# Employee Handbook

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# Our History



The Cyber Institute for Battle Readiness (CIBR) was founded in 2019 by Tony Galati as a complementary business to MyComputerCareer (MyCC), an IT career college he founded in 2007. Recognizing the rapidly rising demand for cybersecurity expertise in the IT industry as the threats become more severe and widespread, Tony realized that small and mid-sized businesses especially needed more support in this area. By leveraging the expertise of instructors and alumni of MyCC, CIBR can offer networking and cybersecurity consulting, managed services, and staff augmentation as well as technical training for organizations of any size.

The company was also founded to provide greater career opportunities for graduates of MyComputerCareer and other IT professionals specializing in cybersecurity and networking. The partnership is synergistic. Students of MyCC gain job opportunities through CIBR and CIBR gains an ongoing supply of trained and certified professionals able to fill both junior and senior level placement opportunities in an expanding market.

## Mission Statement

To inspire and activate businesses to achieve cyber readiness through innovative strategies, education, staff augmentation, and technology. To help Networking and Cyber Security professionals advance their careers in life-changing ways.

## Core Values

- **Integrity:** We will always adhere to a strict moral code with honesty at its core. We will always do the right thing even when it is not acknowledged by others or convenient for us.
- **Accountability:** We are accountable to our clients, candidates, and each other to be the best we can be each day.
- **Collaboration:** Our culture is built on collaboration and teamwork with complete transparency and responsive communication where everyone has a voice and where we all work together to make things better.
- **Deliver Results:** We constantly strive to exceed customer expectations.
- **Bring Joy:** We believe people who love what they do and are having fun deliver the best experience for everyone involved. When we are successful at what we

do, it is not only rewarding for us, but for our clients who depend on us. Our lives are enriched by it.

## WELCOME TO CIBR!

You are joining a company that is destined to become one of the leading forces in the cybersecurity industry and in particular, the cyber-readiness space. CIBR is uniquely positioned and prepared to serve this emerging and exploding technology sector in ways no one else can.

Congratulations and thank you for becoming one of us. We are thrilled to have you and hope you will enjoy a long and successful career at CIBR. As you embrace our mission and our culture, you will have many opportunities to develop your skills and enhance your professional success as we serve this dynamic industry and all our customers.

We're committed to helping every team member experience the satisfaction of overcoming challenges and achieving success. We also want you to have the fun and fulfillment of doing important work with co-workers you care about. We know that as you succeed, we can't fail!

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your manager or contact the Human Resources Department (HR). **The CIBR Employee Handbook is not and does not create a contract of employment between you and the Company.**

### Open Communication Policy

At CIBR, we believe in an open-door policy where every employee and student can come to leadership with feedback and open communication to discuss any matter of importance to them. Doors of Leadership Team members are usually open. If a door is closed, feel free to knock and walk in. We will make time to answer your questions and listen to your ideas.

Through this open communication policy, CIBR hopes to foster productive communication and trust and to make sure important information and feedback reaches the necessary leaders who can use the information to make positive changes in the workplace.

# **Employment at Will**

Employment at CIBR, Inc. and its subsidiaries and affiliates (together Company or CIBR) is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the CEO of the Company.

This means that either the employee or the Company may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook is intended to create or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time.

## **Equal Employment Opportunity**

CIBR provides equal employment opportunities to all employees and applicants for employment without regard to race, color, gender, religion, age, or disability.

### **Americans with Disabilities Act (ADA) and Reasonable Accommodation**

To ensure equal employment opportunities to qualified individuals with a disability, CIBR will make reasonable accommodations in accordance with state and federal law. However, accommodations that would impose an undue hardship on the operation of CIBR's business are not reasonable accommodations. Employees who may require a reasonable accommodation should contact the Human Resources Department and make their requests in writing.

### **Introductory Period**

During the first ninety (90) days of employment, both the new employee and the Company have the opportunity to decide on the continuation of their employment relationship. During this period, the new employee is not covered by the layoff and recall procedures or the progressive discipline policy. Every effort will be made, by the employee's Manager, to provide the employee with the proper training and support to perform and succeed in their new role. If at the end of the introductory period, the relationship with the Company is satisfactory to the new employee and the Manager, the new employee will be considered a regular employee and eligible for other

employee benefits as described in this handbook. Benefits for which FT staff are eligible prior to 90 days will, also, be available to new employees during this period.

## Creating an Ethical and Value-Oriented Workplace

### Civility Statement:

CIBR encourages an environment where every employee is valued for their hard work, integrity and ethics. We trust our employees to think about their actions and any subsequent events that may occur when making their choices. Our business is made up of collaborative teams that are expected to be proactive and adaptable. We expect our employees to act professionally and with love and compassion at all times. Behaviors that are destructive to the work environment will not be tolerated. We encourage employees to avoid backstabbing, lying, criticizing, blaming, gossiping, spreading rumors, purposefully undermining others, caring only about one's own goals and not the team goals and any other negative action which may create a negative work environment.

These types of behavior take away from valuable Company time and create unnecessary distractions, erode the positive image we have in our community and undermine our core values.

**Civility Complaint Procedure.** If someone is creating a negative environment, CIBR employees are asked to first try to keep calm and focused on the team goals. Address the issue with the person directly in a kind and loving manner.

If the negative behavior continues the employee is to reach out to their Manager and explain the issue. If possible, they should come with proposed solutions. In some cases, it is appropriate to go straight to Human Resources, however developing a relationship of trust with your Manager can be built by discussing worries and any other concerns.

CIBR expects all employees will be introspective to their behaviors: mistakes happen, and we all have bad days, yet it's important that we all remain well-intentioned in our efforts and aim to increase our collaboration and professionalism when dealing with internal and external customers.



## Harassment and Complaint Procedure:

It is CIBR's policy to maintain a work environment free of harassment or unlawful discrimination.

**Harassment** is defined as an act of systematic or continued unwanted actions which take the course of conduct that threatens, intimidates or puts a person in fear for their safety.

Harassment or discrimination based on a person's race, color, gender, marital status, religion, age, or disability will not be tolerated.

**Sexual harassment** is also unacceptable conduct, which violates this policy. Sexual harassment is defined as: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonable interference with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment applies to the conduct including, but not limited to, managers, employees, students, applicants, consultants, clients and their interactions one to the other. Harassment can apply to conduct outside of CIBR, as well as on the work site.

To that end, harassment of CIBR's employees by management, coworkers, students, clients, consultants, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has reported sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment claim is similarly unlawful and will not be tolerated. CIBR will take all steps necessary to prevent and eliminate unlawful harassment.

**Harassment Complaint Procedure.** Any employee who believes he or she has been subject to, or who has witnessed illegal discrimination, including sexual or other forms of unlawful harassment, should report the incident in writing directly to their immediate Manager, the Human Resources Director or any other person in a management position to whom they feel comfortable reporting.

Within 24 hours of receiving such a report the Manager is to forward the written report to Human Resources and the Executive Vice Presidents, with a copy to the Human Resources Director, and follow up with texts and/or phone calls until confirmation of receipt of the report is received.

All reports will be investigated promptly and, to the extent possible, with regard for confidentiality, which includes communicating on the complaint only on an as-needed basis. If the investigation confirms conduct contrary to this policy has occurred, CIBR will take prompt, appropriate, corrective action up to and including, if determined appropriate action by management of CIBR, immediate termination.

## **Conflicts of Interest & Confidentiality**

CIBR expects all employees to conduct themselves and Company business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interest.

CIBR recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the Company.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a Manager for advice and guidance on how to proceed. Below are some general guidelines for employees to follow.

### **Outside Work Relationships**

Fraternalization/relationships between employees and students, clients, or consultants can create an actual or at least a potential conflict of interest, especially if one has direct supervision over or responsibility for another. To avoid this problem, CIBR holds a strict policy against any social, personal or romantic interaction between employees and students, clients or consultants. Any personal or non-professional relationship between an employee and a consultant, client or student will need to be reviewed by the Executive Vice Presidents and could result in immediate termination of the employee's employment.

If an employee has a friend, family member, or acquaintance interested in enrolling in our services or training, the employee may request an exception to this policy from Human Resources while the friend is enrolled.

In other cases, such as personal relationships between employees where a conflict or the potential for conflict arises, even if there is no Manager relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of CIBR. Accordingly, all parties in any type of intimate intracompany personal relationship must inform management.

CIBR employees may date, develop friendships and relationships both inside and outside of the workplace if they do not negatively have an impact on work and do not create or have the potential to create a conflict of interest. Any relationship that interferes with the Company culture of teamwork, the harmonious work environment, or the productivity of employees, will be addressed by applying the written counseling process, up to and including employment termination.

CIBR encourages referrals of friends and family when positions become available through Human Resource, however, Managers may only hire family members or friends of their direct reports, or within their reporting hierarchy, with written permission from the Executive Vice Presidents

No Managers may have romantic relationships with their direct reports. Anyone employed in a Managerial or Manager role needs to heed the fact that romantic relationships with employees who report to him or her may be perceived as favoritism, misuse of authority, or potentially, sexual harassment. If anyone in a Managerial role has a romantic relationship with one of their direct reports, or someone within their reporting hierarchy, the Manager must either:

- (i) cease the romantic relationship or
- (ii) resign from employment or
- (iii) request and obtain a transfer or re-alignment of reporting structure prior to starting the relationship. Failure to follow these guidelines will result in immediate termination of employment.

If you have questions or need further clarification about what constitutes a close relationship, a friendship or romantic relationship, talk with the Human Resources Director. Their goal of implementing policies consistently and fairly will help inform your choices.

## Employee Referral Program

CIBR encourages referrals of friends and family when positions become available through Human Resources, however Managers may not hire family members or friends as their direct reports. Any requested exception to this policy must be in writing to Human Resources to gain permission from the Executive Vice Presidents.

Bonus amounts vary based on status of the employee (full-time or part-time). See HR for more details on the policy and to gain a referral form for completion.

Management level at Director level and above are not eligible to receive referral bonuses as it is part of those roles to find and refer great candidates to the Company. Recruiting and HR Staff, also, are ineligible for referral bonuses as it is their role to do this, as well.

## Confidential Information

The protection of confidential business information and trade secrets is vital to the interests and success of CIBR. Confidential information is all information disclosed to or known by you because of employment with the Company that is not generally known to people outside the Company

An employee or former employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information. Some departments may require an employee to sign a Confidentiality Agreement, depending on the sensitivity of information which may be encountered.

All inquiries from the media must be discussed with your manager and will be referred to the **Chief Marketing Officer** or you can email [pr@cibr.com](mailto:pr@cibr.com).

All requests for Verification of Employment (VOEs) must be referred to Human Resources.

# Employment Relationships

## Your Responsibility

Your primary goal as an employee of CIBR should be to perform all tasks assigned by your Manager promptly and accurately and to the best of your ability. In addition, we encourage you to participate in the process of improving your work environment by being openly creative and expressing ideas.

You contribute much to the success of CIBR. As an employee and representative of the Company, it is important that you be well-informed regarding Company policies and procedures and that you help the Company maintain a positive image with co-workers, customers and in the community.

## Job Performance

Communication between employees and Managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their Managers if they feel additional ongoing feedback is needed. Employees may ask their Managers to meet with them one on one for learning and development, to discuss concerns, or for any other reason. Managers will make every effort to meet with them, based on business needs, requirements and priorities.

Generally, formal performance reviews and goal setting meetings are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the Manager about job performance and expectations for the coming year. If you are unclear of your goals for your role at CIBR, you should speak with your Manager for clarity.

## Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, CIBR classifies its employees and contractors as shown below. The Company may review or change employee classifications at any time in order to stay compliant with federal and state laws.

**Exempt.** Exempt employees are not eligible to receive overtime pay pursuant to applicable law.

**Nonexempt.** Nonexempt employees are paid on an hourly or salary basis and are eligible to receive overtime pay pursuant to applicable law.

**Regular, Full-Time.** Employees who are not in a temporary status and work a minimum of 40 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

**Regular, Part-Time.** Employees who are not in a temporary status and who are regularly scheduled to work fewer than 40 hours weekly, and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the Company and are subject to the terms, conditions, and limitations of each benefits program.

**Temporary, Full-Time.** Employees who are hired as interim replacements or to supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the Company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary, Full-Time employees will not be entitled to benefits.

**Temporary, Part-Time.** Employees who are hired as interim replacements or to supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work fewer than 40 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary, Part-Time employees will not be entitled to benefits.

**Contractors / 1099.** Contractors who are hired to deliver projects or special services on a contract basis are not considered employees of the Company. CIBR abides by all regulations, state and federal, related to 1099 Contractor relationships and compensation.

## Work Week, Hours of Work and Break Periods

The standard workweek is from Sunday 12:00 a.m. until Saturday 11:59 p.m. Standard/Core Office hours are 8:00 a.m. to 5:30 p.m. Individual work schedules may vary depending on your position and the needs of each department. Changes to your schedule, will need to be approved by your direct Manager.

Although there are no regulations requiring breaks for employees, it is recognized that employees need bathroom and, potentially, short breaks (not more than 2) throughout the day. It is your Manager's discretion as to timing

and length of breaks for the team. If you are a smoker and need to go outside to smoke, you must remain within the conformity of the break periods for your team ensuring breaks are not more frequent or longer in duration. If you need special accommodations for alternate break periods, please contact your Manager or HR.

## Timekeeping Records

Non-Exempt Hourly and Non-Exempt Salaried employees are required to complete accurate weekly time reports showing all time worked. Managers are required to approve any time worked for all hourly, non-exempt / salaried employees. These records are required by governmental regulations and are used to calculate regular and overtime pay. Time records are kept and recorded in the payroll time-keeping system used by The Company. Falsification of time records in any way is a violation of Company policy and may result in disciplinary action, up to and including termination of employment.

## Overtime Requirements

When required, due to the needs of the business, you may be asked to work overtime, which is determined by each department Manager. Overtime may be required based on the needs of the business. Overtime is **physically** worked hours in excess of 40 in a workweek. Non-exempt employees will be paid time and one half their regular rate of pay for all overtime hours worked in a workweek. Paid leave, such as holiday, PTO, bereavement, and jury duty **do not** apply toward work time for overtime.

All overtime work must be approved, in advance, by the employee's direct Manager. Failure to obtain approval in advance is a violation of Company policy and you may be subject to disciplinary action.

Exempt employees are not overtime eligible. Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

## Deductions from Pay

The Company does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). **Permitted deductions.** The FLSA limits the types of

deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan or policy.
- Offset for amounts received as witness or jury fees, or for military pay; or
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

During an employee's first week of employment with CIBR and during the last week of employment, the employee will only be paid for actual hours worked or prorated days for Exempt employees. In addition, Non-Exempt employees may be paid only for hours physically worked during a period when the employee is using unpaid leave, an example of which would be, leave under the Family and Medical Leave Act (FMLA), if applicable.

**Improper deductions.** If an employee classified as exempt believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to the Human Resources Department. The report will be promptly investigated and if it is found that an improper deduction has been made, the Company will reimburse the employee for the improper deductions.

## Paychecks

Currently, CIBR's pay Day for all employees is bi-weekly, resulting in 26 pay periods per year. If payday falls on a federal holiday, employees will receive their paycheck on the preceding workday. Paychecks are directly deposited into your checking and/or savings accounts. CIBR requires direct deposit for all employees unless an exception is approved by the Director of HR. Failure to enroll in direct deposit could result in a fee being charged to you as the employee for issuing a paper check.

The Company does not provide pay advances or loans.



## Access to Personnel Files

Employee files are maintained by the Human Resources department and are considered confidential. Managers may only have access to personnel file information on a need-to-know basis. Personnel file access by current employees and former employees upon request will generally be permitted within 3 business days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources department. Employee files may not be taken outside the department. Representatives of government, law enforcement agencies or other regulatory agencies, in the course of their duties, may be allowed access to file information with proper verification of jurisdiction and criticality.

## Access to Personal Information

The Company philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of the information. Additionally, the Company will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by CIBR includes employee names, addresses, telephone numbers, email addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefits plan enrollment information, which may include dependent personal information, and school/college or certification credentials.

Personal employee information used in business system applications will be safeguarded under Company proprietary electronic transmission and intranet policies and security systems. Participants in Company benefit plans should be aware that personal information will be shared with plan providers as required for their claims handling or record keeping needs.

Company-assigned information, which may include, but is not limited to, Company charts, department titles and staff charts, job titles department budgets, Company coding and recording systems, telephone directories, email lists, Company facility or location information and addresses, is considered by the Company to be proprietary Company information to be used for internal purposes only. The Company maintains the right to communicate and distribute such Company information as it deems necessary to conduct business operations.

If an employee becomes aware of a material breach in maintaining the confidentiality of his or her personal information, the employee should report the incident in writing to a representative of the human resources department. The human resources department has the responsibility to investigate the incident and take corrective action. Please be aware that a standard of reasonableness

will apply in these circumstances. Examples of the release of personal employee information that will not be considered a breach include, but are not limited to, the following:

- Release of partial employee birth dates, i.e., day and month.
- Personal telephone numbers or email addresses.
- Employee identifier information used in salary or budget planning, review processes and for timekeeping and other purposes.
- Employee's Company anniversary or service recognition information.
- Employee and dependent information may be distributed in accordance with open enrollment processes for periodic benefit plan changes or periodic benefits statement updates.

## Separation from Employment

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice of resignation to their Managers at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and paid time off (PTO) will not be counted toward the 10-day notice. The Manager should notify HR immediately to allow for preparation for employee's last day and termination benefits.

- Employees who provide the requested amount of notice will be considered to have resigned in good standing, and generally will be eligible for rehire.
- Employees who provide less than the requested amount of notice will be considered to have resigned in bad standing and, generally, will not be eligible for rehire.
- At the discretion of CIBR, an employee, in their 10-day advance notice period, may be asked to move up their last day and will be paid for the remaining portion of the 10-day advance notice period. Should an employee leave before the 10-day notice period has expired, without Company consent, the remaining time will not be paid.

Human Resources will schedule and conduct an Exit Interview on or before the last day of employment or within 5 business days post employee exit. On the last day of employment, the Manager will collect all Company equipment. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

The Manager should conduct all exit processes to assure transition, including notification of the I.T. department for systems exit management.

# Workplace Safety

## Providing a Safe Work Environment

Under the OSH (Occupational Health and Safety) law, CIBR encourages a safe and healthy environment for all employees, ensures that any employee who reports under the Act will not be discriminated against per Whistleblower Protection, and will comply with and follow all required laws under the Act, such as:

- ☐ Keeping the workplace free from serious recognized hazards and to comply with standards, rules and regulations under the OSHA Act.
- ☐ Examine workplace conditions to make sure they conform to applicable OSH standards.
- ☐ Know your office designate Safety Champion
- ☐ Practice Safety every day and participate in safety drills with safety in mind
- ☐ Make sure employees have and use safe tools and equipment and properly maintain the equipment.
- ☐ Use posters, labels and signs to warn employees of potential hazards.
- ☐ Provide safety training, which is in our Paycom system.
- ☐ Provide medical examinations and training when required by OSHA standards.
- ☐ Post, at a prominent location within the workplace, the OSHA poster, informing employees of their rights and responsibilities.
- ☐ Report to the nearest OSHA office all work-related fatalities within 8 hours, and all work-related inpatient hospitalizations, all amputations and all losses of an eye within 24 hours.
- ☐ The Company is required to keep records of work-related injuries and illnesses and provide employees, former employees and their representatives access to the Log of Work-Related Injuries and Illnesses.
- ☐ Provide access to employee medical records and exposure records to employees and authorized representatives.

Your CIBR Safety Champion is The Director of Human Resources. Should you have concerns about safety or suggestions to enhance our safety, please feel free to contact [safety@cibr.com](mailto:safety@cibr.com).

## Visitors in the Workplace

To provide for the safety and security of all employees at CIBR, 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.

All visitors should enter CIBR through the front desk/ reception area and are required to sign the visitor log. Visitor's will receive a badge which must be worn throughout the visit and returned to reception prior to departure. All authorized visitors must be escorted during the duration of their stay. Employees are responsible for the conduct and safety of their visitors.

## Alcohol and Drug-Free Workplace

CIBR has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug use and abuse can pose a threat to the health and safety of employees, as well as a threat to the image and values of the Company. For these reasons, the Company is committed to the elimination of drug and alcohol use and abuse.

### Substance Abuse Awareness

- Illegal drug use and alcohol misuse have many serious adverse health and safety consequences. Information about those consequences and sources of help for drug or alcohol problems is available from the HR department, which can make referrals to assist employees with drug or alcohol problems.
- Employees should report to work fit for duty and free of any adverse effects of non-prescribed or illegal drugs or alcohol. It is a violation of Company policy for employees to use, possess, distribute, sell or be under the influence of alcohol or non-prescribed or illegal drugs while on duty, either on the Company's property or while conducting business outside of a Company location.
- This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose, in writing, any work restrictions to their Manager and Human Resources.
- The Company may provide Over-the-Counter (OTC) medications in a First Aid Kit or a Community location. Should you choose to take OTC

medications from any of the CIBR work locations or a colleague, you will be taking it at your own risk and CIBR will not be held liable.

- CIBR recognizes that it may operate in states where medical and recreational use of marijuana has been legalized. Federally, it remains a Schedule I drug under the Controlled Substances Act with no accepted medical use and a high potential for abuse. CIBR recognizes the differing state laws, however, does not accommodate on-the-job use of marijuana, even if legal, under any circumstances
- If an employee has a condition or is on a medication that could impair their performance, that employee should disclose to the employer these facts. The employer has the right to expect a doctor's note to validate the condition/medication and outline of potential impact related to the job functions. If you have a condition that, while may be challenging to you, will have no impact on how you perform your job, there is no requirement to disclose these details unless you feel personally obligated to do so.

*To ensure compliance with this policy, substance abuse required screening will be conducted in the following situations:*

**Pre-employment:** As required by the Company for all prospective employees who receive a conditional offer of employment.

**For Cause:** Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect, or has adversely affected, the employee's job performance.

Compliance with this policy is a condition of employment. Employees and applicants who test positive or who refuse to submit to substance abuse screening will be subject to disciplinary action up to and including termination of employment. Notwithstanding any provision herein, this policy will be enforced always in accordance with applicable state and local law. Any employee violating this policy is subject to discipline, up to and including termination.

CIBR always reserves the right to perform a company-wide drug test of all employees at any time.

**The right of a random drug testing process:** CIBR reserves the right to adopt policy regarding, and to conduct random drug testing within the Company.

## Smoke-Free Workplace

Smoking is not allowed on Company Premises or work areas at any time. “Smoking” includes the use of any tobacco products, electronic smoking devices, and e-cigarettes.

Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly. Employees who smoke should also be aware of non-smokers passing through, ensuring their health and well-being from secondhand smoke. No cigarette butts or other waste will be discarded on the grounds of our buildings. Clean up after yourself.

Anyone using their breaktime for smoking should realize they will be held to the same standard as other staff members related to number and length of breaks.

## Workplace Violence Prevention

CIBR is committed to providing a safe, violence-free workplace for our employees. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated in the workplace or at any Company-sponsored event.

All employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their Manager, or the Human Resources Department. All threats will go through the Company’s investigation process. No employee will be subject to retaliation, intimidation, or discipline because of reporting a violation in good faith under this guideline.

Any individual engaging in violence against the Company, its employees, or its property may be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination of employment.

## Commitment to Safety

All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel and dial 911 to activate the medical emergency services.

## Active Shooter Preparedness and Response

CIBR prides itself in building a culture where everyone is safe and welcome. We understand the best way to prevent violence is through preparation. According to the Department of Homeland Security, the following steps should be taken if there is an active shooter:

Run:

- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape if possible
- Do not attempt to move any wounded people
- Call 911 when you are safe
- Keep your hands visible if police arrive

Hide:

- Hide in an area out of the shooter's view
- Lock door or block entry to your hiding place
- Silence your cell phone (including vibrating mode) and remain quiet

Fight:

- Fight is a last resort only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter

**When law enforcement arrives** remain calm and follow all directions. Drop any items in your hands and make sure your hands are visible always, preferably held above your head for law enforcement to see. Avoid pointing, screaming, yelling or sudden movements toward the officers. Do not ask any questions when evacuating, listen closely and do exactly as law enforcement says.

**Information to provide 911 operators:** Location, physical description and number of shooters. Also provide the number and types of weapons, as well as the location of potential victims.

Your Safety Coordinator is the Human Resources Director. Questions on safety may be directed, internally, to that person.

## Weapons: Guns & Safety

Under the Occupational Safety and Health Act, businesses are required to maintain safe workplaces. Workplace safety starts first and foremost, with CIBR employees treating colleagues and customers with respect and care. (See Commitment to Safety.)

If an employee wants to carry a legally owned gun or weapon (“Weapon”) on to a Company Premises, or to a Company event, and has a legal right to do so, the employee must **FIRST** comply with the following policy:

### 01. Prior approval:

- a. Applicable Law: Permission to carry a Weapon at a work facility is subject to any CIBR Premises building rules imposed by the landlord and all applicable federal, state, and local laws and regulations.
- b. Background Requirements:
  - i. Employee must hold a valid concealed carry permit (Permit) issued, or accepted by, the jurisdiction where the CIBR facility is located.
  - ii. Employee must not have been convicted of any crime of violence and is not subject to any domestic violence or other restraining order.
  - iii. The employee must have no prior documented incidents of workplace threats or violence.
  - iv. The employee must not have been committed to a psychiatric hospital or similar treatment facility for inpatient or outpatient treatment.
- c. The employee must contact their Manager and Human Resources to make the request. A “Request to Carry” form (RTC) must be completed and signed by the employee. The employee’s concealed carry permit and the completed RTC form must be presented to the Manager for review. The Manager will sign the RTC form. A copy of the concealed carry permit and the signed RTC form must be sent to HR at [hr@cibr.com](mailto:hr@cibr.com) for review. Permission is not granted until the employee has received written permission from HR after the review is completed.



- d. Copies of the RTS form and Permit will be kept in the employee's personnel file and must be timely updated by the employee should any renewal Permit be issued, or the Permit is revoked or suspended. In the event the Permit is revoked or suspended, permission to have the Weapon on Company Premises is also immediately revoked. CIBR retains complete discretion whether to revoke the privilege to carry a Weapon onto Company Premises or to a work-related event.
- e. Permission only relates to the office, or event, for which permission is obtained (i.e. permission must be obtained for each office where a weapon will be carried).

02. Carry Restrictions: If permission is granted by CIBR:

- a. The Weapon must always remain concealed while on the Premises. If it isn't properly concealed, the right to carry at work may be taken away.
- b. The employee must have the concealed carry permit readily available for presentation upon request.

### Unauthorized Weapons:

- Other than Weapons authorized pursuant to this policy, any employee who is aware of a weapon, of any kind or form, within the building, or that an employee has a weapon in their possession while engaging in Company business off-site, has an obligation to report this information immediately to his/her Manager, Human Resources, or Security. For purposes of this provision, weapons include, but are not limited to, guns, rifles, knives with a 3-inch blade or longer, fighting weapons (i.e. nun chucks, daggers, etc.), brass knuckles, and stun guns. Unauthorized weapons are strictly prohibited inside a Company Premises, on Company property, inside a Company-owned vehicle, at a Company event or while conducting Company business, onsite or off site.
- If the procedures are not followed, regardless of your license, this may be grounds for discipline, up to and including termination. The Company will comply with all state and federal rules, as well as our leased building rules, regarding weapons in the workplace.

All workers are subject to this provision, including contract and temporary workers, visitors and students. A license to carry the weapon on Company Premises does not supersede Company policy.

Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.

As Visitors and Guests cannot complete this process for compliance with this policy, Visitors and Guests, except Law Enforcement or Security Personnel, are prohibited from bringing weapons onto the Premises of CIBR.

## Emergency Closings

CIBR will make every attempt to be open for business. In instances of inclement weather, power outages or emergencies, the Executive Vice Presidents will decide which sites, if any, will be delayed, have an early release or close for the day. Managers will then relay to their staff the decision. As weather and situations change, it is common for determinations to change, therefore employees are asked to reach out to their manager or watch WRAL/Spectrum News 1 for updates. CIBR social media pages will also be updated to inform our customers of any closings/delays. If an employee cannot get to their main site, they may work at a closer location with the approval of their Manager. If an employee is unable to work from any site, they must contact their Manager, who will then determine next steps. Some roles at CIBR are considered essential personnel and each department reserves the right to determine whether they have the staffing to be functional.

## Pay Determinants During Inclement Weather

Compliance under the Fair Labor Standards Act. Managers need to ensure all employees' time are coded correctly in our HR Information Systems, in accordance with the Fair Labor Standards Act.

**Exempt Employees.** If an exempt employee works any part of the day, they are to be paid their full salary. If they are unable to work at all, PTO or unpaid time must be taken from their standard salary. There is an expectation that all exempt workers who are affected by inclement weather will try to work as normal a day as possible. For example: With Manager permission, if you have adequate Internet connectivity, work remotely.

**Hourly & Non-Exempt Employees.** Company policy states: if all designated local sites are open and/or a remote work option is available and authorized, these employees will be paid for the hours worked. If an employee cannot work, they will either take PTO or unpaid time.

**Essential Functions** are required to work on site unless another determination is made. Managers are responsible for communicating the requirements to these employees in a timely fashion.

## Workers' Compensation

If an employee does sustain a job-related injury or illness, it is required that they notify their Manager and/or Human Resources **immediately, but not later than close of business on day of incident**. The Manager will complete an injury report with input from the employee and return the form to the Human Resources department within 24 hours. Human Resources will file the claim with the insurance Company or directly with the Department of Labor. In cases of true medical emergencies, report to the nearest emergency room or call 911 for assistance.

Workers' compensation provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

CIBR pays the entire cost of workers' compensation insurance. The insurance may provide coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The Company abides by all applicable state workers' compensation laws and regulations.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law.

## Workplace Guidelines

### Professional Appearances

CIBR provides a professional work environment for its employees; and expects each team member to project a professional image to our customers, visitors, coworkers and especially our students. All employees are expected to dress in a manner consistent with the guidelines of the dress code. Always remember to Dress for your Day. Be aware of where you will be seen as a representative of CIBR and assure you always give the best image possible. Whether seen in-person or on-video, assure you are Representing Well!

## Hygiene

Good hygiene and cleanliness are an expectation at CIBR. All employees should strive to have good bodily hygiene, as well as a clean and healthy workspace. Employees should ensure they come to work bathed or showered and with their teeth and hair brushed. Clothing is expected to be wrinkle free and laundered. Visiting your dentist twice a year for cleanings and teeth maintenance is recommended for proper dental care. An excessive amount of cologne or perfume can affect teammates negatively, so please use discretion.

## Workspace

Employees should keep their individual work areas as neat as possible during the regular workday. Before leaving the work area at the end of the workday, CIBR requires employees to organize and secure sensitive work materials.

## Work Area Do's & Don'ts

- Like perfume and cologne, room sprays can be offensive and possibly cause respiratory distress for colleagues, so please use only a small amount and always use discretion as to when, or if, you spray.
- Do not display any non-work-related things or items that may be offensive to your colleagues. If you are questioning whether it's appropriate to display, it's better to err on the side of caution.
- Boxes and other storage items should remain out of sight within a workstation or placed in other appropriate storage areas.
- Employees should leave public areas, such as breakrooms, restrooms and conference rooms in a clean and orderly fashion.

## Dress & Grooming

**The following covers general expected dress and grooming requirements.** Certain positions may require staff to follow a specific dress code. This will be relayed to you by your Manager. All client facing positions require at least Business Dress.

### GENERAL APPEARANCE: ALL EMPLOYEES

<u>APPROPRIATE:</u>	<u>INAPPROPRIATE:</u>
<ul style="list-style-type: none"><li>- Hair color must be natural color (black, blonde, brown, gray, red).</li><li>- Neatly trimmed mustaches,</li></ul>	<ul style="list-style-type: none"><li>- Visible tattoos</li><li>- Visible body piercings (other than earrings on females)</li></ul>

<p>beards, goatees, and sideburns must be kept in a professional manner, trimmed and coiffured to maintain expected visible image for CIBR.</p> <ul style="list-style-type: none"> <li>- For Male Employees - Hair must be no more than collar length. If longer than collar length, it must be maintained above the collar and in a neat / professional manner.</li> </ul> <p>Earrings and pierced ears for females, but limited to no more than 2 piercings, each ear.</p>	<ul style="list-style-type: none"> <li>- Gauges of any size</li> <li>- Eccentric hairstyles (mohawks, shaved lines, etc.)</li> <li>- Unkept hair, regardless of length</li> </ul>
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### SMART CASUAL DRESS CODE

<p><u>APPROPRIATE DRESSES &amp; PANTS</u></p> <ul style="list-style-type: none"> <li>- Khakis or corduroys</li> <li>- Jeans (must be clean, free of rips, tears and fraying; may not be excessively tight or revealing)</li> <li>- Dresses or skirts (cannot be over 2 inches above the knee)</li> </ul> <p><u>APPROPRIATE SHIRTS</u></p> <p><i>*ALL SHIRTS AND JACKETS SHOULD BE ABLE TO BE FASTENED EASILY</i></p> <ul style="list-style-type: none"> <li>- Men's shirts must have a collar</li> <li>- Polo collar knit or golf shirts</li> <li>- Oxford shirts</li> <li>- Blouses with sleeves</li> <li>- Short-sleeved, capped blouses or shirts</li> <li>- Turtlenecks</li> <li>- Blazers or sport coats worn over appropriate shirt or blouse</li> <li>- Jackets or sweaters worn over appropriate shirt or blouse</li> </ul> <p><u>APPROPRIATE SHOES</u></p> <ul style="list-style-type: none"> <li>- Casual, low-heel, open-back shoes (e.g. mules, sling backs)</li> <li>- Orthopedic shoes -Athletic shoes (must be clean, free of rips, holes and tearing)</li> </ul>	<p><u>INAPPROPRIATE DRESSES &amp; PANTS</u></p> <ul style="list-style-type: none"> <li>- Sweatpants</li> <li>- Low-rise or hip-hugger pants or jeans - Leggings (unless shirt or dress covers to mid-thigh)</li> <li>- Shorts</li> </ul> <p><u>INAPPROPRIATE SHIRT</u></p> <ul style="list-style-type: none"> <li>- T-shirts or sweatshirts</li> <li>- Beachwear</li> <li>- Sleeveless or shoulder revealing blouses or shirts without a sweater or business jacket</li> <li>- Exercise wear</li> <li>- Crop tops, clothing showing midriffs, spaghetti straps</li> <li>- See-through tops without linings</li> </ul> <p><u>INAPPROPRIATE SHOES</u></p> <ul style="list-style-type: none"> <li>- Beach Sandals &amp; flip-flops</li> <li>- Croc-like sandals</li> <li>- Snow and rain boots</li> </ul>
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<ul style="list-style-type: none"> <li>- Casual or dress boots</li> <li>- Deck Shoes</li> </ul>	
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Client Facing positions and/or employees attending a meeting with clients/consultants require Business Dress Code:

### **BUSINESS DRESS CODE**

<b><u>APPROPRIATE DRESSES &amp; PANTS</u></b>	<b><u>INAPPROPRIATE FOR CLIENT FACING</u></b>
<ul style="list-style-type: none"> <li>- Business or Pant Suit</li> <li>- Dress Pants</li> <li>- Dresses or skirts (cannot be over 2 inches above the knee)</li> </ul>	
<b><u>APPROPRIATE SHIRT</u></b> <b><i>*ALL SHIRTS AND JACKETS SHOULD BE ABLE TO BE FASTENED EASILY</i></b>	
<ul style="list-style-type: none"> <li>- Company logo wear with collar</li> <li>- Collared button up shirt (with or without tie)</li> <li>- Professional business jacket</li> <li>- Sweaters with collar or turtleneck underneath</li> <li>- Blouses with sleeves</li> </ul>	
<b><u>SHOES</u></b>	
<ul style="list-style-type: none"> <li>- Boating or Deck Shoes</li> <li>- Casual, low heel, open-back shoes (e.g. mules, sling backs)</li> <li>- Dress Shoes</li> <li>- Dress Boots</li> </ul>	

An employee who needs a medical or religious accommodation should contact HR at [hr@cibr.com](mailto:hr@cibr.com) and supply the necessary documentation. All questions regarding the appropriateness of attire should be directed to management or the Director of Human Resources. If a medical or religious exception for a beard is given, it must be trimmed to professional neatness, close to the face, consistent with the professional and conservative image of CIBR.

## Outside Employment

Employees are permitted to work a second job if it does not interfere with their job performance with CIBR. Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. Jobs that are considered by CIBR to be a conflict of interest are not permitted while employed at CIBR. If you have questions about an employer that may be a conflict, contact Human Resources.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination. We consider CIBR your primary employment and, respectfully request notification of any additional employment to assure discussion of potential schedule or business conflict. Contact HR for notification mode.

## Disciplinary Action

Forms of Disciplinary Action at CIBR are, Verbal Counseling (documented via email,) Written Counseling, Suspension with or without Pay and Termination. An employee should not expect progressive discipline steps with disciplinary action.

Some cases are so egregious that the Company has the right to terminate on the spot. Some examples of actions which may result in immediate termination action include but are not limited to stealing time or equipment from the Company, harming or threatening an employee or a client/consultant, falsification of documents, unauthorized, intentional disclosure of confidential information and illegal drug use on the Company's Premises.

CIBR may choose to use a "Written Counseling" process to identify and address employee and employment related problems. No policy can address every situation that arises in the workplace; therefore, the Company takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making decisions regarding discipline. Although not exhaustive, examples of employee actions which may require disciplinary action are unacceptable behavior, poor performance, excessive absenteeism, violation of Company policies, unacceptable interaction with employees or students and any other inappropriate results or conduct identified by the Company.

## Providing References/Verification of Employment

If you are asked by a current or former employee to provide a reference for them regarding obtaining employment outside of CIBR, you are to refer the Company or person requesting the reference to Human Resources. Providing information regarding the performance of an employee is not allowed. Managers are expected to be asked for and, potentially, give letters of recommendation for outstanding performance of prior staff members. Your C-Level Manager should be notified of, and approve, any recommendations you wish to give. Once given, you should assure this letter is in the prior employee employment file for documentation. If an employee was terminated with CIBR, you are expected not to give verbal or written recommendations for any purposes. If contact comes from a 3rd party (not the prior employee) for verification of employment or related questions, they **MUST** be referred to HR for handling. Managers handling these directly would be considered in violation of this policy.

If you receive a call from someone trying to verify employment of a current or previous employee, please send an email to [hr@cibr.com](mailto:hr@cibr.com) or forward the call to Human Resources at EXT 9086, or 919.245.7370.

## Social Media Acceptable Use

**CIBR** encourages employees to share information with co-workers and with those outside the Company for the purposes of gathering information, generating new ideas, learning from the work of others, and engaging positively with peers, customers, prospects, and other interested parties. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website or social media platform is available to the public and may reflect positively or negatively on the Company, therefore, the Company has established the following guidelines for employee participation in social media. Anyone using social media should be familiar with this policy as well as ACCET compliance guidelines.

**Note:** As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram and any other sites considered social media.

**Off-duty use of social media.** Employees may maintain personal websites or blogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the Company considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.



**On-duty use of social media.** Employees may engage in social media activity during work time provided it is directly related to their work, approved by their Manager, and does not identify or reference Company clients, customers, or vendors and other private or proprietary information without express written permission. The Company monitors employee use of Company computers and the Internet, including employee blogging and social networking activity.

**Respect.** Employees posting on Company owned or controlled social media sites, profiles, or platforms are expected to demonstrate respect for the dignity of the Company, its owners, its customers, its vendors, and its employees. A social media site is a public place, and employees should refrain from making inappropriate comments. For example, do not use ethnic slurs, personal insults, or obscenities, or use language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

**Post disclaimers.** If an employee identifies himself or herself as a Company employee or discusses matters related to the Company on a social media site not owned, controlled, or managed by the Company, the site must include a disclaimer on the front page stating that it does not express the views of the Company and that the employee is expressing his or her personal views. For example: "The views expressed on this website/Web log are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the Company or the Company's business. Employees must keep in mind that if they post information on a social media site that is in violation of Company policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

**Competition.** Employees are expected to act respectfully in how they treat our customers. Therefore, employees should not use social media to criticize anyone who is considered a customer, including students and third-party vendors.

**Confidentiality.** Do not identify or reference Company clients, customers, or vendors without express written permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

**New ideas.** Please remember that new ideas related to work, or the Company's business activities, customers, vendors, products, services, and innovations belong to

the Company. Do not post them on a social media site without the Company's written permission.

**Links.** Employees may provide a link from a social media site to the Company's website during employment (subject to discontinuance at the Company's sole discretion). Employees should contact the Marketing Department to obtain the appropriate graphics and URLs for links to the Company's site and to register the site with the Company.

**Trademarks and copyrights.** Do not use the Company's or others' trademarks on a social media site or reproduce the Company's or others' material without first obtaining written permission.

**Legal.** Employees are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

**Discipline.** Violations of this policy may result in disciplinary action up to and including immediate termination of employment.

## Solicitation

CIBR wants to encourage a loving atmosphere which supports employees, families and friends in a variety of ways. This policy is to outline the appropriate ways to organize personal group activities and/or solicit for fundraising. All solicitation activities must be approved in advance, in writing, by a member of the Leadership Team. Any approved solicitation should take place before or after scheduled work hours or during approved breaks and should avoid work areas. Approved solicitation may take place in break rooms, parking lots (if approved by the landlord), or common areas shared by employees during nonworking time.

Nonemployees may not trespass or solicit or distribute materials anywhere on Company property at any time. Former employees are prohibited from soliciting customers or other employees for business purposes to their benefit in and outside of Company Premises without the written permission of Senior Leadership. The Company may require employees to sign a non-solicitation agreement at hire or before they leave the Company.

## Computers, Internet, Email, and Other Resources

The Company provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone,

voice mail, fax, scanner, Internet, intranet, email, or any other Company-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees have no expectation of privacy in their use of Company-owned computers, phones, websites, emails or other communication tools. All communications made using Company-provided equipment or services including email and internet activity, are subject to inspection by the Company at any time and without notice to the employee. Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on the Company's systems.

Emails that are not job-related have the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-email is not completely secure, and information you transmit and receive could damage the reputation and/or competitiveness of the Company.

The Company encourages employees to use Company email only to communicate with fellow employees, suppliers, customers, or potential customers or students regarding Company business. Internal and external emails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending emails within and outside the Company. Employees are required to lock their computer with password protection when they are away from their desk, so all documents remain confidential. Failure to lock your computer with password protection when you are going to be away from your computer for an extended period, such as during lunch or after working hours may result in disciplinary action.

Refrain from using email in a manner that violates any of our Company guidelines/policies, including but not limited to the Equal Opportunity and Harassment policies, the Conflict of Interest Policy, etc. Delete any email messages prior to opening that are received from unknown senders and advertisers.

It is always the Company's goal to respect the dignity of employees. Because email, telephone, voice mail, and internet communication equipment are provided for Company business purposes and are critical to the Company's success, your communications may be accessed without further notice by The Information Technology department, administrators, and Company management.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not

be sent via unsecured electronic means. To initiate an I.T. search of any materials, management must follow the I.T. Search Policy and contact: [security@cibr.com](mailto:security@cibr.com) and [hr@cibr.com](mailto:hr@cibr.com) .

Office telephones are for business purposes. While the Company recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the Company's long-distance account is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.

It is also against Company policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on Company computers. Violations of this policy may result in termination.

## Software Piracy, Copyright Laws and Internet Use

CIBR strictly prohibits the piracy of software and the violation of piracy and copyright laws. The Company reserves the right to dismiss any employee found in violation of this policy.

## Video Surveillance & Recordings

CIBR and the buildings from which we operate may have forms of surveillance, like video cameras. This is to mitigate any risk of violence in the workplace, along with everyday problems of theft, security breaches and other misconduct. No video surveillance will be used where employees have an expectation of privacy (i.e. restrooms, lactation spaces.)

To ensure the highest quality service and instruction for students, clients, and consultants, any employee calls using CIBR's telephones or computers may be monitored and recorded. All inbound and outbound calls are covered by this policy. CIBR reserves the right to use these recordings for any lawful purpose, but generally the recordings will be used to provide employee training and feedback. Employees may or may not receive contemporaneous notification at the time of the call that the monitoring or recording is occurring. Employees will also receive training on when it is legally necessary to inform customers, consultants, and students about the possibility of call recording. To prevent the recording of personal calls, employees should refrain from making personal calls on Company equipment.

## Employee Searches

Allow this policy to give full notice that when you, as an employee or contractor, come onto any property owned by, leased or rented by, or used by CIBR (Premises), you explicitly agree to abide by all Company policies and if there is knowledge or indication of a policy violation, CIBR has the right to conduct an investigation which includes a search of your workspace and your personal items on the Premises of CIBR.

Only a member of Senior Leadership, or the Director of HR, may conduct a search or appoint someone to conduct a search. Therefore, when deemed necessary, it is the policy of CIBR for authorized persons to search and inspect both Company property and personal items of an employee. An employee's refusal to cooperate in a search, inspection or investigation will result in disciplinary action up to and including termination.

Before the search process begins, the person conducting the search should escort the employee to a private location, cite this policy and inform them that a search and inspection of his or her workspace and personal possessions will be conducted. An employee who refuses to cooperate with a search request from an authorized CIBR representative may be placed on unpaid suspension and relieved of duty until management determines an outcome. Items which may be searched include, but are not limited to: Any CIBR property, personal property brought on the Premises like pockets, purses, wallets, cars/trucks, shopping bags and boxes and removable clothing.) The Company has a right to confiscate and dispose of any items they deem necessary as a result of the search and the employee will be given a list of these items.

## Telecommuting

Employees in certain positions within the Company may be eligible to perform their job from a remote setting, like their home. An employee who works in a position eligible for telecommuting agrees to participate in the telecommuting program and acknowledges they must adhere to the applicable guidelines and policies.

An employee who is interested and eligible to participate in the telecommuting program must agree to do so for an initial period of no more than six (6) months. At the end of the period, the employee and her/his Manager will review the arrangement, which could result in continuing the agreement for a period of no more than one (1) year. The agreement will be reviewed no later than annually thereafter. An evaluation of performance standards will be conducted during each review meeting or on a more

frequent schedule when necessary. An evaluation of performance will be based on norms, or other work criteria that are consistent occupational guidelines, results compared to goals, and comparisons to results for those in the same or similar roles.

## Requirements of Telecommuting/Remote Roles:

- The employee must adhere to all Company policies and procedures during the telecommuting agreement.
- The employee's work hours will be established as their "schedule" by their Manager.
- Employee may be required to maintain "time records" for time worked in this role, upon the request of the Manager.
- Time and attendance will be recorded as performing job duties at the employee's remote location or primary residence. Once the employee logs in as working, he/she must log off for any personal activities. (A telecommuting employee must obtain approval before taking leave or time away from the job in accordance with established Company "Time Off" policy.
- Periodically, at the discretion of the employee's manager, the employee may be required to attend meetings and/or to perform their job duties at a Company facility or office.
- Authorization must be received before any overtime is worked. All work time (logged in time, travel time and meeting/facility business time) must be recorded in accordance with the corporate time-keeping policies and systems. Under no circumstances must work be performed that is not recorded and accounted for in full. Overtime that has been ordered and approved in advance will be compensated in accordance with applicable FLSA laws and regulations. The Company will vigorously discourage unapproved overtime. Failure to obtain proper approval for overtime work may result in the employee being removed from the telecommuting program or other disciplinary actions.
- To effectively perform assigned tasks, employees may use the Company's equipment at the telecommuting location, with prior approval. The Company's equipment must be protected against damage and unauthorized use. Facility equipment will be serviced and maintained by the Company. Any equipment provided by the employee will be at no cost to the Company and will be maintained by the employee. Corporate data management policies will be strictly adhered to and no data or Company information will be shared with or stored on personal devices.
- The telecommuting location may be inspected periodically to ensure proper maintenance of the Company's equipment is performed and site safety standards are met. The employee is covered by Workers' Compensation if injured in the

course of performing official duties at the telecommuting location. Inspections will be conducted during normal working hours and the employee will be given reasonable notice, if possible, but inspections are at the discretion of the Company

- The Company will not be responsible for operating costs, home maintenance, or any related cost (utilities, wear-tear) associated with the use of the employee's residence or other remote location. The Company will not be liable for any damages to the employee's property which results from participation in the telecommuting program.
- Employees will be entitled to reimbursement for any pre-authorized expenses related to conducting ordinary business as part of the telecommuting program.
- It will be the employee's responsibility to protect the Company's records, papers, computer files and correspondence from unauthorized disclosure or damage and to ensure that all Company documents are properly returned to a Company facility as required. If either the employee or the Company chooses to discontinue the telecommuting arrangement, the employee will be responsible for ensuring that all documents and equipment are properly returned to their Manager and Company facility immediately.
- The employee must limit the performance of assigned duties to the designated, approved remote location. Failure to comply with this provision may result in termination of the telecommuting agreement and/or other appropriate disciplinary action. If changing to an alternate location is necessary, it must be approved by the employee's Manager.

Employees working remotely/telecommuting are expected to exercise careful judgement in assuring compliance with these, and other, designated policies related to telecommuting or remote work. Should you feel you cannot do so, you should contact your Manager immediately for discussion and potential change in your work assignment.

## **Time Away From Work**

### *Corporate Attendance Policy—Planned & Unplanned Absences – Non-Exempt Personnel*

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA).

## Absence

“Absence” is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

- **Planned absences** occur when **all the following conditions** are met:
  - The employee provides to his or her Manager sufficient notice **at least 72 hours** in advance for **one day of PTO** requested off by employee.
  - The employee provides to his or her Manager **at least 14 days’ notice for two or more days of PTO**.
  - The absence request is approved, in advance, by the employee’s Manager.
  - The employee has sufficient accrued paid time off (PTO) to cover the absence
- **Unplanned absences** occur when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her Manager, by phone, unless other forms of communication have been agreed upon, **not later than one hour prior** to the employee’s scheduled start time on that same day of absence. Only in the event of an emergency, if the employee is physically unable to call, may he or she have someone else make the call on their behalf.
- **Occurrences**
  - An unplanned absence counts as one occurrence for the purposes of discipline under this policy.
  - While an absence is defined as a single failure to be at work, an occurrence may cover consecutive absent days when an employee is out for the same reason.
  - Employees with three or more consecutive days of absence because of illness or injury must give their Manager proof of physician’s care.
  - Employees must take earned PTO for every absence unless otherwise allowed by Company policy and/or regulatory agencies.

## Tardiness and Early Departures

We expect employees to be on time, per their assigned schedule, and ready to begin work. A tardy occurrence will be considered when an employee is not at their desk and



ready to work at their scheduled time, whether reporting for work at the beginning of the day or returning to work after a break period.

If employees cannot report to work as scheduled, they must notify their Manager via a phone call no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the Manager that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must notify their Manager immediately.

- **Occurrences**

- Tardiness and early unplanned departures are each one-half an occurrence for the purpose of discipline under this policy. Unplanned departures are those departures for which the Manager has not given approval prior to the day of the actual departure.
  - Managers have the right to address tardiness and early departures at any point in the employment relationship. If it is felt there are habitual patterns of abuse or other reasons for concern, the Manager may and will have discussions with the employee. This policy does not prohibit this action.

## Absenteeism Disciplinary Action

Excessive absenteeism is defined as two or more occurrences of unplanned absences in a 30-day period and will result in disciplinary action.

Multiple 30-day periods of excessive absenteeism will result in disciplinary action up to and including termination.

Four occurrences in a rolling 6-month period will result in disciplinary action up to and including termination.

## Patterns of Behavior

Patterns of behavior are defined as, but not limited to, accumulating unscheduled absences by calling off on a particular day (ex. scheduled Saturdays,) and/or calling off after excused scheduled days, weekends or holidays off.

Because these behaviors are chronic and cause undue hardship on peers, they may require intervention by a Manager. Should your Manager note this type of pattern of behavior in timekeeping logs, they may first meet with you to determine the cause,

however if the patterns continue, this may result in disciplinary action up to and including termination.

## Job Abandonment

No-call no-shows are not permitted and will result in corrective action up to and including termination if an employee fails to notify their Manager of their absence.

Any employee who fails to report to work, without notifying his or her Manager, will be considered to have abandoned the job and voluntarily terminated the employment relationship. Anyone exiting the Company in this manner will NOT be considered for rehire.

## Exempt Personnel

While under FLSA, this policy would be specifically directed at Non-Exempt personnel, all personnel are expected to work diligently to complete job tasks and be present and available during their scheduled work hours.

## Holidays

The Company observes and allows time off for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- The Friday after Thanksgiving
- Christmas Day
- 3 - 5 days of Designated December Floating Holidays
  - *The number of days will be determined annually, to be utilized in conjunction with Christmas Holiday.*

Any holiday, other than New Year's Day and Christmas Day, that falls on a Saturday or Sunday will be observed on the previous Friday. If your work schedule includes a Saturday and the Saturday holiday is being observed on a Friday, you will still be expected to report for work on Saturday, unless otherwise determined and communicated by your Manager. When Christmas and New Year's fall on a Saturday or Sunday they will be observed on those days, not on the previous Friday. While the

company will be closed on both the Friday and the Saturday after Thanksgiving, employees will be paid for only one of those days as a paid holiday.

### 3 to 5 days of Designated December Floating Holidays:

These additional days in December are expected to allow employees to extend their Christmas Holiday event. To give this extra time off to employees, but still allow the Company to remain open between Christmas and New Year's Day, the use of these extra days will be determined by the Department Leaders in consultation with and approval from the Executive Vice Presidents.

### Holiday pay

Full-time employees are eligible for holiday pay for the days listed above. Part-time (less than 40 hours work schedule) and temporary employees are not eligible for holiday pay. Full-time employees are paid for hours they "would have worked" on the day of the holiday. For example: If you work a 4-day week-10 hours per day schedule and one of those days is a Monday, which is a holiday, you will receive 10 hours holiday pay for that day. If you work 8 hours ordinarily each day, your pay would be 8 hours holiday pay.

If a non-exempt employee is required to work on a Holiday, they will be paid for the Holiday and for the specific hours worked on the day of the Holiday. Management at Director level and above are exempt from this double pay standard and are given alternate hours to use in its place. These alternate hours must be taken within 90 days of the holiday.

### **WE DO NOT HAVE UNDESIGNATED FLOATING HOLIDAYS.**

If you are a non-exempt employee and work on a holiday, you will receive additional pay for the specific hours you work on that day. If you work a schedule that does not include the days listed as the holiday and you are a FT Employee, eligible for the holiday pay, you will be paid for the Holiday at your normal rate for that 8-hour day which is a holiday. Holiday pay eligibility shall further depend upon the employee working a full shift on the workday preceding the holiday and a full work shift on the workday following the holiday.

### **The only exceptions are:**

1. The employee is ill and has submitted a doctor's statement,

2. The holiday falls during the employee's approved vacation period utilizing a positive bank of paid time off, or
3. The employee leaves work on the workday before or after the holiday because of an industrial accident or because the office closes early.

## Serve Day

Serve day is usually held on the third Friday of September with the specific day determined and announced by Leadership each year. This is our time to commemorate those POW/MIA (Prisoners of War/Missing in Action) by volunteering services in the community. Any employee who gives approved service for a minimum of 3 hours in their community on that day does not have to report to work but will be paid for a full 8-hour day. Details of serve day are provided annually which may include specific volunteer options or require pre-approval for self-identified volunteer options. Documentation may be required to document type of service and hours of service.

Religious observances. Employees who need time off to observe religious practices should speak with their Manager and Human Resources. When approved, employees may take vacation time or take off unpaid days for religious observances. CIBR will seek to reasonably accommodate individuals' religious observances. CIBR is always closed on Sundays.

## Paid Time Off (PTO)

CIBR provides paid time off for permanent, full-time employees to be away from work due to vacation, illness, or other personal requirements. Part-time employees and temporary employees are not eligible for paid time off.

Full-time employees will accrue paid vacation according to the following schedule:

<b><u>Service Period</u></b>	<b><u>Per Payroll Accrual</u></b>
First year of employment	4.34 hours
Year 2 thru end of year 3	5.00 hours
Year 3 thru end of year 5	6.67 hours
Year 5+	8.34 hours

Full-time Leadership designated employees will accrue paid time off according to the following schedule:

<b><u>Service Period</u></b>	<b><u>Per Payroll Accrual</u></b>
First year of employment	5.00 hours
Year 2 thru end of year 3	6.00 hours
Year 3 thru end of year 5	6.67 hours
Year 5+	8.34 hours

***\*CIBR will be updating their Paid Time Off Policy in January 2021.  
Additional information will be provided to you soon!***

Employees may not take PTO until they have earned or accrued the time. Any request to have a negative balance must be approved in writing by an employee's direct Manager and cannot go over an allotment of two paychecks.

Generally, employees should submit PTO requests to their Manager at least 2 weeks in advance of the requested vacation date, or as soon as the vacation time is known, whichever is soonest. PTO may be scheduled up to a maximum of 5 consecutive business days (40 hours). Exceptions to this rule must be given in writing by a member of Senior Leadership.

PTO should be used in the year it is earned. Employees will be permitted to carry-over up to 40 hours of accrued PTO to the following calendar year. Unused PTO above 40 hours will be forfeited.

Upon separation of employment, voluntary or otherwise, if you have taken PTO that had not yet accrued, you agree to repay any such amounts, which will be withheld from your final pay as applicable law permits.

Upon separation of employment, voluntary or otherwise, if you have accrued, unused PTO, this PTO will be forfeited, and you will not be paid for these hours.

## **Family and Medical Leave**

CIBR complies with the Federal Family and Medical Leave Act (FMLA), where applicable by site, which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The Company abides by any state-regulated leave laws. The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

Per the regulation, you must be employed by CIBR for a minimum of 12 months to qualify for FMLA. The leave granted will be for up to 12 or 26 weeks, depending on the qualified leave period. The leave calendar is a rolling 12-month period calendar.

If you have any questions regarding the FMLA, please direct them to HR.

## Military Leave

**CIBR** supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. A military leave of absence will be granted to employees who are absent from work because of service in the United States uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act [“USERRA”] Advanced notice of military service is required unless military necessity prevents such notice or it is otherwise impossible or unreasonable. The leave will be unpaid. However, employees may use any available paid time off for the absence if desired.

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

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

Employees returning from military leave will be placed in a position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

## Bereavement Leave

Employees may take up to 3 days of paid bereavement leave upon the death of a member of their immediate family. “Immediate family members” are defined as an employee’s spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild. Consideration may be given for those with immediate family deaths that are at a great distance from the employee’s current

address. This is considered on a case-by-case basis and must be approved by both your Manager and the Director of Human Resources.

An employee wishing to take time off to attend services for a non-family member would be required to utilize PTO.

CIBR may require verification of the need for the leave. The employee's Manager and Human Resources will consider this time off on a case-by-case basis.

## Leave of Absence

CIBR recognizes there are several types of formal and informal Leaves of Absences, which cover employees during illness and difficult times. Should an employee need a Leave of Absence, he or she must immediately let their Manager know. The Manager and employee will then work with Human Resources to look at all options and determine next steps. The employee should put the request in writing and email it to their Manager and to [hr@cibr.com](mailto:hr@cibr.com) to start the process.

## Jury Duty/Court Appearance

CIBR supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their Manager as soon as possible after receiving the notice to allow advance planning for an employee's absence. The Manager should send a copy of the summons to HR for documentation and payroll purposes.

Employees will be paid for up to 1 week of jury duty service at their regular rate. Employees may use any accrued PTO if required to serve more than 1 week on a jury.

If an employee is released from jury duty after 4 hours or less of service, he or she must report to work for the remainder of that workday.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally PTO will be used for this purpose if available.

Payment received for court service is not expected to be returned to CIBR.

## Time Off for Voting

CIBR recognizes that voting is an integral part of being in a community. In almost all cases, you will have enough time outside of working hours to vote. If for any reason you

think this won't be the case, contact your Manager to discuss scheduling accommodations. If you have questions regarding the specific voting law for your state please contact Human Resources.

## Employee Benefits

CIBR recognizes the value of benefits to employees and their families. We support employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to the Summary Plan Descriptions (SPD), which can be found in UltiPro, or contact the MyComputerCareer Human Resources department. To the extent that the information provided here or in the SPD conflicts with the full plan document, the full plan document will control.

### Eligibility for Benefits and Overview of Employer Provided Benefits

Briefly, the Company tries to provide employees with a benefit package that:

- Is competitive with or better than others within the industry and in the communities where we are located and operate;
- The Company can financially support in both favorable and unfavorable economic times.
- Best meets the most important needs of the majority of our employees

All benefits for the Company are reviewed, modified and improved as necessary to keep current with the market and industry.

NOTE: Benefits are described, in detail, in the benefits booklets you receive at Annual Enrollment and are outlined within UltiPro. This handbook is only a highlight of your benefits.

Employees working 30 hours or more per week, on a consistent basis, will be eligible for Company benefits on the first day of the month following 30 days of employment. Part-time employees promoted to full-time roles are eligible for benefits on the first day of their new role, if they have already met the benefits definition for benefits above.

Regular, Full-time employees are provided a comprehensive group insurance plan. It is our goal to pay 100% of the employee only premium for the following designated



“employer paid plans” but recognize that annual review of economics of plan renewal rates and corporate economic details must be considered.

- Accidental Death & Dismemberment Insurance
- Life Insurance
- Medical Insurance
- Dental Insurance
- Vision Insurance
- Short Term Disability
- Long Term Disability

Dependent coverage is optional and available at group rates to each employee. Human Resources can answer questions you may have about your benefits program. Should you leave the Company, you may be entitled to continue and/or convert your Company insurance plan(s) (at your expense) for a period of time. HR will explain the specifics of these options at time of separation. The availability of any particular type of insurance or coverage is subject to change. Notice of change will be given as soon as practical for the Company.

## Additional Employee Benefits

CIBR offers additional benefit coverage for employees, including, but not limited to:

- H.S.A
- F.S.A
- Supplemental Life for employee and family
- Dental Buyup
- Medical Buyup

And other plans that may be added on an annual basis for Open Enrollment

## Employee Assistance Program

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. CIBR wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

This free, comprehensive counseling service offers employees a 24-hour hotline answered by professional, degreed counselors.

CIBR encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the Company, nor is the Company given any information on who chooses to use the services. For questions or additional information about this program, employees may contact the Human Resources department.

## Birth of a Child

CIBR is excited when its family grows through the birth of a child for one of its employees. We provide Short Term Disability for the mother in the instance of the birth of a child. The employee must meet the plan designation for Short Term Disability for this benefit.

Once an employee finds out she is pregnant, she should let Human Resources know by emailing: [hr@cibr.com](mailto:hr@cibr.com). HR will then walk her through the steps she needs to take for planning.

Short-term disability benefits may run concurrently with FMLA leave and/or any other leave where permitted by state and federal law.

## Retirement / 401(k) Plan

CIBR recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan.

Eligibility, matching, vesting, and all other matters relating to these plans are explained in the Summary Plan Description that can be obtained upon request from MyComputerCareer Human Resources or UltiPro.

## Employee and Family Training Program

CIBR is proud of the outstanding educational opportunities our programs provide and encourages employees and their families to invest in their professional development by enrolling in courses/programs to advance their knowledge and skills in the I.T. industry. We provide this education to eligible employees and their eligible family members, with no charge for tuition, after only six months of employment! Eligible family members include spouse and children (adopted, birth, stepchildren, and sons and daughters-in-law). Please see policy for greater detail on expectations and eligibility.

**Eligibility Date:** The eligibility date is calculated from the first of the month following the hiring date. For example, if an employee is hired on January 15, their six-month eligibility starts on February first, making them eligible on August 1 st . The Training Program is limited to seating capacity and is determined based on tenure with CIBR.

**Cost:** Eligible Participant(s) must pay for all non-refundable costs which are listed in the school catalog. Eligible Participant(s) may be offered a MyComputerCareer loan to cover these expenses, but the Full Time Employee must be the borrower or co-signer on the loan. When an Eligible Participant graduates by their maximum time frame, they will be refunded the cost of the non-refundable portion paid; or will have their loan forgiven. Repayment of loans for those that do not graduate will be through payroll deduction from the employee's check. A deduction authorization form is required.

**Career Services eligibility:** Eligible Participant(s) are eligible for Career Services assistance. This excludes employees who graduate from the program.

**Test-Pass Assistance:** MyComputerCareer will pay for the Eligible Participant(s) to take each certification exam once. If he/she fails the certification exam, he/she is responsible for the cost of any subsequent re-takes. Eligible Participant(s) must meet all standards of attendance, work completion, grades and approvals that are required from all other students prior to testing.

**Removal from Program:** MyComputerCareer reserves the right to remove any employee, or family member, from the Training Program at any time and at the sole discretion of leadership without explanation. No refunds will be provided. Some reasons for removal from the program include, but are not limited to:

- a. Unacceptable conduct,
- b. Unacceptable attendance,
- c. Not completing curriculum, or
- d. Any other reason deemed appropriate by leadership.

**Repeating the training program:** Repeating any portion of the Training Program is not permitted.

**Employee Termination:** Benefits of the Family Training Program will end on the employee's last day of employment. At that time, the Eligible Participant may request to continue participation in the Training Program, but Senior Leadership approval is required. The cost of completion will be calculated based on applying transfer credit to successfully completed courses and determining the cost of the remainder of the

program. Payment for these costs must be arranged prior to the students continued attendance in class.

Any exceptions to the rule can be requested from members of Leadership. A request for an exception must be submitted to Executive Leadership via email.

## Office Transfer Policy

CIBR recognizes the value each employee brings to the Company; therefore, to maximize their value and contributions, we will consider allowing employees to request a transfer to another office if their equivalent position is available.

If an employee's current position becomes available in another office, they are permitted to apply for this position. If the transfer is approved, CIBR will reimburse relocation expenses up to a maximum of \$1,000 if the transfer office is greater than 100 miles from their current site.

If the transfer is related to a promotion to a new position, CIBR may authorize a relocation expense reimbursement of more than \$1,000.

To request the relocation expense reimbursement, you will need to complete the "Relocation Expense Form" located in UltiPro or upon request.

# Travel Policy

## Travel Pay

CIBR follows all US Department of Labor/Fair Labor Standards Act regulations on pay for travelers. Travel is handled on a case by case basis between an employee and his/her Manager and approved by the department head. Once approved, a case is created in Salesforce and the Purchasing Department will handle arrangements with a Company issued credit card. Please work with your Manager on all details pertaining to your travel for CIBR.

## Reimbursement of Travel

Personal meals are covered by a per diem of \$55 per day which can be claimed starting with the day you travel until you return home. Personal incidentals, such as baggage fees, taxi's, rental car fuel will also be handled by the employee and will be reimbursed

once receipts and information are submitted through The Company's expense reporting system.

In general, travel should be arranged with saving money for the Company in mind. We reserve the right to have employees share hotel rooms with someone of the same gender, and one rental car per traveling group is encouraged.

When traveling, The Company encourages the employee to consider how to be available for as much of the workday as possible. If you have any questions on getting reimbursed for travel, please ask your direct Manager.

## Company/Personal Property while traveling

When traveling for Company business you should always protect the Company property, such as laptops, tablets, etc. It's best to leave these items in a hotel room or locked in the trunk of the rental vehicle. Do not leave Company property in an area in a vehicle which would be accessible by breaking a window. If the rental is vandalized or broken into and personal items are stolen CIBR will not assume responsibility to replace these items. All employees are expected to be vigilant and ensure their personal belongings are secure.

## Alcohol While Traveling Disallowed

When traveling for the Company, employees are representing the CIBR image and values. For this and other reasons, 24 hours a day from the point you begin travel for CIBR to when you arrive back home, whether during or after normal work hours, employees are prohibited from consuming any form of alcohol or drugs of any kind, other than those prescribed by a doctor for the employee, regardless of whether they are legal or illegal in the state to which you travel. Failure to follow this policy can result in disciplinary action up to and including termination.

Employees on travel are also expected to spend their time in places that would widely be considered family friendly.

# Summary

This employee handbook has been compiled to inform you of Company practices, policies, and benefits. We encourage both you and your family to become familiar with its contents since much of it is important to them also.

Because these policies, work rules, and benefits may change from time to time, you as an employee should always consult with your Manager, as well as your handbook, if you have any questions about any material included here. From time-to-time, there will be updates to the handbook and the policies and processes herein. You are responsible for periodically reviewing the handbook for its direct impact on you, your role and your family. CIBR may send out notices that updates have been made. So, watch for updates!

In closing, thank you for your support of CIBR and for your support of our policies and processes that assure the best working environment for our staff. We hope you enjoy many great years as one of our best employees!

# EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of CIBR. I understand that it is my responsibility to read and comply with the policies in the handbook. I further acknowledge, I may ask questions regarding the policies stated herein.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, Company practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to review and change by CIBR at any time without notice.

I further understand that neither this document nor any other communication shall bind the Company to employ me now or hereafter and that my employment may be terminated by me or the Company without reason at any time. I understand that no representative of the Company has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

I also understand this agreement may not be modified orally and that only the CEO of the Company may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the CEO of the Company.

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Employee's Name in Print

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Signature of Employee

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Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE