



Employee Handbook

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Acknowledgment of Receipt of Erias Ventures, LLC Employee Handbook

The Employee Handbook ("Handbook") contains important information about Erias Ventures, LLC ("Company"), and I understand that I should consult the Human Resources Department regarding any questions not answered in the Handbook.

I understand that this Handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the Handbook and understand that I may ask my designated manager or the Human Resources Department any questions I might have concerning the Handbook. I also understand that it is my responsibility to comply with the policies contained in this Handbook along with any future revisions, and further agree that my continued employment with the Company shall be my acceptance of and agreement to abide by the terms of the Handbook.

I acknowledge that revisions to the Handbook may occur and that information, policies, and benefits described herein are subject to change at any time, and I understand that revised information may supersede, modify or eliminate existing policies. Only the President of the Company has the ability to adopt any revisions to the policies in this handbook and changes will be communicated to the extent reasonably possible via direct correspondence or on a shared server. It will remain my responsibility to read and understand current policies.

I have received a copy of the Erias Ventures Employee Handbook and understand that this form will be retained in my personnel file.

Signature

Date

Full Name (please print)

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INTRODUCTION

This Employee Handbook (“Handbook”) is a compilation of personnel policies, practices and procedures currently in effect at Erias Ventures, LLC (“Company” or “Erias”).

The Handbook is designed to introduce you to our Company, familiarize you with policies, provide general guidelines on work rules, benefits and other concerns related to your employment, and help answer many of the questions that may arise in connection with your employment.

This Handbook is an overview or a guideline. It cannot cover every matter that might arise in the workplace and specific questions regarding the applicability of a policy or practice should be addressed to the Human Resources Department.

The Company reserves the right to modify any of our policies and procedures at any time. We will seek to notify you of such changes by email and other appropriate means, but such notice is not required for changes to be effective. You should check the Company’s intranet site for the most current version of any policy and procedure.

1 PROFESSIONAL ETHICS

1.1 Our Core Values

Erias Ventures was founded to serve its customers with an entrepreneurship mindset. We value taking action, having the courage to commit, and persevering through challenges and failures.

Taking action requires persistence and boldness. Here at Erias, we believe that with proper planning and deliberate focus even the hardest problems can be dismantled into manageable pieces that can be worked on.

Acting in the face of uncertainty takes courage and conviction. That is why we are committed to providing innovative, scalable and adaptive solutions to satisfy the unique problems confronting our customers as they work to secure the nation.

Being successful depends on persistent dedication, resoluteness and adaptability. We take great pride in our ability to quickly and effectively overcome any setback or obstacle we encounter as we develop and build complex systems and products.

All employees are asked to build a culture that fosters trust, respects the individual, upholds the law, practices fair competition and avoids conflicts of interests in order for us to achieve our goals and adhere to our values. Our employees are expected to protect proprietary information, maintain accurate records, properly use company resources, and act in a professional manner as a representative of the company.

1.2 Build Trust and Credibility

The success of our Company is dependent on the trust and confidence we earn from our employees and customers. We gain credibility by adhering to our commitments, displaying honesty and integrity, and reaching company goals solely through honorable conduct. When considering any action, it is wise to ask: will this build trust and credibility for the Company? Will it help create a working environment in which the Company can

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succeed over the long term? Is the commitment I am making one I can follow through with? The only way we will maximize trust and credibility is by answering “yes” to those questions every day.

1.3 Respect for the Individual

We all deserve to work in an environment where we are treated with dignity and respect. Erias is committed to creating such an environment because it brings out the full potential in each of us, which in turn contributes directly to our business success. We cannot afford to let anyone’s talents go to waste.

Erias is an equal employment employer and is committed to providing a workplace that is free of discrimination of all types and does not tolerate abusive, offensive or harassing behavior. Any employee who feels harassed or discriminated against should report the incident to their designated manager or the Human Resources Department.

1.4 Uphold the Law

Erias’ commitment to integrity begins with complying with laws, rules and regulations where we do business. Each of us must have an understanding of the company policies, laws, rules and regulations that apply to our specific roles. We should seek advice if we are unsure of whether a contemplated action is permitted by law or Company policy and we are responsible for preventing violations of law when it is within our power and for speaking up if we see possible violations.

Our business is subject to a variety of rules and regulations. Most notable among them perhaps is the Federal Acquisition Regulation (FAR) - codified at Title 48 of the Code of Federal Regulations - containing the uniform policies and procedures for acquisitions by the U.S. government.

1.5 Competition

We are dedicated to ethical, fair and vigorous competition. We will market the Company products and services based on their merit, superior quality, functionality and competitive pricing. We will make independent pricing and marketing decisions and will not improperly cooperate or coordinate our activities with our competitors. We will not offer or solicit improper payments or gratuities in connection with the purchase of goods or services for Erias or the sales of its products or services.

1.6 Proprietary Information

It is important that we respect the property rights of others. We will not acquire or seek to acquire by improper means a competitor’s trade secrets or other proprietary or confidential information. We will not engage in unauthorized use, copying, distribution or alteration of software or other intellectual property.

1.7 Export

The Company is registered with the Directorate of Defense Trade Controls (DDTC) of the U.S. Department of State as a licensed exporter of restricted technical information. This allows Erias to perform on contracts and tasking requiring this capability. Export of restricted technical information requires strict compliance with the International Traffic in Arms Regulations (ITAR) and it is Company policy to put in place and maintain all processes and procedures necessary to ensure full compliance with the ITAR and the specific requirements

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and protocols of each individual license. You should consult your management prior to export of any material that is in question.

1.8 Conflicts of Interest

We must avoid any relationship or activity that might impair or even appear to impair our ability to make objective and fair decisions when performing our jobs. We may be faced with situations at times where the business actions we take on behalf of the Company may conflict with our own personal or family interests. This may be because the course of action that is best for us personally may not also be the best course of action for the Company. We owe a duty to the company to advance its legitimate business interests when the opportunity to do so arises. We must never use Erias property or information for personal gain or personally take for ourselves any opportunity that is discovered through our position with the Company.

A conflict of interest may exist when employees have interests that potentially interfere with providing objective advice and service to our clients. Circumstances or situations that may cause or give the appearance of causing a conflict of interest include the following:

- Having an ownership or financial interest in a company that does business with or competes with the Company. Employees should report such involvement in writing to a member of the Erias management team.
- Having immediate family members employed by a U.S. government client in a conflicting situation. Employees should report any potential conflict with an immediate family member's employment to their designated manager or member of the Erias management team.
- Engaging in secondary employment that is competitive with their obligation to Erias or involves a company that does business with or competes with Erias or has an interest in proprietary or confidential information. Any secondary employment or outside professional or business venture that is competitive with Erias must be approved in writing in advance by the President. Such permission may be granted on a case-by-case basis.
- Having political or community involvement where it is not clear that the employee represents only himself or herself. Erias supports and encourages involvement in the community, but each employee must make clear that he or she is representing their own views and not those of the company.
- Discussing and establishing employment or consulting arrangements with any person leaving or who has recently left U.S. government or military service. Any proposed arrangements with such individuals must be reviewed in advance to ensure these arrangements comply with the federal conflict-of-interest laws.

All employees and all members of their immediate families must avoid situations such as these and any other professional involvement with other persons or organizations that would create or give the perception of a conflict of interest. Any employee should seek the counsel of an Erias management team member on how to best resolve possible conflicts if a concern arises.

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1.9 Offering Business Courtesies

Any employee who offers a business courtesy must assure that it cannot reasonably be interpreted as an attempt to gain an unfair business advantage or otherwise reflect negatively upon the Company. An employee may never use personal funds or resources to do something that cannot be done with Company resources. Accounting for business courtesies must be done in accordance with approved company procedures.

Other than to our government customers, for whom special rules apply, we may provide nonmonetary gifts (i.e., company logo apparel or similar promotional items) to our customers. Management may approve other courtesies including meals, refreshments or entertainment of reasonable value, provided that:

- The practice does not violate any law or regulation or the standards of conduct of the recipient's organization.
- The business courtesy is consistent with industry practice, is infrequent in nature and is not lavish.
- The business courtesy is properly reflected on the books and records of the Company.

1.10 Accurate Public Disclosures

We will make certain that all disclosures made in financial reports and public documents are full, fair, accurate, timely and understandable. This obligation applies to all employees, including all financial executives with any responsibility for the preparation, reviewing and signing or certifying the information contained in such reports. No business goal of any kind is ever an excuse for misrepresenting facts or falsifying records.

Employees should inform management and the Human Resources Department if they learn that information in any filing or public communication was untrue or misleading at the time it was made or if subsequent information would affect a similar future filing or public communication.

1.11 Corporate Recordkeeping

We create, retain and dispose of our company records as part of our normal course of business in compliance with all regulatory and legal requirements.

All corporate records must be true, accurate and complete, and company data must be promptly and accurately entered in our books in accordance with Company applicable accounting principles. Employees who create, administer or have access to records are required to understand the retention requirements and work with the appropriate organizations and follow the appropriate safeguards when destroying information at the end of the retention period.

We must not participate in any unauthorized audit nor improperly influence, manipulate or mislead any authorized audit, or interfere with any auditor engaged to perform an internal independent audit of Company books, records, processes or internal controls. In a case where information is part of an internal or external investigation, all appropriate safeguards shall be used to prevent any records or information from being tampered with or destroyed.

1.12 Confidential and Proprietary Information

Integral to Erias' business success is our protection of confidential company information and nonpublic information entrusted to us by employees, customers and other business partners. Confidential and

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proprietary information includes such things as pricing and financial data, customer names and addresses or non-public information about other companies, including current or potential suppliers and vendors. We will not disclose confidential and nonpublic information without a valid business purpose and proper authorization.

1.13 Use of Company Resources

Company resources including time, material, equipment and information are provided for Company business use. Occasional personal use is permissible so long as it does not affect job performance or cause a disruption to the workplace. Technology devices necessary to perform job duties are provided for the employee's use and are refreshed with new equipment as required by the work assignment and at the Company's discretion. Devices purchased for an employee's use on Company projects will remain the property of Erias and must be returned when employment is terminated.

Employees and those who represent the Company are trusted to behave responsibly and to use good judgment to conserve and protect Company resources and equipment

We will not generally use Company equipment such as computers, copiers, fax machines and technology devices in the conduct of an outside business or in support of any religious, political or other outside daily activity, except for company-requested support to non-profit organizations. We will not solicit contributions nor distribute non-work-related materials during work hours.

In order to protect the interests of the Erias network, data and our fellow employees, we reserve the right (1) to monitor or review all data and information contained on an employee's company-issued computer or electronic device including the use of information systems, the Internet, cloud-based tools or the Company network, and (2) monitor the data transferred to or from a non-company-owned computer or electronic device that connects to Company information systems, networks or cloud-based tools. We will not tolerate the use of company resources to create, access, store, print, solicit or send any materials that are harassing, threatening, abusive, sexually explicit or otherwise offensive or inappropriate.

Questions about the proper use of company resources should be directed to your manager.

Several key questions can help identify situations that may be unethical, inappropriate or illegal. Ask yourself:

- Does what I am doing comply with Erias' guiding principles, Code of Conduct and company policies?
- Have I been asked to misrepresent information or deviate from normal procedure?
- Would I feel comfortable describing my decision at a staff meeting?
- How would it look if it made the headlines?
- Am I being loyal to my family, my company and myself?
- What would I tell my child to do?
- Is this the right thing to do?

1.14 Gifts, Gratuities, and Business Courtesies

Erias is committed to competing solely on the merit of our products and services. We should avoid any actions that create a perception that favorable treatment of outside entities by Erias was sought, received or given in exchange for personal business courtesies. Business courtesies include gifts, gratuities, meals, refreshments,

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entertainment or other benefits from persons or companies with whom Erias does or may do business. We will neither give nor accept business courtesies that constitute or reasonably could be perceived as constituting unfair business inducements that would violate law, regulation or policies of Erias or customers, or would cause embarrassment or reflect negatively on our reputation.

2 GENERAL EMPLOYMENT POLICIES AND PRACTICES

2.1 Equal Employment Opportunity

The Company is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy, sexual orientation, and gender identity), national origin, disability, age, genetic information or any other status protected under applicable federal, state, or local laws. Our policy reflects and affirms the Company's commitment to the principles of fair employment and the elimination of all discriminatory practices. Details of our equal employment opportunity policies are further explained in Part 5 below.

2.2 Employment with the Company

This Handbook does not guarantee you a specific term of employment. Employee's employment is "at will" and as such may be terminated by employee or the Company at any time and for any reason.

No manager or other representatives of the Company, other than the President, has the authority to enter into any agreement guaranteeing employment for any specific period. No such agreement shall be enforceable unless it is in writing and signed by the President and the employee.

2.3 Employment Classifications

The following terms will be used to describe employment classifications and status:

2.3.1 Exempt Employees

Exempt employees are not subject to the overtime pay provisions of the federal Fair Labor Standards Act (FLSA). An exempt employee is one whose specific job duties and salary meet all requirements of the U.S. Department of Labor's regulations. An exempt employee in general is one who is paid on a salary basis at not less than \$455 per week who holds an administrative, professional or management position. Computer systems analysts, computer programmers, software engineers, and other similarly skilled workers in the computer field who meet certain tests regarding their job duties and who are paid at least \$455 per week on a salary basis or paid on an hourly basis at a rate not less than \$27.63 an hour also are exempt.

2.3.2 Non-Exempt Employees

Salaried employees who are not administrative, professional, or managerial employees (as defined by the U.S. Department of Labor) and many hourly employees are generally not exempt from the FLSA's overtime provisions.

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2.3.3 Full-Time Employees

Full-time employees are those who are regularly scheduled to work more than 35 hours per week that are not hired on a temporary basis.

2.3.4 Part-Time Employees

Part-time employees are those who are regularly scheduled to work fewer than 35 hours per week that are not hired on a temporary basis. Part-time employees are not eligible for Company paid benefits, with the exception of the 401(k) plan as required by law.

2.3.5 Temporary Employees

Employees hired for an interim period, usually to fill in for vacations, leaves of absence, or projects of limited duration. Temporary employees are not eligible for Company paid benefits except as required by law.

2.4 Immigration Law Applicable to All Employees

The Company complies with the Immigration Reform and Control Act of 1986 by employing only U.S. citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of work to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (Form I-9). The Company is required by law to terminate your employment if you cannot verify your right to work in the United States within three (3) days of hire.

2.5 Personnel Records

It is important that the Company maintains accurate personnel records. You are responsible for notifying your designated manager or the Human Resources Department of any change in name, home address, telephone number, immigration status or any other pertinent information. By promptly notifying the Company of such changes, you will avoid compromise of your benefit eligibility, the return of W-2 forms or similar inconvenience.

2.6 Representing the Company

Any conduct that adversely affects an employee's job performance or the performance of fellow employees, or otherwise adversely affects the Company's legitimate business interests may result in disciplinary action up to and including termination. Similarly, inappropriate postings including discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may result in disciplinary action up to and including termination. This restriction will not apply to any postings made in the exercise of any rights granted to an employee by federal law.

2.6.1 Dress Code and Public Image

As an employee of the Company, we expect you to present a clean and professional appearance when you represent us whether you are in or outside of the office. Please keep in mind that the Company is a professional business office where clients and others often visit. Generally, clean, neat clothing is acceptable. Always use good common sense in your choice of business attire.

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2.6.2 E-mail

Electronic mail is like any other form of Company communication and may not be used for harassment or other unlawful purposes. Your email account is a Company-provided privilege and is Company property. Remember that when you send an email from the Company domain you represent the Company whether your message is business-related or personal.

2.6.3 Social Media

The term "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's weblog or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the Company. The same principles and guidelines found in the Company rules, policies and procedures apply to an employee's social media activities online.

2.7 Substance Abuse

The Company recognizes alcohol and drug abuse as potential health, safety and security problems. The Company expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment and violations of the policy may lead to discipline and/or discharge.

All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution or purchase of illicit drugs, alcohol or other intoxicants, as well as the misuse of prescription drugs on Company premises or at any time and any place during working hours. While we cannot control your behavior off the premises on your own time, we certainly encourage you to behave responsibly and appropriately at all times. All employees are required to report to their jobs in appropriate mental and physical condition and ready to work.

Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. You may inform your designated manager or the Human Resources Department to ask for assistance in seeking help to address substance abuse. Your Human Resources representative also can help you determine coverage available under the Company's medical insurance plan.

When work performance is impaired, admission to or use of a treatment or other program does not preclude appropriate action by the Company.

Any violator of this substance abuse policy will be subject to disciplinary action up to and including termination of employment.

2.8 Performance Reviews, Salary Reviews

Performance reviews will be conducted annually on or about an employee's anniversary date.

Performance review forms as designated by the Company will be distributed on or about three weeks prior to your work anniversary and expected to be returned with your input one week prior to the conference scheduled with your manager. Factors considered in your review include the quality of your job performance, your attendance, meeting the requirements of your job description, dependability, attitude, cooperation,

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compliance with Company employment policies, any disciplinary actions and year-to-year improvement in overall performance. Compensation increases and bonuses are given by the Company at its discretion in consideration of various factors, including your performance review.

2.9 Yearly Hour Requirements

Employees are expected to work at least 1832 billable hours per year. Time management is the responsibility of the employee.

2.10 Time Keeping

The Company is required to keep accurate records of the time worked by employees. The Company requires its employees to maintain a daily timesheet using the Company timekeeping system in addition to any timesheet as required by the Contract the employee is working under. Employees are required to submit their timesheet on the 15th and last day of the month by close of business.

Falsification of timesheets is fraud and means for immediate termination of employment and the possibility of an investigation with the Inspector General's Office.

Your recorded hours are to reflect actual hours worked on the contract. Lunch breaks are not included. For example, if you take a half-hour lunch break, you will need to be on site for eight and one half (8.5) hours to record eight (8) billable hours worked. For the Company timekeeping system, record fractions of an hour in quarter-hour increments (e.g., 8.25) unless specifically instructed otherwise by your manager.

2.11 Company Events

The Company may host company morale building events including, but not limited to, company happy hours, picnics, technical talks, and holiday parties. The Company may record, videotape, or photograph at the event and may use such images for marketing, advertising, recruitment, and general company awareness. No special compensation will be provided to the Employee for such use.

3 COMPENSATION

3.1 Hourly Compensation

Compensation is paid out based on the number of hours charged with an approved charge code.

3.2 Payroll Practices

Employees are paid monthly, on the 15th of each month for the previous month's billable hours. For example, the February 15th payroll will cover all hours worked during January. When a payroll date falls on a weekend or a holiday, employees will be paid on the last business day before the weekend or holiday when possible.

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3.3 Direct Deposit

The Company's standard procedure is to pay employees by direct deposit. This election is typically made on your first day of work and may be changed at any time by notifying the Human Resources Department and submitting a revised Direct Deposit Enrollment form.

3.4 Salary Deductions and Withholding

The Company withholds the required deductions from your paychecks. These include Federal, state, and local taxes and authorized voluntary deductions (e.g., insurance premiums, 401(k) contributions). All deductions will be made in accordance with federal and state laws. All employees are expected to review their pay statements regularly.

3.5 Discretionary Bonuses

Spot bonuses, professional development bonuses, annual bonuses may be awarded to employees at the Company's discretion. 401(k) deductions and Company match and profit-sharing contributions will apply to all discretionary bonuses. The Company match and profit-sharing contributions are based on the bonus value, effectively increasing the total bonus awarded to the Employee.

3.5.1 Spot Bonuses

The Company may pay spot bonuses for extraordinary performance in matters such as business development, company administration and operations support, contract performance, and technical support.

3.5.2 Professional Development Bonuses

The Company appreciates an Employee's dedication to their career and wants to further encourage professional development through the award of a professional development bonus. The Company currently pays \$150 for completion of a professional certificate that applies to an Employee's current or future position, \$400 for completion of a relevant undergraduate degree, and \$700 for completion of a relevant graduate degree.

3.5.3 Annual Bonuses

While the Company's compensation model favors higher-than-average yearly salaries, the Company may pay annual bonuses based on factors such as years of service, hours worked above the Company requirement, contributions in business development, and company administration and operations support. Annual bonuses may be penalized for disciplinary issues, failure to adhere to Company policies and procedures, and failure to meet Company hourly requirements. Annual bonuses will be paid in the January 15th paycheck for the preceding year.

4 REFERRAL PROGRAM

Erias is always looking for qualified candidates. All employees are eligible to participate in the referral program which provides further incentives such as referral bonuses for helping to grow our Company.

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4.1 Referral Process

The process of referring a candidate is simple. In order to ensure that candidates are properly assigned to the referring employee, there are three options for submission.

- The employee makes a direct introduction to the candidate through email or in person.
- The employee submits the candidate's resume directly to the Company.
- The candidate applies directly to the Company and states the name of the referring employee

Once a referral is received, the Company will notify the employee if the referral qualifies and has been assigned to them. In the event that a referral is ineligible, employees are still encouraged to help with the candidate and may be able to still receive a spot bonus award for their assistance.

Once the candidate is accepted on a program with a scheduled start date, the referring employee will be notified of acceptance with an estimated payment schedule.

4.2 Referral Bonus Payment

The referral bonus amount may fluctuate based on the current needs of the company and contract offerings. Employees are suggested to refer to current referral bonus amounts available in the Company shared drive or to contact the HR Department. The referral bonus amount listed is valid 45 days from the date of submission. After 45 days, the current referral bonus amount is awarded.

4.3 Referral Bonus Payment Schedule

Bonuses will be paid in increments of 25% in the employee's paycheck directly after each three (3) month period that both the employee and referred employee remain full-time employed by the Company on a billable contract. As an example:

- The referred candidate is accepted on a program and is expected to start April 10th.
- The referred candidate begins employment and remains employed for three (3) months until July 10th.
- The paycheck directly after this period is July 15th, which will include the first payment.

The bonus payment will be complete at the end of the first full year of employment.

4.4 Referral Bonus Eligibility

Employees are eligible to receive a referral bonus if the submitted candidate:

- Is applying for a full-time position on a billable contract.
- Is not currently employed by the Company in any capacity, including part-time, temporary, casual, hourly, interns or student workers.
- Has not previously been employed at the Company in the previous twelve (12) months.
- Is not currently in the applicant tracking system and has not previously engaged or discussed employment with the Company.
- Is not an active referral of another employee.

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4.5 Referral Dormancy

Employees are encouraged to stay engaged with their referrals and help address any questions that they have. Referred candidates that withdraw their application, decline a job offer, or otherwise disengage from the Company will be considered dormant after twelve (12) months. At that time, the candidate can be resubmitted by another employee. If the candidate is not resubmitted, then they will remain the referral of the original employee.

4.6 Referral Assistance Spot Bonus

In the case that a referral is deemed ineligible or becomes expired, employees may still be eligible for discretionary bonuses if they are assisting in the hiring process such as answering questions, engaging the candidate, and helping to identify potential programs.

5 BENEFITS

5.1 General

This section describes the fringe benefits currently provided by the Company and information on your eligibility for benefits. Fringe benefits are reviewed periodically and are subject to change when determined by the Company to be appropriate. Any changes or revisions to fringe benefits will be communicated to employees in advance.

Details regarding each benefit plan are contained in the Company's Benefits Booklet. Benefit plans governed by the federal Employee Retirement Income Security Act (ERISA) may be further described in formal Summary Plan Description (SPDs) or other legal documents available for your review in the Human Resources Department. In the event of any conflict between the information contained in this Handbook and in SPDs, the SPDs shall govern.

Full-time employees are eligible to enroll in the various insurance programs offered by the Company on their first day of employment, and coverage under the programs currently begins on the first day of the first full month following employment date. Periodically there will be an Open Enrollment period (described below). If you decline to participate in these programs on your initial eligibility date, you may request entry into the plan during Open Enrollment or Special Enrollment (described below).

5.1.1 Open Enrollment

The Open Enrollment period allows employees to add or change their benefits coverage. Applications for medical, dental, vision, short-term disability (STD), long-term disability (LTD), and life insurance may be submitted during this period. Changes, additions and other elections made during Open Enrollment will take effect on the effective date following the Open Enrollment period. Once you have made a change, you generally cannot change that selection until the next Open Enrollment period (except in the case of certain life events; see Special Enrollment).

5.1.2 Special Enrollment

Special enrollment allows individuals who previously declined coverage to enroll in the plan upon loss of eligibility for other coverage and upon certain life events, such as marriage and the birth, adoption,

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or placement for adoption of a child. Employees must generally request enrollment within 30 days of the loss of coverage or life event triggering the special enrollment. For specific details regarding special enrollment, please refer to your Summary Plan Description.

Employees who terminate their coverage due to a life event may be required to provide documentation supporting such life event. Failure to provide such documentation will result in the employee becoming responsible for the full premium cost for the terminated benefits until the documentation is provided.

5.2 Medical Insurance

The Company offers a Medical Insurance plan for eligible employees. The Company currently covers a portion of the monthly healthcare premiums; the remaining amount per month is the responsibility of the employee. The amount that you may be required to contribute towards the premiums may be changed at the Company's discretion. A complete description of the plans is provided to each employee as Summary Plan Descriptions and appropriate supplements.

5.3 Dental Insurance

The Company offers a Dental Insurance plan for eligible employees. The Company currently pays the premium for this program. Please refer to the dental Summary Plan Description for an explanation of the plan benefits and limitations.

5.4 Vision Insurance

The Company offers a Vision Insurance plan for eligible employees. The Company currently pays the premium for this program. Please refer to the vision Summary Plan Description for an explanation of the plan benefits and limitations.

5.5 Short-Term Disability Insurance (STD)

The Company offers a Short-Term Disability Insurance plan for eligible employees. The Company currently pays the premium for this program. Please refer to the STD Summary Plan Description for an explanation of the plan benefits and limitations.

5.6 Long-Term Disability Insurance (LTD)

The Company offers a Long-Term Disability Insurance plan for eligible employees. The company currently pays the premium for this program. Please refer to the LTD Summary Plan Description for an explanation of the plan benefits and limitations.

5.7 Life Insurance

The Company offers a Group Life Insurance plan for eligible employees. Enrollees may designate or change the beneficiary for this policy at any time. The Company currently pays the premium for this program. The face value of this benefit is equal to 1x the employee's annual salary up to \$200,000. Employee-paid voluntary life and AD&D insurance are available for employee, spouse, and children. For further details please refer to the Life Summary Plan Description.

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5.8 401(k) Retirement Plan

The Company offers a 401(k) Retirement plan through Employee Fiduciary for eligible employees. The Company currently provides both a match contribution and profit-sharing contribution. Employees are immediately vested and can contribute up to the maximum allowed by law. Employees may update their wage deferrals by submitting an updated wage deferral form to HR.

5.8.1 Company Match Contribution

The Company matches 100% up to 4% of an Employee's contributions. Employer match contributions occur monthly with each paycheck and are currently trued-up monthly.

5.8.2 Profit-Sharing Contribution

The Company currently provides 7% profit-sharing contribution. Profit sharing contributions occur monthly with each paycheck.

5.8.3 Self-Directed Brokerage Account

As part of the Company provided 401(k) Retirement plan, we offer Employees the option of enrolling into a Self-Directed Brokerage Account. These accounts offer Employees more investment options but are not without risks. It is the responsibility of the Employee to properly review all documentation, fees, commissions, and risks prior to enrollment. Employees are suggested to discuss this option with their professional financial advisor.

5.9 Technology Device Reimbursement

The Company may offer funds through direct purchase or reimbursement to use towards the purchase of approved technology devices which provide either direct benefit to the Company, assist employee in performing Company related activities, or allow the employee to gain new skills and experience related to their profession. The Company currently provides up to a maximum of \$2,000 every four years for this benefit. Manager pre-approval is required for reimbursement under the technology device reimbursement program. Should an employee terminate their employment with the Company within twelve months of receipt of this reimbursement, they will be required to return a pro-rated portion of the reimbursement, but may retain the device.

5.10 Office Productivity Reimbursement

The Company may offer one-time funds to use towards the purchase of approved items for office and home office usage such as keyboards and standing desks, either through direct Company purchase or expense reimbursement. The Company currently provides up to a maximum of \$400 when first on-boarding or beginning to support a telework contract. Manager pre-approval is required for reimbursement under the office productivity reimbursement program. Should an employee terminate their employment with the Company within 60 days of receipt of this reimbursement, they will be required to return a pro-rated portion of the reimbursement, but may retain the items.

5.11 Professional Development Program

Employees are encouraged to participate in professional development activities that enhance knowledge and skills which improves the potential for future opportunities. To further these objectives, full-time employees

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are offered a professional development benefit of up to \$5,000 per employee's anniversary year to be used towards degree programs, professional certification programs, continuing education courses, workshops, seminars, and conferences. Additionally, course materials such as books and test fees, and travel costs including flight, hotels, and food for conferences, workshops, and seminars are eligible for reimbursement under this program. An employee's anniversary year is defined as the 12 months between their starting day and month and the same day and month of the following year.

Manager pre-approval is required for reimbursement under the professional development program. If employment is terminated before the twelve-month anniversary of the reimbursement, the employee agrees that the amount reimbursed is considered a loan to be fully repaid either through payroll deduction where allowed or direct remittance to the Company.

Further details, such as approval process and reimbursement requirements, are available in the Employee Professional Development Program documentation.

5.12 Employee Voluntary Benefits

The Company may offer extended benefits that are voluntary and entirely contributory; that is, you are responsible for the premium. Your contributory cost is deducted from your paycheck if you elect to purchase such benefits.

6 HOLIDAYS, VACATION AND OTHER LEAVE

6.1 Paid-Time Off (PTO)

The Company offers two paid-time off options which we designate as our Low PTO and High PTO Options. Paid-Time Off may be used for Federal Holidays, jury duty, sick leave, vacations, and site closures. Paid-Time Off may be taken in fractions of an hour in quarter-hour increments (0,25) and may be used to total above forty (40) hours in a week.

6.1.1 Low PTO Option

The Low PTO Option provides the Employee with a higher hourly rate but less paid-time off. This option is attractive to those that enjoy more flexibility and earlier availability of funds. Under this option, and in accordance with the Maryland Healthy Working Families Act, all Company employees will accrue one (1) hour of paid-time off per 30 hours worked for a total of 40 hours of paid-time off per year. Up to 40 hours of paid-time off can be carried over each year. If you have more than 40 hours of paid time-off the excess will be paid out in the final paycheck of the year.

6.1.2 High PTO Option

The High PTO Option provides the Employee a higher amount of paid-time off for a more consistent paycheck. Under this option, and in accordance with the Maryland Healthy Working Families Act, all Company employees will accrue four (4) hours of paid-time off per 30 hours worked for a total of 240 hours of paid-time off per year. Up to 80 hours of paid-time off can be carried over each year. If you have more than 80 hours of paid-time off the excess will be paid out in the final paycheck of the year

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6.2 Birthday Paid-Time Off

Employee's birthdays are to be celebrated, and as a result, the Company provides a special yearly birthday paid-time off award of eight (8) hours to utilize on or after the birthday date. Birthday paid-time off must be used in its entirety but may be used to total above forty (40) hours in a week. Birthday paid-time is meant to be used on or within a two-week period from the date of the Employee's birthday. Birthday paid-time off cannot be carried over each year and will be forfeited when departing the Company.

6.3 Leave Without Pay

For those Employees enrolled under our Low PTO Option, Leave Without Pay may be used for Federal Holidays, jury duty, sick leave, vacations, and site closures. Extended periods of Leave Without Pay may affect health and retirement benefits, future pay adjustments, and paid-time off accrual.

6.4 Time-off Requests

Requests for time-off should be submitted to your designated manager as soon as you know. The requests are approved by your manager. Time-off is coordinated so that enough staff is always available to provide adequate coverage for business activities, and there may be Company-wide or contract specific "blackout dates" as necessary. Requests are granted on a first-come, first served basis. In the event of a conflict in requests, your manager will consider the Company's staffing needs during the relevant period, as well as the length of service with the Company of the employees involved. Scheduled time-off should be noted in the shared Leave calendar and emailed to leave@eriasventures.com.

6.5 Procedures for Unplanned Tardy/Absence

All Company employees who are SCI cleared are responsible for notifying their designated manager of their inability to report for work within the first hour of their normal reporting time.

When you are absent from work and your absence has not been previously scheduled, you must personally notify your current project lead, your manager and also email leave@eriasventures.com as soon as you are aware that you will be late or unable to report to work. Leaving a voicemail or message with another staff member does not qualify as notifying your manager.

When absence is due to illness, the Company reserves the right to require appropriate medical documentation. Such documentation need only include the employee's name, the date and time the employee was seen, and if applicable, a specific instruction regarding the employee's incapacity to perform their job. Excessive absenteeism or tardiness can result in discipline up to and including discharge. (Also see the section on Family & Medical Leave for extended leave situations.)

If you are absent because of an accident or you are absent for longer than seven (7) days due to illness, compensation is paid under the benefits of the Company's short-term disability plan, provided you are eligible for and participate in that plan.

6.6 Inclement Weather

The Company is open for business unless there is a government-declared state of emergency or unless you are advised otherwise by your designated manager. There may be times when we will delay opening, and on

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rare occasions we may have to close. Use common sense and your best judgment when traveling to work in inclement weather.

If your work site is closed by the Company, the work site's owner or the government, you are delayed getting to work or cannot get to work at all because of inclement weather, the absence may be charged to PTO or taken as Leave Without Pay. You should always use your judgment about your own safety in getting to work.

6.7 Other Leave

6.7.1 Military Service Leave

Employees serving in the uniformed services, including the Army, Navy, Marine Corps, Air Force, Coast Guard and Public Health Service commissioned corps, as well as the reserve components of each of these services, may take unpaid military leave as needed to enable them to fulfill their obligations as servicemembers. Servicemembers must provide advance written or verbal notice to the Company for all military duty unless giving notice is impossible, unreasonable or precluded by military necessity. Employees should provide notice as far in advance as is reasonable under the circumstances. Employees may but are not required to use accrued PTO while performing military duty.

6.7.2 Military Caregiver Leave

The FMLA also allows an eligible employee who is the spouse, son, daughter, parent or next of kin of a member of the Armed Forces, National Guard or Reserves or of certain recent veterans with a serious illness or injury, up to 26 weeks of unpaid leave within a 12-month period to care for the injured or ill service member or veteran. A "serious illness or injury" is generally an injury or illness incurred by the covered service member in the line of duty on active duty (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty) that may render the service member medically unfit to perform the duties of the member's office, grade, rank or rating.

An eligible employee is entitled to a combined total of 26 workweeks of military caregiver leave and leave for any other FMLA-qualifying reason in a single 12-month period, provided that the employee may not take more than 12 weeks of leave for any other FMLA-qualifying reason during this period. (For example, in the single 12-month period an employee could take 12 weeks of FMLA leave to care for a newborn child and 14 weeks of military caregiver leave but could not take 16 weeks of leave to care for a newborn child and ten (10) weeks of military caregiver leave.) Generally, you must give the Company at least 30 days' notice before the commencement of any military caregiver leave.

6.7.3 Qualifying (Military) Exigency Leave

The FMLA also provides for up to 12 weeks of unpaid leave within a 12-month period when an eligible employee's spouse, son, daughter or parent is on (or has been notified of an impending call to) "covered active duty" in the Armed Forces. ("Covered active duty" for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country. "Covered active duty" for members of the U.S. National Guard and Reserves means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation.) The leave may also be extended to the family members of certain retired military. This leave may be used to take care of such things as child care or financial and legal arrangements necessitated by the deployment of the family member.

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6.7.4 Jury Duty

The Company encourages employees to fulfill their civic duties. Employees will be allowed to use accrued PTO or take Leave Without Pay to serve on a jury if summoned. We request that you bring in a copy of your summons notice as soon as you receive it so that we may keep it on file. If you are called during a particularly busy period, we may ask you to request a postponement. The Company will provide additional documentation to assist with obtaining such postponement if necessary.

6.7.5 Appearance as a Witness

An employee called to appear as a witness will be allowed to use accrued PTO or take Leave Without Pay to appear.

7 ANTI-DISCRIMINATION & HARASSMENT

7.1 Discrimination Is Prohibited

The Company is an equal opportunity employer and makes all employment decisions without regard to race, religion, color, sex (including pregnancy, sexual orientation, and gender identity), national origin, disability, age, genetic information or any other status protected under applicable federal, state, or local laws. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation and training. We seek to comply with all applicable federal, state and local laws related to discrimination and will not tolerate the interference with the ability of any of the Company's employees to perform their job duties.

The Company makes decisions concerning employment based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of other applicants or employees and the individual's past performance within the organization.

If you believe that an employment decision has been made that does not conform with management's commitment to equal opportunity, you should promptly bring the matter to the attention of your designated manager or the Human Resources Department. Your complaint will be promptly, thoroughly and impartially investigated. There will be no retaliation against any employee who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint.

7.2 Reasonable Accommodation

A reasonable accommodation is any change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job or enjoy the benefits and privileges of employment.

Qualified applicants or employees who are disabled should request reasonable accommodation from the Company in order to allow them to perform a job. If you are disabled and you desire such reasonable accommodation, contact your designated manager or the Human Resources Department. On receipt of your request, we will meet with you to discuss your disability. We may ask for information from your health care provider(s) regarding the nature of your disability and the nature of your limitations or take other steps necessary to help us determine viable options for reasonable accommodation. We will then work with you to

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determine whether your disability can be reasonably accommodated, and if it can be accommodated, we will explore alternatives with you and endeavor to implement a mutually agreeable accommodation.

Reasonable accommodation may take many forms and it will vary from one employee to another. Please note that according to the ADA, the Company does not have to provide the exact accommodation you want, and if more than one accommodation works, we may choose which one to provide. The Company is not obligated to provide an accommodation if doing so would cause undue hardship to the Company.

7.3 Workplace Violence Prevention Policy

The Company is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our organization, staff and clients.

Workplace violence includes any physical assault or act of aggressive behavior occurring where an employee performs any work-related duty in the course of their employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without their consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence by or against any of our employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for helping to create an environment of mutual respect, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment.

7.4 Workplace Harassment

The Company is committed to providing a work environment that provides employees equality, respect and dignity. In keeping with this commitment, the Company has adopted a policy of "zero tolerance" regarding employee harassment. Harassment is defined under federal law as unwelcome conduct that is based on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where: (1) enduring the offensive conduct becomes a condition of continued employment; or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive.

This policy applies to all terms and conditions of employment. Harassment of any other person, including, without limitation, fellow employees, contractors, visitors, clients or customers, whether at work or outside of work, is grounds for immediate termination. The Company will make every reasonable effort to ensure that its entire community is familiar with this policy and that all employees are aware that every complaint received will be promptly, thoroughly and impartially investigated and resolved appropriately. The Company will not tolerate retaliation against anyone who complains of harassment or who participates in an investigation.

7.5 Sexual Harassment

Sexual harassment is prohibited by federal, state and local laws, and applies equally to men and women. Federal law defines sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when the conduct: (1) explicitly or implicitly affects a term or

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condition of an employee's employment; (2) is used as the basis for employment decisions affecting the employee; or (3) unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive working environment.

Such conduct may include but is not limited to: subtle or overt pressure for sexual favors; inappropriate touching; lewd, sexually oriented comments or jokes; foul or obscene language; posting of suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons; and repeated requests for dates. Company policy further prohibits harassment and discrimination based on sex stereotyping. (Sex stereotyping occurs when one person perceives a man to be unduly effeminate or a woman to be unduly masculine and harasses or discriminates against that person because he or she does not fit the stereotype of being male or female.) The Company encourages reporting of all perceived incidents of sexual harassment, regardless of who the offender may be. Every employee is encouraged to raise any questions or concerns with their designated manager or the Human Resources Department.

7.6 Procedures for Reporting and Investigating Harassment

Employees should report incidents of inappropriate behavior or sexual harassment as soon as possible after the occurrence. Employees who believe they have been harassed, regardless of whether the offensive act was committed by a manager, co-worker, vendor, visitor or client, should promptly notify their designated manager or the Human Resources Department. If the employee's manager is involved in the incident, the employee should report the incident directly to the Human Resources Department. Every claim of harassment will be treated seriously, no matter how trivial it may appear. All complaints of harassment, sexual harassment or other inappropriate sexual conduct will be promptly, thoroughly and impartially investigated by the Company.

There will be no retaliation for filing or pursuing a harassment claim. To the extent possible, all complaints and related information will remain confidential except to those individuals who need the information to investigate, educate or act in response to the complaint.

All employees are expected to cooperate fully with any ongoing investigation regarding a harassment incident. Employees who believe they have been unjustly charged with harassment can defend themselves verbally or in writing at any stage of the investigation. To protect the privacy of persons involved, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances. Investigations may include interviews with the parties involved, and where necessary, individuals who may have observed the alleged conduct or who may have relevant knowledge.

At the conclusion of a harassment investigation, the complainant and the "alleged harasser" shall be informed of the determination. Where appropriate, the "harasser" and the "victim" may be offered mediation or counseling through an employee assistance program (EAP).

7.7 Penalties for Violation of Anti-Harassment Policy

If it is determined that inappropriate conduct has occurred, the Company will act promptly to eliminate the offending conduct and take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment and may include such other forms of disciplinary action as the Company deems appropriate under the circumstances and in accordance with applicable law

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8 SECURITY

8.1 Training

Those employees with access to classified or controlled unclassified information are required to take initial and annual security training that includes, but is not limited to, insider threat training, mandatory CUI training, and DoD awareness training.

8.2 Security Violations

Those employees with access to classified or controlled unclassified information are required to protect such information and report all security violations immediately. A security violation or infraction is any breach of security regulations, procedures, or guidelines regardless if information is compromised. The ability and willingness to follow the rules for protecting classified information is a pre-requisite an employee to retain their security clearance.

8.3 Security Violations Disciplinary Actions

Employees who have security violation will receive disciplinary actions on a graduated scale.

- First violation – The employee will receive a security violation notice that formally advises the employee of the steps that may be taken in the event of subsequent violations. Additionally, the Facility Security Officer will discuss the infraction with the employee. In the case that the first violation is a major security violation, the employee may be immediately terminated
- Second violation – If a second violation occurs within one year, the employee will receive second security violation notice, additional advisement by both the Facility Security Officer and President, and mandatory security training. Additionally, a review of the new and previous security violations will occur which may result in a disciplinary layoff or termination.
- Third violation – If a third violation occurs within one year, the employee will be suspended without pay while the security violations are thoroughly reviewed. Based on the findings of the review, the employee may be terminated.

8.4 Security Records

The Company will maintain records of security violations that includes details on the violation, what information was compromised, what disciplinary and corrective actions were taken.

9 MISCELLANEOUS

9.1 Leaving the Company

If you wish to resign your employment with the Company, you are requested to notify your manager of your anticipated departure date at least two (2) weeks in advance. This notice should be in the form of a written letter or electronic communication.

You will be paid for accrued but unused PTO as part of your last paycheck.

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The Company asks all employees to participate in an exit interview with their designated manager prior to leaving the Company. This provides an opportunity to return property and to tie up any loose ends. You will receive preliminary information at that time regarding continuation coverage and any other continuation of benefits for which you may be eligible.

If you leave the Company in good standing, you may be considered for reemployment later. However, in the case of rehiring, you may be considered a new employee with respect to benefits and seniority.

10 CONTACTS

Please contact the following if there are any questions:

- security@eriasventures.com – Security related questions including visitor requests, personal security questions, and foreign national contact.
- hr@eriasventures.com – HR related questions including benefits, timecards, and payroll.
- manager@eriasventures.com – General questions, not related to security or HR, including contract, business development, and technology questions.

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11 CHANGELOG

Version	Date	Changes
0.9	December 2021	<ul style="list-style-type: none"> Updated 401(k) percentage Updated professional development program Removed FMLA as it does not apply
0.10	February 2022	<ul style="list-style-type: none"> Added details about security requirements Typo corrections Self-Directed Brokerage Account details Birthday PTO details Updates to PTO options
0.11	March 2022	<ul style="list-style-type: none"> Updated time keeping to reflect semi-monthly submission.
0.12	April 2022	<ul style="list-style-type: none"> Updates to the referral bonus program Updates to productivity reimbursement
0.13	June 2022	<ul style="list-style-type: none"> Clarified professional development year and covered expenses Clarified technology device reimbursement
0.14	October 2022	<ul style="list-style-type: none"> Corrected typos in PTO carryover, yearly hour requirements, and life insurance coverage. Company event section added.
0.15	December 2022	<ul style="list-style-type: none"> Update to general benefits regarding termination of benefits. Clarified bonuses. Clarified 401(k) contributions.
0.16	March 2023	<ul style="list-style-type: none"> Clarification on referral bonus amounts and eligibility. Re-naming of PTO options.

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