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Welcome!

Welcome to Harmonia! You are a part of an extraordinary team of professionals who are super-focused on providing our customers with the best possible products and services, and I am so privileged to be able to call you my colleague.

Harmonia's greatest asset is each of you, and I am fully committed to ensuring that Harmonia remains the platform for your individual growth and financial security and continues to provide to you a sense of fulfillment and belonging. I know that in so doing I am ensuring the growth of our company is assured and we will succeed as a team in our mission to bring innovation and change to the federal IT sector with extraordinary intensity and enthusiasm. I invite you to join me in taking collective responsibility to maintain an open and honest team-based culture even as I pledge to serve your needs in a fair and balanced manner.

At Harmonia, you will see that we try not to get bogged down by bureaucratic and legalistic mumbojumbo, but we do have an established framework of policies and procedures that we expect every member of the team to follow to ensure a rewarding employee experience, and, most importantly, to ensure that that we are compliant with law.

This document is your guide to these policies and procedures and has been designed to provide you with general guidance on how we operate, what you can expect from the company, and what the company expects from you. It also lays out the benefits we offer to ensure your well-being. I would encourage you to read it fully and completely.

Please know that the best interests of Harmonia and every member of our team require a degree of flexibility in the administration of these policies, procedures, and the benefits we offer; therefore, the company must reserve the right to change, revise, or eliminate them at its sole discretion. However, if we do this, we will do it in a way that is fair, considerate, and ethical.

You have my commitment that we will strive to provide an environment where you will be motivated to do your best and be successful, and in which we will learn from each other as we grow to new heights. We ask that you play your part as well because, in fact, YOU are Harmonia!

Thank you for being part of the Harmonia family.

Jai Saboo

Chief Executive Officer



Mission, Vision, and Core Values

Our Mission

Our mission is to develop a team of extraordinary professionals who share a committed focus on delivering measurable impact and bringing innovation and change to the federal IT sector.

Our Core Values

- We take collective responsibility to maintain an open, team-based culture that values diversity, innovation, and collaboration.
- We value and reward honesty, integrity, and performance excellence.
- We expect extraordinary intensity and enthusiasm from each other.
- We believe that individual growth and a sense of fulfillment are key to our success.

Our Vision for Harmonia

Our vision is to become a leading federal systems integrator known for providing innovative, reliable, and technologically proficient solutions that deliver verifiable returns on investment to federal agencies.



Employment Policies

Equal Employment Opportunity and Affirmative Action

Harmonia Holdings Group, LLC ("Harmonia") is committed to providing equal employment and advancement opportunity ("EEO") to all qualified persons regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or status as a disabled, other protected, recently separated, or Armed Forces Service Medal veteran. In compliance with Executive Order 11246 ("EO 11246"); Section 503 of the Rehabilitation Act of 1973 ("Section 503"); and 38 U.S.C. 4212 (2001), as amended, also known as the Vietnam Era Veterans' Readjustment Assistance Act of 1974 ("VEVRAA"), and their implementing regulations, all personnel actions, including compensation, benefits, recruitment, hiring, training, and promotion of persons in all job titles, will be administered without regard to protected veteran or disability status and all employment decisions are based solely on valid job requirements. In addition, employees and applicants are protected from harassment, threats, coercion, intimidation, interference or discrimination for:

- 1. Filing a complaint;
- 2. Assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of EO 11246, Section 503, VEVRAA, or any other Federal, state, or local law requiring equal opportunity for qualified persons, including disabled persons and protected veterans;
 - 3. Opposing any act or practice made unlawful by these laws; or
 - 4. Exercising any other right protected by these laws.

Jai Saboo, Chief Executive Officer, has the overall responsibility to implement Harmonia's equal employment opportunity policy. Harmonia has designed and implemented an audit and reporting system to monitor and maintain its compliance with EO 11246, Section 503, and VEVRAA, and 38 U.S.C. 4212 (2001). Petia Sotirova, Affirmative Action Administrator, has been designated to administer Harmonia's affirmative action program and will audit that program and make annual reports regarding the program's effectiveness to senior management. All employment and personnel policies and practices -- including, but not limited to recruiting, hiring, promotions, reassignments, transfers, Company-sponsored training, leave, compensation, benefits, layoffs and recalls, terminations, recreation programs and tuition assistance -- will be administered according to EEO principles.

A copy of the Equal Employment Opportunity statement that reaffirms Harmonia's commitment to protected veterans and disabled employees is posted in a form that is accessible and understandable to an individual with a disability.

At Harmonia, we seek to employ a qualified, diverse workforce that reflects the global population that we serve. As a federal government contractor, we complete an annual Affirmative Action Plan designed to bring awareness to diverse recruitment practices. A copy of our Affirmative Action Plan is located on the Harmonia News & Resources SharePoint Site. You have the right to discuss any concerns regarding the Affirmative Action and EEO policy with Human Resources and/or your Management.

Each of you who participates in the hiring process shares responsibility for our commitment to affirmative action and diversity when involved in outreach, recruitment, interviewing, and hiring from a qualified and diverse candidate pool, and each member of the Harmonia team is responsible for supporting an environment of inclusion and equity.

Employment of Protected Veterans and Disabled Veterans

Harmonia supports and encourages the employment and advancement in employment of qualified disabled veterans and other protected veterans under United States federal law. You are welcome to identify yourself to Human Resources as a disabled or protected veteran; however, sharing this information is strictly voluntary. You also have the option of sharing your family Veteran history with us so that on Veteran's Day we can show our gratitude. You can choose to provide us with that information, including further details on your service, by completing this form. Harmonia is a Virginia Department of Veteran Services "Virginia Values Veterans" (V3) certified organization.



Employment and Accommodation of the Disabled

Harmonia supports and encourages the employment and advancement in employment of qualified persons with a disability. You are welcome to identify yourself to Human Resources as a person with a protected disability; however, sharing this information is strictly voluntary. If you need workplace accommodation in order to perform the essential functions of your job, Harmonia will work with you to identify reasonable accommodation, unless doing so would create an undue hardship on the organization's operations. All requests for accommodation will be evaluated on an individual, case-by-case basis, by engaging in an interactive process. Please contact Human Resources with any questions or to request accommodation. In order to begin the interactive process, please complete the ADA Accommodation Request Form linked here and submit the Medical Recommendation for Accommodation Form, to be completed by a licensed medical practitioner, that can be downloaded here.

Reporting a Concern of Discrimination or Harassment

We are committed to a harassment and discrimination-free environment. If you feel you have been discriminated against or harassed because of your race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or status as a disabled, other protected, recently separated, or Armed Forces Service Medal veteran, or for any other reason protected by law, we encourage you to immediately bring your concern to the attention of human Resources. If you are aware of discrimination against or harassment of others, you are required to report the matter to Human Resources so that it can be addressed and resolved without delay. Please do not assume that Harmonia management is already aware of the situation. Human Resources will investigate any concern in a prompt, thorough, discrete, and impartial manner, ensuring as much confidentiality as is possible. If it is determined that harassment has occurred in violation of this policy, we will take immediate and appropriate corrective action, up to and including termination of employment.

You should feel comfortable knowing that any concerns of this nature brought in good faith to management or Human Resources can be raised without fear of retaliation. This is our commitment to you. If you feel you have been retaliated against for making a good faith complaint of discrimination or harassment, please speak directly to Human Resources regarding your concerns. You may also file complaints of discrimination, harassment, or retaliation at www.eeoc.gov.

Onboarding Compliance (I-9 & eVerify)

Maintaining compliance and having accurate data is important to us, so no later than your first day of hire you should expect to complete your I-9 paperwork by providing valid documentation of your identity and United States work authorization. If you are a 100% remote employee, your documentation may be verified by your manager or a member of the Human Resources team via Microsoft Teams or another virtual resource; however, you may be required to reverify in person at a later date, depending on changes to government regulations. Once your I-9 is complete, your information will be submitted by Human Resources to www.eVerify.gov. If there are any concerns, we will let you know, but in most cases, this is simply a matter of maintaining Office of Federal Contract Compliance Programs (OFCCP) compliance and updating records appropriately!

Employment at Will

We hope that your employment with Harmonia will be a long and rewarding experience; however, we recognize that circumstances change with the passage of time and that some employees may seek job opportunities elsewhere or choose to leave Harmonia for personal reasons. Additionally, changes in business circumstances or an employee's ability to meet operational needs may result in involuntary separations. We sincerely hope that none of these situations occurs, but, realistically, we have to acknowledge that the possibility exists.

Employment at Harmonia is based upon mutual consent; therefore, the right of either the employee or Harmonia to terminate the employment relationship "at will" is recognized and affirmed as a condition of employment and, therefore, the employment relationship may be terminated by either party at any time for any reason. As a courtesy, we ask that, should you choose to pursue other opportunities, you provide us with adequate notice—enough that we can transition the work you were performing to other members of the team. Should business needs allow, we will extend the same courtesy to you.



Employment Categories

Harmonia jobs are classified in accordance with the Fair Labor Standards Act (FLSA) and other federal and state laws.

Exempt, full-time, salaried: Full-time positions that meet the FLSA requirements for an exempt position, paid an annual salary and eligible for full benefits as of date of hire, with the expectation to work an average of 40 hours/week. Hours may vary during certain weeks depending on the work to be completed. Exempt positions are not eligible for overtime pay.

Exempt, full-time, hourly: Full-time positions, paid on an hourly basis and eligible for full benefits as of date of hire, with the expectation to regularly work 40 hours/ week. Hours may vary during certain weeks depending on the work to be completed. Exempt, full-time, hourly positions are eligible for overtime pay, as required by the FLSA; with the exception of certain "computer professional" positions, as defined under the FLSA.

Non-exempt, full-time, hourly: Full-time positions, paid on an hourly basis and eligible for full benefits as of date of hire, with the expectation to regularly work 40 hours a week. Non-exempt, full-time positions are eligible for overtime pay, as required by the FLSA.

Non-exempt, part-time, hourly: Part-time positions, paid on an hourly basis and not eligible for benefits. Expected hours per week are determined by management as part of the employment agreement, not to exceed an average of 30 hours per week.

Transfers and Promotions

Harmonia believes in providing growth opportunities to its employees and promoting those who excel to positions of higher responsibility. This sometimes involves transfers from one work location to another, and, in rare cases, from one city to another. We base transfer and promotion decisions on long-term business goals, employee performance, and your potential for success in the new position.

We offer promotions and transfers at our sole discretion; however, we encourage you to inform us if you want to be considered for an open position either within or outside of your present project team or location. Discuss the request directly with your manager or with a member of Harmonia's management team.

Employment of Closely Related Individuals

We are constantly seeking the best talent to join the company. Unlike other companies, we do not prohibit closely related individuals to be employed with Harmonia at the same time; however, to be fair to both parties and to other employees, we will treat both employees separately, and we retain the right to openly and honestly review performance, make work assignments and terminate the employment relationship without considering the impact on the related employee.

Except when prohibited by law, we generally discourage hiring or transferring relatives or close friends of persons currently employed by Harmonia into positions where a relative or close friend will directly supervise them and/or where such an individual will make compensation decisions. If you believe there is a conflict of interest, you are encouraged to speak with a member of the management team or Human Resources regarding. We do expect you to recuse yourself from decision-making in the context of compensation, reviews, and work assignments if one of your relatives or friends is involved.

Employment of closely related individuals in the same area of an organization can cause serious conflicts and problems with employee morale. If a conflict or potential conflict arises as a result of closely related individuals being employed with Harmonia, even if no managerial relationship is involved, we reserve the right to take appropriate action, including reassignment to different projects or terminating the employment of one of the parties.

Visa & Green Card Sponsorship

If we are unable to fill an open position due to a lack of candidates with the required skills, Harmonia may provide employer-based non-immigrant and immigration sponsorship. If sponsoring you for an employment-based non-immigrant visa (H1B), we will cover all costs associated with the process for you, as per USCIS regulation. We will not cover additional fees related to dependent visas, nor will we cover optional premium processing fees.



You may become eligible for Green Card sponsorship for employment-based permanent residency (aka "Green Card") after you have been employed in good standing with us for a minimum of one year. Green Card sponsorship is dependent on continued business need and employee performance, as well as length of time with Harmonia and length of time remaining on your work authorization, in addition to various other requirements. Should Harmonia agree to sponsor you for employment-based permanent residency, we will cover all costs associated with the PERM Labor application and recruitment, as per USCIS regulations, but, in most cases, will not cover costs relating to the I-140 application, I-485 application, dependent fees, or premium processing. Your I-140 may be revoked upon separation from Harmonia.

Personnel Records

For a variety of reasons, including security and emergencies, Human Resources must always have current personnel records, including but not limited to name, marital status, the birth of a child, address, telephone number, personal e-mail address, or Emergency Contact. Employment records are maintained in the JAMIS Humanic Human Resources Information System (HRIS), which stores employee information and allows for self-service management of employee benefits and personal information. Please keep this system updated with any changes to your personal information or contact Human Resources with any updates or any other significant event that may occur throughout your employment with Harmonia.



Compensation

Payment of Salary and Wages

Harmonia pays salaries and wages twice every month on a semi-monthly schedule as follows:

Pay Period Worked	Pay Date
1st of the month through the 15th	1st of the following month or last business day prior
16th of the month through the last day of the month	16th of the following month or last business day prior

The work week begins Monday and ends Sunday. Under no circumstances will we release any pay prior to the announced schedule. Except for extreme emergencies approved in advance by Executive Management, we do not provide salary advances. Appropriate payment of wages is determined based on time entered daily in Harmonia's Timekeeping system, JAMIS Prime.

All pay is made via Direct Deposit, except where state law requires alternate options. Changes to an employee's Direct Deposit account can be made via the JAMIS|Humanic Employee Self Service (ESS). It is an employee's responsibility to complete the necessary tax forms to determine appropriate payment of federal, state, and local taxes. Changes to your W-4 tax form can be made via JAMIS| Humanic ESS. If you need to make changes to your state taxes, you should complete this form.

Overtime Policy for Non-Exempt Employees

Depending on the company's needs, non-exempt employees may be required to work more than 40 hours in a given work week. In accordance with the FLSA, you will be paid at a rate of 1½ your hourly rate for any work performed beyond 40 hours in a given work week (Monday through Sunday). Your manager must approve overtime before you work the overtime hours.

Pay Transparency Policy

Your compensation is based on several factors, including experience, qualifications, and work performance, but you can be sure it is NOT based on your race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or status as a disabled, other protected, recently separated, or Armed Forces Service Medal veteran, or any other factor that would be considered discriminatory or in violation of federal or state Equal Opportunity laws. Transparency is a hallmark of our work culture, and if you feel that you are being discriminated against in pay and feel it necessary to discuss your salary with other employees, feel free to do so. Your ability to do this is protected by law. Harmonia cannot discharge or in any other manner discriminate against an employee or applicant for inquiring about, discussing, or disclosing their own pay or the pay of another employee or applicant. That said, in our experience, discussing pay within the office tends to cause conflict, and our recommendation is to first speak with your manager or any member of Harmonia's executive team about any concerns you may have relating to your compensation.

You are NOT permitted to share your salary or the salary of your colleagues with a person outside the company, especially with someone who may be working on behalf of a competitor. Harmonia is in a competitive industry where our competitors are trying to find out what our employees are being paid so they can bid on projects lower than we do and win the contract, which obviously, will have a negative effect on the company and all of us. Therefore, such a disclosure will be treated as a serious violation of the confidential provisions of the employee agreement you sign with us.

If you have access to the compensation information of other employees or applicants as a part of your essential job functions, you may not disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the company, or (c) consistent with the Harmonia's legal duty to furnish information. Any violation of this may result in discipline, up to and including termination.



Employee Development

Performance Management

We believe that feedback is essential to helping you meet your goals and encourages sound communications between you and your managers, whose goal is to help you perform at your highest level. In the interest of effective communication and goal setting, we will conduct regular performance reviews that will evaluate your performance during the preceding year and set goals for the following year.

Performance reviews will cover your technical performance on the job and other "soft skills" which may help you be more effective in your role. In addition to formal reviews, we recommend that your manager conduct informal performance reviews and planning sessions as successes and challenges arise, and that your manager provide consistent and reliable feedback intended to encourage improved performance.

Performance reviews are often conducted separately from salary reviews. If you have any questions relating to your reviews or performance management, please speak directly to your manager or connect with Human Resources. Harmonia strives to reward consistent exceptional performance, and you may be eligible for salary reviews at management's sole discretion. A draft performance Evaluation Form can be found here.

Training and Continuing Education

The purpose of training is two-fold. First, we strive to ensure that Harmonia has employees with the appropriate knowledge, skills, and behaviors to meet our business objectives in both the short and long-term. Second, we want to provide an opportunity for you, our employee, to achieve your professional career goals. As such, we encourage you to further your professional development and education through training courses and programs related to your work. In order to encourage learning and provide broad opportunities for growth, Harmonia is pleased to offer Udemy for Business access to all employees at no cost, offering online training in a variety of technical and soft skills.

You are also eligible to request additional training/continuing education reimbursement after six months of employment with Harmonia. In order to be approved for training costs, you must be in good performance standing and must be able to demonstrate how you will continue to meet your work commitments throughout the training. Training is then approved dependent on the company's need for the skill and the available training budget. If approved, you will be reimbursed for associated costs upon successful completion of the training program and/or certification. In some cases, your manager may approve prepayment by Harmonia.

Reimbursement for Training Expenses

In order to be reimbursed once training has been successfully completed, you must submit a request for reimbursement using Harmonia's Expense Report system, JAMIS Prime. Please be prepared to provide the following items with your expense report: Evidence of management approval; Proof of completion and any related certification numbers; and Receipt detailing amount paid.

Remember, some certifications require registration under your name AND Harmonia's name in order for the company to benefit from the certifications, such as certifications from Microsoft. We'll require verification that the certification number is registered under Harmonia for such certifications in order for reimbursement to be authorized.

At management discretion and with advance management approval, eligible employees may receive up to 16 hours of paid time to complete training and/or certifications related to project-based goals and applicable to your current role with Harmonia or a future role on your Harmonia career path. Employees who have been employed less than two years are eligible for eight hours per year of paid training time. Employees who have been with Harmonia more than two years are eligible for 16 hours of paid training time per year.

Should you leave Harmonia within one year of your completed training, we may, at management's sole discretion, require that you reimburse Harmonia for your training expenses and any related certification costs, and we may deduct these expenses from your final paycheck. In these situations, you will be asked to sign an authorization related to this reimbursement where required by state law.



Skills & Qualifications Tracking

SkillsDB Pro is a resource designed to help <u>you</u> better visualize your career and growth opportunities and your management team better guide your career paths, while also helping us be able to identify the capabilities of our workforce in terms of skills, certifications, and other qualifications. The SkillsDB system is accessed via <u>Microsoft Single Sign-On</u>. Employees must keep their skills, other qualifications, and certifications updated at all times in order to assist in meeting current and future business and contract needs. Additionally, employees are required to keep their most current resume uploaded to the site, both in standard format and using the <u>Harmonia Resume Template found here</u>.



Code of Conduct

Work Hours

Normal work hours at Harmonia are 8 am to 5 pm, assuming one hour for lunch. Generally, exempt, full-time, salaried employees must be available to interact with peers and clients as needed to carry out their job duties, and, as a result, work hours should be regular and predictable. However, some of our clients may request that you work a custom schedule to meet their needs, which may require working alternate shifts, holidays, nights, or weekends. Alternative schedules will be determined and approved by your management. If there are no client restrictions or schedule requirements, you may set your own regular work hours, provided they include the core period of 10 am to 3 pm, generally span a minimum of 8-hours per day (excluding lunch) and are approved in advance by your manager.

Exempt, full-time, salaried employees are expected to work an average of 40 hours per week, but this may vary depending on the work to be completed. It is imperative that the work allocated to you for the week is completed in a timely manner. If you feel you may be unable to meet your work requirements in the time available, you must speak with your manager about it. Additionally, it is your responsibility to discuss any time shortages during the week with your manager and ensure your manager knows and approves of your work schedule in advance.

Hourly employees must work to an exact time schedule as approved by their managers. Their lunch breaks are unpaid, as are other breaks of greater than 20 minutes.

Attendance

Consistent and reliable attendance of every member of the team is an essential element of team productivity. To that end, Harmonia expects you to use good judgment in managing any necessary absences from work. We do understand there are times that you may need flexibility, and we are proud to offer flexible schedules, Flexible Paid Time Off (FPTO), FMLA and other leaves and protections to eligible employees. We encourage a work-life balance, however, excessive or habitual attendance problems or an erratic schedule can lead to your inability to meet work goals, thus compromising your project team and Harmonia's ability to meet our obligations to our stakeholders and customers. Such a situation may result in disciplinary action.

Additionally, any time off must be approved by your management in advance; therefore, whenever you need to take time off, please request as much in advance as possible. Your manager may have specific requirements as to the advance notice required for an approved day off. For further details, please see the section on Flexible Paid Time Off on page 29 of this Handbook. Please also note that in the event of an unexplained absence of several days, we may be forced to assume that you have voluntarily resigned, and we will treat the resignation as being effective on the first day of your absence.

Teleworking

Business and client needs permitting, you may work from home **if it is preapproved by your manager**. This policy applies across all offices and all work locations, and this approval is required regardless of whether the government agency for which you are currently performing work on behalf of Harmonia has a different policy for government employees.

The following serve as general telework guidelines, but your manager may adapt as needed:

- Maintain the same schedule as you normally would in the office unless your manager has approved different work hours.
- Be available on Skype for Business or Microsoft Teams during the hours you are working.
- Send an e-mail to your team lead and/or your manager at the start of a work session and include any pertinent contact telephone numbers.
- Send an e-mail to your team lead and/or your manager at the end of a work session and include the number of hours worked and the tasks you completed.
- Remove any work hazards and ensure adequate protection of proprietary, customer, and other confidential information accessible from your telework location.



Also, while we attempt to be flexible with family situations, we recognize that it is both difficult and unfair to expect you to give 100% to your work while simultaneously juggling family responsibilities. Therefore, by agreeing to a telework arrangement, you are agreeing that you are not the primary caregiver for any child or other dependent who may be in the home during dedicated work hours and that you have another resource for primary care of any dependent who may require supervision during your dedicated work hours.

Time Reporting

You MUST account for your time worked each day by project and/or task, as required, using the following rules:

- Enter and SAVE time daily (required by our government contracts) using the Harmonia online timekeeping system, JAMIS Prime.
- SUBMIT your timecard for approval by the end of the 15th day and the last day of every month. Failure to submit your timecard in a timely manner may result in a delay in pay.
- If you need to make corrections in your timecard, you may do so until the timecard is approved, after which
 your manager must reject the timecard for changes to be made. Be aware that our timekeeping system tracks
 all changes, and they are subject to review.
- Record time as any combination of hours worked, Flexible Paid Time Off (FPTO), Holiday, and/or unpaid leave.
- Only you may fill out your timecard. Do not ask another employee to prepare your timecard or enter time for you, and do not accept a request from another employee to enter time on their behalf. If you are asked to do so, remind your colleague of this policy, and please inform Human Resources.
- All managers and/or team leads must review and approve all labor included on timecards for assigned
 employees by the end of the day on the 1st and the 16th of the month or the first business day thereafter if
 these days fall on a holiday or weekend.
- Time periods close three business days after the period ends. Only Accounting may authorize changes to be made after the period is closed. If an employee's timecard has not submitted by close of business on the third day after the pay period, the assumption will be made that hours were not worked in that pay period, and absent approval for FPTO, time will be charged to Leave Without Pay (LWOP).

Report the number of hours you work <u>accurately</u> and <u>only</u> against projects on which you actually work. Keep in mind that when you submit your timecards, you must certify that your timecard is accurate and true. If you fraudulently report time, you will face disciplinary action, up to and including termination.

Please also know that the Defense Contract Audit Agency (DCAA) periodically conducts unannounced floor checks to determine the adequacy and accuracy of the timekeeping system. They verify that each employee is entering time data daily.

Appearance

Please maintain a neat, well-groomed appearance while at work or at a client site! Feel free to dress comfortably but avoid extremes in dress and personal appearance. Wear clothing that is clean and in good repair, and please be courteous to your colleagues and others around you by avoiding clothing which may be offensive or distracting. Clothing with verbiage or graphics that may offend others is prohibited. Remember, periodically we have visitors, sometimes with little or no notice, and first impressions do count-- which is another reason to look sharp while at work!

Security, Classified Work, and Export Control

As a federal contractor working for various agencies of the U.S. Government, including several within the Department of Defense (DoD), Harmonia is subject to extensive security policies and procedures. You will receive initial security and export control training appropriate to your level of clearance upon first joining the company, followed by annual refresher security and export control training. You are required to complete all security training and be responsible in your actions such that you do not jeopardize your clearance under any circumstances. For more information on the training, contact Harmonia's Facility Security Officer (FSO).

If you hold a security clearance, you are REQUIRED to report the following to the FSO:

• Adverse information that might have a bearing on your continued eligibility for access to classified information.



- Information that might signal an increased vulnerability to foreign intelligence targeting.
- Any information that adversely reflects on the integrity or character of a cleared employee or suggests the
 employee's ability to safeguard classified information may be impaired or access to such information may not
 be in the interest of national security, including: suspicious contacts; change in cleared employee status; loss,
 compromise, or suspected compromise of classified information; act of possible or attempted terrorism,
 espionage, sabotage, or other suspicious activities; foreign travel; reoccurring contacts with non-U.S. citizens;
 or foreign influence and foreign preference.

You can find a full list of required reporting requirements for cleared individuals here.

Department of Defense Hotline

If you know of or suspect human trafficking, abuse of authority, bribery, suspected threats to Homeland Security, restriction of access to an inspector general or Congress, mismanagement, leaks of classified information, retaliation against whistleblowers, or cybercrime, you must report it to the <u>Department of Defense Hotline</u> at 1-800-424-9098.

Whistleblower Protection

As per Virginia Code 40.1-27.3, analogous state laws, and the Whistleblower Protection Act of 1989, Harmonia encourages employees to approach Human Resources and/or Executive Leadership with any concerns that may violate federal or state laws. Human Resources and/or Executive Leadership will document and investigate any claims and take appropriate measures to resolve any concerns brought to their attention. Additionally, retaliation against an employee for making a complaint or bringing a concern to light is illegal and will not be tolerated.

Anonymous Reporting

While we trust our employees, we recognize that the stress of work and family may sometimes weigh on them in ways that are not always obvious. While we are strong advocates of an "open door policy", and we encourage employees to speak to any member of the management team, Human Resources, or the FSO regarding any concerns, we realize you may not be comfortable coming to someone. If you still want to make sure your colleague gets the help they need, you can complete an Anonymous Reporting Form, and a member of the Human Resources, FSO, or Management team will professionally and discretely evaluate the situation to see if further action may be warranted.

Classified and/or Export Controlled Materials

Classified materials may be used on our projects with a variety of security designations. Classified materials may be designated as:

- Unclassified but Restricted (Controlled Unclassified Information CUI)
- Export Controlled (International Traffic in Arms Regulations [ITAR] or EAR)
- For Official Use Only (FOUO)
- Confidential (government Confidential)
- Secret
- Top Secret or Beyond

Before you are allowed to handle any classified materials, you must review, understand, and consistently follow our Standard Practice Procedures. For a copy of this document, please contact the <u>Facility Security Officer</u>. You must also have completed the initial security training for classified individuals (assigned by the FSO) and consistently complete the annual refresher training. Proper handling of classified materials is the responsibility of all employees, regardless of cleared/ uncleared status. If you have any questions on how to handle classified materials that you may come across in the course of your work, please contact the FSO.

Areas of the office designated as classified or restricted are to be entered only by those employees needing access and having the appropriate clearance.

If any project is labeled as "export controlled" or "covered by ITAR", the covered projects and materials are not to be exported in any way outside of the United States. This includes allowing non-U.S. citizens to view or access the materials. There are very stiff penalties for employees violating export control laws, so please be cognizant of this requirement at all times.



Government-Furnished Equipment

As needed, the government may supply hardware or software to further a project. Government-furnished equipment (GFE) may be assigned directly to an individual by the government or to Harmonia. If assigned to you directly, you are responsible for returning the GFE directly back to the government upon their request or upon separation from the contract. If the GFE is assigned to Harmonia, it is treated as an asset, and is, therefore, maintained and secured by Harmonia. Individuals may check out Harmonia-assigned GFE as needed.

International Travel

Due to the nature of our work, all employees are required to report international travel to the Facility Security Officer (FSO) prior to leaving the country. If you are planning to travel outside the United States, please complete this travel notification form. Upon your return, you will be required to complete the foreign travel debriefing form. GFE may never leave the country. Some restrictions may be placed on company or government property traveling with you or your continued access to company or government information available via your personal device (mobile phone/iPad, etc.) while you are abroad.

Confidentiality and Related Matters

All information concerning the company should be treated with discretion and assumed to be confidential. Remember that you have signed an agreement with Harmonia pertaining to confidentiality of information and related matters. Confidentiality of company and employee information is critical to the company's operations, growth, and survival, and safeguards the privacy of your colleagues; therefore, maintaining this confidentiality is the responsibility of every employee. If you compromise this confidentiality, you compromise the rest of your colleagues. Any company information should be discussed only with those Harmonia employees who have a right and need to know. Do NOT discuss confidential information with anyone outside the company, including customers, vendors, friends, relatives, or acquaintances.

Devices used outside the office to access confidential information must be used with discretion, and you should not take Harmonia confidential material out of the office unless absolutely necessary and <u>only with manager approval</u>. Do not leave Harmonia confidential material out and unattended or where others can view it. Employees must lock their computer screen when they are not with their computer, and all confidential material should be disposed of by shredding. Report any loss or suspected theft of confidential material to your manager immediately. And remember, generally speaking, you should err on the side of caution and treat all Harmonia documents and information as company confidential, regardless of whether or not the information is specifically marked as such.

The following kinds of information are considered Harmonia confidential material (note that this is a representative, but not exhaustive, list):

- Product design information, including requirements, designs, architectures, behavior specifications, code designs and test data, and product development schedule data
- Business capture information, pricing data, and proposal materials
- Customers, partners, and licensees
- Financial data, including customer charge card data
- Business plans and information about business strategies
- Computer access credentials, including user ID's, passwords, machine names, IP addresses, information about vulnerabilities to unauthorized access, and data about actual unauthorized accesses
- Personal Identifying Information (PII), including but not limited to, birth dates and social security numbers; and other personal information, including but not limited to, visa and I9 documentation, salary information, addresses, contact numbers, and personal records
- Any other information deemed by Executive Management to have the potential to damage the Company's interests if released

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working



conditions, and benefits. Harmonia recognizes that employees have the right to engage in or refrain from such activities.

Intellectual Property

Upon employment, you will be asked to disclose any inventions or software that you have previously developed, either on your own or for former employers. You will also be asked to sign an Intellectual Property Agreement. The Intellectual Property Agreement is a contract between you ("the employee") and Harmonia that acknowledges that Harmonia, not the employee, owns all rights and maintains full control of all Intellectual Property relating to Harmonia business developed by the employee while employed by Harmonia. In addition, you are required to cooperate with Harmonia in prompt protection and proper handling of Intellectual Property. You are also required to disclose any inventions you create in the course of your employment with Harmonia, regardless of whether they relate to Harmonia business. If you are not sure whether something you've created should be disclosed, ask Human Resources.

Business Ethics

Our business values are based on a commitment to high standards of integrity and excellence. We will continue to conduct business in a manner that is consistent with the expectations of our customers, employees, suppliers, and shareholders, and in compliance with the laws of the countries in which we do business. Although it is not practical to prescribe specific standards applicable to every business transaction, please use the following as general guidelines:

- Treat all client and partner confidential information as if it is Harmonia confidential information—with utmost care to ensure there is never a breach of confidentiality.
- Do not offer or give anything of value to any government official, employee, or candidate for political office for the purpose of any quid pro quo, either personal or in favor of Harmonia.
- Do not offer to or accept from, directly or indirectly, any person, group, or corporation any gifts, monies, rebates, or gratuity of any significant monetary value while performing your duties on behalf of Harmonia. However, it is OK to give or receive customary holiday gifts, including food baskets, flowers, mugs, sporting or event tickets, and other promotional items, if they have nominal value. We ask that you exercise good judgment in this matter and follow your instinct. If you are the recipient of a gift that you believe is inappropriate or have any questions about, please feel free to talk to your manager, to Human Resources, or to any member of Harmonia's management we'll be glad to provide guidance.
- Do not purchase items or recommend business policy that in any way benefits your own personal interests or those of your immediate family.

If you feel strongly about making a recommendation that is good for Harmonia, but will also directly or indirectly benefit you, please be transparent and disclose this – and then allow someone other than yourself to make the final decision.

Please—do not disregard or fail to comply with these business ethics and conduct guidelines. They define who we are as a team and as a company, and we will take disciplinary action, when necessary, up to and including termination of employment, to maintain the high standards of integrity to which we hold ourselves.

Conflicts of Interest

We recognize the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business; however, you are expected to devote your best efforts to the interests of Harmonia. Business dealings and outside employment activities that appear to create a conflict between the interests of Harmonia and an employee are unacceptable.

You must disclose any possible conflicts so that we may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest may occur whenever you are in a position to influence a decision that may result in your own personal gain or that of an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of Harmonia's business dealings. You may not receive any income or material gain from individuals or entities that would create a conflict of interest.



Outside employment that presents a real or perceived conflict of interest is strictly prohibited. Additionally, you are prohibited from accepting any outside employment which may interfere with your work duties and responsibilities to Harmonia, and you may not use any company-owned property or equipment for outside employment. Questions regarding outside employment should be referred to Human Resources or your manager, and any outside employment must be disclosed in advance to and approved by your manager and Human Resources.

Visitors

To provide for the safety and security of employees and the facilities of Harmonia, only authorized visitors having business with Harmonia 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 in the workplace.

Each Harmonia facility has different levels of security and restrictions. At a minimum, follow these rules:

- Receive your manager's approval before inviting visitors into our offices.
- Make sure any visitors sign in at the front desk and wear a visitor badge.
- Escort visitors at all times while they are in our offices.
- Do not allow visitors unauthorized access to Harmonia confidential information or any restricted or classified information.
- If an unauthorized individual is observed on our premises, immediately notify your managers or, if necessary and you are safely able to do so, direct the individual out of Harmonia office spaces.

Petitions, Solicitations, Collections

Out of respect for each of our private lives and respective personal convictions, Harmonia does not allow any sort of petitions or solicitations, either physically or via e-mail and other electronic means. If you support a charity or other noble cause and wish to discuss this with some of your colleagues who you know well and consider your friends, feel free to contact them. However, no mass mailing or distribution of literature is permitted.

Please be aware that violations of this policy may also have legal consequences. If you are receiving unsolicited emails or literature from another employee asking for contributions or asking you to support a cause, please make either your manager or Human Resources aware.

Unacceptable Practices

Harmonia strives to maintain a work environment that allows employees to focus on their performance goals in an honest, open, and courteous environment where everyone accepts responsibility, credit, and constructive criticism for his or her own work. That means you must do your part as well! If you engage in improper practices that are inconsistent with these conduct guidelines, we will be forced to take disciplinary action, up to and including termination of employment. Please conduct yourself always in an appropriate manner to ensure productive, ethical, legal, safe, and efficient operations.

Unacceptable practices include, but are not limited to the following:

- Violation of the Harmonia EEO policy;
- Harassment and/or Discrimination of any colleague, client, visitor, or anyone with whom you come in contact through the course of your employment with Harmonia;
- Falsification of corporate records, including employment applications and timecards;
- Theft of property or information from the company, its employees, suppliers, partners, or customers;
- Threats or acts of violence against other Harmonia employees or its suppliers, partners, customers, or individuals outside the company;
- Damage, destruction or misappropriation of Harmonia property or property belonging to its employees, suppliers, partners, or customers, due to careless and/or willful acts;
- Disclosure of confidential business information, product plans, or trade secrets; or reading any communication intended for someone else, unless you've been designated to handle such items for the addressee or sender;
- Negligent or willful misconduct on corporate premises or when performing any corporate business;
- Insubordination or refusal to comply with company policy, procedures, or management instructions;
- Violation of employee nondisclosure agreements or improper use of company assets;



- Engaging in a conflict of interest;
- Inciting employees to leave Harmonia;
- Lying to cover for other employees;
- Unauthorized overtime work by a non-exempt employee;
- Frequent or excessive conduct of non-work-related business or personal affairs in the workplace;
- Failure to report a mandatorily reportable incident.

It is impossible to list all the types of conduct that may be inappropriate, but please use the above list as a guideline; and remember, we will address concerns in a manner that is consistent with what is in the best interest of Harmonia, with limited room for interpretation.

Zero Tolerance Against Harassment

Harmonia's support of EEO includes its commitment to prohibit harassment on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or status as a disabled, other protected, recently separated, or Armed Forces Service Medal veteran, or any other class protected by law, as well as sexual harassment in any form. Harassment by anyone in the workplace, including managers, co-workers, or anyone with whom you may come in contact throughout the course of your employment with Harmonia, is not acceptable. Every member of our team has the right to be free from inappropriate comments, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature (or based on or directed at an employee due to any status protected by law), when submission to or rejection of this conduct explicitly or implicitly might affect their employment, unreasonably interfere with their work performance, or create an intimidating, hostile or offensive work environment.

We have a shared responsibility for ensuring that our workplace is kept free of harassment. If you feel you have been a victim of harassment, report the behavior to Human Resources or to any manager. If you have witnessed harassment, please report the incident so that prompt action may be taken. We will treat all complaints seriously, keep them as confidential as possible, and investigate them fully. We expressly forbid any retaliation against employees for reporting harassment. If, however, we find that false charges have been filed, we may take disciplinary against anyone who provides false information.

If an investigation confirms that harassment in violation of our policy has occurred, we will take immediate action to put an end to the harassment. Additionally, we will take appropriate corrective actions against anyone found to be in violation of this policy, up to and including possible termination of employment, depending upon the severity of the conduct.

All Harmonia employees are required to complete Sexual Harassment Prevention training a minimum of every two years. If you have missed or not obtained your training for any reason, please let us know and we will ensure a training opportunity is provided to you.

Violence in the Workplace

Harmonia has zero tolerance for acts of aggression or violence in the workplace. This includes, but is not limited to, intimidating, threatening, or hostile behaviors toward other individuals, physical abuse, vandalism, arson, sabotage, use of weapons, or bringing weapons of any kind onto company property. For purposes of this policy, a threat includes any attempts to intimidate or instill fear in others, menacing gestures, flashing of concealed weapons, stalking, verbal or physical abuse, or other hostile, aggressive, injurious, and destructive actions undertaken for the purpose of domination or intimidation, where one may fear bodily injury. The purpose of this policy is to minimize the risk of personal injury to you and your colleagues at work and damage to company property. A violation will lead to immediate termination of employment, and we will also report the offensive activity to local law enforcement authorities. Jokes or offensive comments regarding violent events are also unacceptable.

We discourage employees from engaging in physical confrontation with a potentially violent individual. However, please exercise reasonable judgment in identifying potentially dangerous situations and pay attention to any telltale behaviors that may be exhibited, including:

- Overt resentment, anger, or hostility;
- Threats of bad things happening to a person or implying a catastrophic event might occur;



- Sudden, seemingly unexplained, and significant deterioration of work performance;
- Seemingly inexplicably irresponsible, irrational, or inappropriate behavior;
- Discussing the use of or brandishing weapons in the workplace.

Again, please use your best judgment and, if you are on the receiving end of any violent behavior in the workplace or see or hear something that doesn't sit well with you, say something. Talk to your manager, Human Resources, or any member of management immediately. If you feel that there is a serious and imminent risk of injury or to life, please call law enforcement directly.

Employee Concerns

We encourage you to raise and attempt to remediate any concerns with your colleagues or managers directly. If that approach does not work, you may escalate the situation to your management, Human Resources, or Executive Leadership, whichever is more appropriate. While Human Resources will do everything in their power to respect the confidentiality of your concern and your anonymity and will be more than happy to offer you guidance on how to resolve the situation professionally, please remember that many situations cannot be resolved without initiating conversation with the other party. Should you choose to contact Human Resources with your concern, a variety of possible outcomes may be recommended, depending on what is most appropriate for the situation.

If another person is involved, Human Resources may suggest you discuss your concerns with them and attempt to come to some agreement on your own. It may be beneficial for management to be present in this meeting as well.

Human Resources may determine it is necessary to meet with the involved parties separately. If so, out of respect for confidentiality, it is unlikely you will be made aware of any details relating to that conversation or any necessary discipline or action that may result.

If there is a concern with your manager that has not been resolved by speaking with your manager or which you are not comfortable raising with your manager, Human Resources may suggest involving the chain of management. Be aware that is often very difficult to effectively resolve specific concerns under the umbrella of anonymity, so while your confidentiality will be respected to the extent it is reasonable, it cannot be guaranteed.

If there is a concern raised of sexual harassment or discrimination or any form of harassment or discrimination prohibited by law, or if allegations of illegal activity are involved, Human Resources may be obligated to involve an appropriate member of Executive Management immediately; however, be assured that your confidentiality will be respected to the fullest extent possible consistent with our duty to fully investigate the matter.

The above procedures do not apply when one party behaves in such a violent and unreasonable manner that the other party could not be expected to sit down with them, and behavior of this fashion may result in immediate termination. Additionally, should one party not feel safe or comfortable with face-to-face interaction, the procedures may be adapted accordingly.

Progressive Remediation

As a member of the Harmonia team, we expect you to perform your duties to the best of your ability and to the standards set forth in your job description or as otherwise established; however, should those expectations not be met, Harmonia supports the use of progressive remediation to address issues such as unacceptable work performance or misconduct. Our policy is designed to improve or prevent a recurrence of undesirable behavior and/or performance issues. We designed this policy to be consistent with our organizational values, management best practices, and employment laws.

In most cases, progressive remediation is a three-step process. We reserve the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of intervention may also vary. Some of the factors that we consider are whether the conduct is repeated despite coaching, counseling, and/or training; your work record; and the impact the conduct and performance issues have on our organization.

1. <u>Verbal Counseling</u>: Your manager or a member of your chain of management will speak with you regarding the area of concern and work with you to determine a plan of action for improvement. Your manager will follow-up with you after this counseling to ensure you clearly understand how to improve and are motivated to make the necessary changes. A written record of these discussions will be saved for future reference.



- 2. Written Reprimand: A written reprimand is used for behavior or violations that a manager considers serious or in situations when verbal counseling has not helped change the behavior. Please recognize the grave nature of the reprimand and make immediate steps to cease the inappropriate behavior or make immediate improvements to your performance, as per the requirements spelled out by your management. A Written Reprimand will be placed in your personnel file.
- 3. Performance Improvement Plan: Whenever you have been involved in a disciplinary situation that has not been readily resolved or when you have demonstrated an inability to perform assigned work responsibilities satisfactorily, we may provide a final written reprimand, or we may establish a performance improvement plan (PIP) for a predetermined amount of time of no more than 90-days. As part of the PIP, your manager will reinforce clear instruction, goals, and a timeline for improvement. Within this time period, you must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements specified by your manager and the organization. At the end of the performance improvement period, we may close the PIP, or, if established goals are not met, we may dismiss you.

We reserve the right to determine the appropriate level of remediation for any inappropriate conduct or performance concern, including verbal and written warnings, suspension with or without pay, demotion, and/or discharge.

Open Door Policy

Positive employee relations and morale can best be achieved and maintained in a working environment that promotes ongoing and open communications between managers and employees, including open and candid discussions of employee problems, concerns, and disputes. Harmonia encourages you to openly express your problems, concerns, and opinions on any issue related to your employment.

<u>Your first point of communication should, in most cases, be your manager;</u> however, if this first step is not appropriate or does not provide resolution, please —by all means— pursue resolution up through the organization or go directly to Human Resources. We are a team, and your feedback is essential to ensuring our continued success as one.

Smoke-Free and Drug-Free Workplace

Harmonia is a smoke-free workplace, without exception. Harmonia is also an illegal drug-free work environment. This is a zero tolerance issue. If you are found using, possessing, manufacturing, selling, purchasing, soliciting, distributing or being under the influence of any illegal or unauthorized drug or intoxicant within Harmonia premises or while performing corporate business, we will terminate your employment.

We understand that you may be taking lawful prescription drugs issued by a licensed health care provider or overthe-counter drugs. Please be responsible and be aware of any effects such drugs may have on the performance of your duties and ensure that your use of any such lawful drug does not pose a threat to your own safety or the safety of your co-workers. Please also ensure that your job performance is not affected by your use of a legal drug. If it does, we reserve the right to ask you to take a leave of absence until your performance issues are resolved.

Alcoholic beverages may be served at company functions, and it is entirely your choice whether you choose to enjoy such beverages, but if you do, please do so responsibly. Ensure that you have a designated driver who can drive you home after the event if you have enjoyed any alcoholic beverages. If it is observed that you've had one too many alcoholic beverages, you will be politely refused any more and may be asked to leave. If you do not have someone who can drive you home, please notify any member of our management team and we will ensure you get home safely.

Accidents and Emergencies

Harmonia strives to maintain a safe work environment, but ultimately, maintaining a safe work environment requires the continuous cooperation of all employees. We therefore strongly encourage you to communicate with fellow employees and your manager regarding safety issues. If you see something, say something! In the unlikely event an accident or emergency were to take place, call 911 first, and then contact your manager and/or any member of Harmonia's management team immediately.



Harmonia provides coverage and protection in accordance with workers' compensation laws for any injuries sustained while at work. If an injury is sustained while at work, please report it immediately to the closest manager. They, in turn, will notify Human Resources of the incident. Failure to report accidents is a serious matter, as it may preclude an employee's coverage under workers' compensation insurance.

Office Closures

It may become necessary for Harmonia or a government client to close an office in the event of inclement weather, power outages, regional events, natural disasters, or government closures.

In the event of an office closure that affects your ability to do your job, your manager will notify you as soon as possible as to how you should proceed with your workday. You will be required to comply with management instructions. For example, if your manager instructs your team to telework, you must be prepared to telework. This means that if you rely on a computer or Internet connection to do your job, you must have your computer and connectivity in your telework location. Alternatively, you may request to use FPTO or take LWOP.

While On Your Own Time

While you are not at work, you are, of course, free to choose how you wish to spend your time. Please remember, however, that some of our policies, such as harassment of other employees, maintaining confidentiality, protection of Intellectual Property, non-disparagement, etc., are applicable regardless of whether you are "on the job" or not.

Also, please know that while on the job or not, if you engage in illegal activities, unethical behavior, or activities that we feel negatively impact Harmonia's business or its brand, we reserve the right to take action, which may include immediate termination of your employment.



Business Travel and Expenses

Given the nature of our business, you may be required to travel from time to time. When it comes to travel, our goal is to be cost-effective without risking employee safety, comfort, and effectiveness. You will be reimbursed for all reasonable business travel expenditures consistent with the terms of this policy. You will not be reimbursed for expenses that are deemed excessive, extravagant, inconsistent with normal business practices, or that violate any company or our government client policy.

If you travel on company business extensively, we will issue a credit card in your name and pay the bill directly. If you travel infrequently, we will either book and prepay your travel in advance; provide you with a cash advance; or, if you are comfortable using your personal credit card, we will reimburse you expeditiously upon completion of travel and submission of an expense report.

Out-of-town travel is defined as travel to a destination in excess of 100 miles from your regular place of business. Any overnight stays incurred within 100 miles from your regular place of business will be reimbursed only based on weather conditions and length of workday, if such travel poses a safety risk.

In some cases, Harmonia will reimburse for parking and transportation expenses incurred while visiting a client's site not in excess of 100 miles, example: an employee must travel to a client's site twice a week for meetings. All requests to pay for customer travel must be <u>pre-approved</u> in advance by your manager and, in some cases, by the client.

Air Travel

Advanced ticketing is recommended whenever possible to secure the best possible fares. Please avoid last minute itinerary changes as these are generally expensive. If the last minute changes are necessary from a business perspective or unavoidable due to weather or other emergency situations, please use your best judgment—act as if it were your own money! If you are unsure of what to do, call your manager. Unused, non-refundable air tickets are wasteful and are frowned upon, and we'll ask you to submit documentation along with your expense report stating the reason why the business trip was not taken.

Harmonia will only pay for economy class travel, but you may, at your own cost, upgrade to a higher class of service if you'd like. Exceptions to this policy may be made for senior executives and/or for non-stop flights in excess of five hours. You may purchase life or other insurance at your own cost while flying.

Any frequent flyer points you accumulate are yours to keep and use. However, you may not select an airline for travel simply because you are a member of that airline's frequent flyer program if that airline is more expensive than other airlines flying between the same origin and destination cities.

In some instances, it may be less expensive in total (air, hotel, and meals) for you to arrange travel to include a Saturday night. Please consider this option if it does not cause too great a hardship or inconvenience to you.

Meals and Incidental Expenses (M&IE)

We will reimburse you for meals and incidental expenses on a fixed per diem basis. M&IE covers employee meals and other incidental expenses, such as tips, laundry charges, etc.

M&IE for travel in the U.S. is paid based on standard daily rates as published by the <u>General Services Administration</u> (GSA) (<u>Per Diem rates | GSA</u>). M&IE for international travel is paid based on published rates from the <u>Department of State (Department of State | Rates)</u>.

We normally reimburse the full M&IE rate for days in which breakfast, lunch, and dinner are consumed while on travel. Travel days are reimbursed at 75% of the per diem rate per GSA policy. However, if your meal is paid for by someone, the per diem rate for that day is reduced as follows by the following percentages:

- breakfast: 25% of the per diem rate
- lunch: 25% of the per diem rate
- dinner: 50% of the per diem rate

If you stay at a hotel that includes a free breakfast for all guests (not if it's a benefit given to you because you have a higher status with the hotel's loyalty program), or if the airline you were flying during lunch hours served lunch, or



if you were at a partner site where lunch was served, or if you were at a company-paid dinner, you must reduce your per diem accordingly. Refer to <u>Section 301-11.18 of the Federal Travel Regulation</u> for guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Additionally, the per diem reimbursement for travel days is reduced accordingly to cover only the meals consumed after the start of travel (on the departure day) and before the end of travel (on the return day).

Example

You leave mid-morning to travel. The per diem rate for the day is reduced by 25% of the daily rate (the amount allocable to breakfast, which was before leaving on travel). Further, if you have lunch on the plane, the per diem for the day is reduced by the amount allocable to lunch (25%). This leaves a per diem of 50% of the regular daily amount to cover the cost of dinner upon arriving at the destination.

Lodging

In general, you should stay in business hotels (Hampton Inn, Hilton Garden Inn, Marriott Courtyard, Wingate Inn, etc.) and should always search for the most sensible balance between cost and convenience. The Hotel and Motel Fire Safety Act of 1990 (FSA) requires that you stay in a hotel that has hard-wired smoke detectors and sprinkler system for hotels over four stories high. Confirm compliance using the <u>Federal Travel Directory</u>. Because our business is with the federal government, we are restricted to lodging within the government set per diem rates and any exceptions to this must be approved in advance and justified and documented in your expense report. We generally do not approve stays at resorts and luxury hotels, unless the room was available at a deep discount. When staying at hotels, please note that laundering services are covered by M&IE and are not separately reimbursed. We do not reimburse for personal long- distance telephone charges, movies, or alcoholic drinks.

Loyalty program points are yours to keep and use; however, similar to air travel, don't choose a hotel on the basis of your membership in its loyalty program if there are other less expensive hotels in the vicinity. Any benefits that the hotel provides you as a result of your loyalty are also yours to keep. For example, if the hotel provides you with a free breakfast as a benefit based on your status with that hotel, you do not need to deduct that from your M&IE expenses.

Rental and Privately Owned Vehicles

You should rent mid-size cars or smaller from a reputable agency. Exceptions will be made for groups of five or more or for cargo carrying operations such as trade shows, in which case a full-size vehicle or SUV should be reserved. It is not necessary to purchase additional insurance coverage when renting a car. If you have access to any discounts, such as AAA, USAA, or AARP, that do not cost you anything to use but can benefit the company, we thank you in advance if you feel comfortable using them.

Harmonia fully supports the US Department of Transportation's ban on dialing or text messaging while driving.

Remember—when driving a rental car, fines for traffic violations will not be reimbursed. Please drive carefully and within speed limits! Regardless of whether the vehicle is rented or your own, you are required to fasten your seat belt while traveling on company business.

Please use cab services or Uber/Lyft whenever possible versus private sedans or limos unless you can provide verification that the private sedan or limo services were comparable or less than the price of a cab.

We do not encourage the use of personal automobiles for long-distance travel. If you must, seek permission from your manager—you will be asked for a legitimate reason for doing so. If you do use your personal automobile, we will reimburse you at the current per-mile rate as allowed by the IRS for business travel. See GSA POV | Rates for more details.

Miscellaneous

We do not reimburse airline and other travel membership dues or personal retail purchases while on company travel, such as clothing, books, or greens fees. Most people have cell phones with unlimited calling and texting; therefore,



in general, we will not reimburse you for direct-dialed phone calls from hotel rooms. If you have no other option available and a business call is necessary, please make it, but remember to document the reason.

Most hotels now provide free Wi-Fi. If you are at a hotel that doesn't provide free Wi-Fi and you need Internet access to be able to complete a business task while in your room, you should purchase the most economical Wi-Fi service that will allow you to work productively. Most airlines now offer Internet service on-board, but this is not free. We will not reimburse you for this service if you choose to get it unless you have pre-approval from your manager based on a valid reason such as completing business tasks while on the flight.

Extended Travel

In the event you are required to go on extended travel of two weeks or more, we may, at the company's sole discretion, establish a different travel reimbursement on a case-by-case basis. For example, we may provide for meals by arranging apartment-style lodging with kitchen facilities instead of through the M&IE per diem. The goal of extended travel arrangements is to minimize travel expenses while covering your reasonable costs. Extended travel arrangements must be approved in advance by Harmonia management.

OCONUS Travel

You will be reimbursed for business-related OCONUS travel based on the company travel policies. All OCONUS travel, along with estimated cost, must be approved in writing by Executive Management and the appropriate government contracting officer PRIOR to travel. (Accounting will request government approval). Department of State Standardized Regulations and per diem rates apply to OCONUS travel. Before travel outside the U.S. be sure to check the Department of State website for any travel bulletins. If you hold a security clearance and are traveling OCONUS, whether for personal or business reasons, you must see the FSO before traveling for any applicable briefings. Remember, ALL foreign travel must be reported as per the forms found under international travel on page 12.

Loss or Theft of Company Property While on Travel

Please be responsible and adequately secure all company equipment that has been assigned to you while you are traveling. This includes, but is not limited to, laptop computers, hand-held devices, cellular telephones, trade show materials, product samples, and pagers. If an item is stolen, please notify your manager immediately and file a report with law enforcement. If you don't take appropriate steps to report a theft, we will have no option but to hold you responsible for the items. Similarly, if you lose an item, we will also hold you responsible for 100% of the insurance deductible or cost of replacement, whichever is less, where permitted under applicable state law. You must take extraordinary measures to protect export controlled or classified information or equipment containing such information. Items locked in a car are not considered properly secured; keep them in your physical possession.

Expense Reimbursements

You must submit business expense reimbursement requests through the JAMIS Prime Expense Report system. All expense reports must be timely, correct, and include required receipts. Receipts are required for all items of \$75 or more where receipts can be obtained. Receipts are not required for mileage rates or for meals covered by per diem; but if you pay for meals shared with business associates and/or customers, we require a detailed receipt.

Expense reports are approved by designated approvers and the accounting department and will be paid only following approval. If an expense report is rejected, you must make corrections and resubmit the report within 48 hours. Expense reports that are not accompanied by required receipts will be rejected.

Expense reports are due no later than the last day of the month covering all expenses incurred during that month. For example, expenses incurred between January 1st and January 31st are to be reported no later than January 31st. However, if your travel covers a period that includes days in two months, you may submit an expense report for the trip on the last day of the month following the date the travel ends. For instance, if you travel from February 27th to March 2nd, your expense report for the trip is due no later than March 31st. Failure to submit expense reports by the deadline may cause you to forfeit reimbursement.

Computer, E-mail, and Internet Usage

Harmonia has established the following guidelines for the use of the company's technology and communications networks, including the Internet and e-mail, in an appropriate, ethical, and professional manner.



All technology provided by Harmonia, including computer systems, communications networks, company-related work records and other information stored electronically, is the property of the company and not yours. In general, use of the company's technology systems and electronic communications should be job-related and not for personal convenience. Users have no explicit or implicit expectation of privacy on these systems. Any or all uses of technology and all data may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized sites and law enforcement personnel, as well as authorized officials of other agencies.

You may not use Harmonia's Internet, e-mail, or other electronic communications to transmit, retrieve, or store any communications or other content of a defamatory, discriminatory, harassing, or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or status as a disabled, other protected, recently separated, or Armed Forces Service Medal veteran, or other status protected by law may be transmitted. Harassment of any kind is prohibited. Disparaging, abusive, profane, or offensive language; materials that might adversely or negatively reflect on Harmonia or be contrary to its legitimate business interests; and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet or e-mail—are forbidden.

Copyrighted materials belonging to entities other than Harmonia may not be transmitted by employees on the company's network without permission of the copyright holder. You must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only. Saving copyright-protected information to a network drive without permission is prohibited. Sharing the URL (uniform resource locator or "address") of an Internet site with other interested persons for business reasons is permitted. Devices used outside the office to access confidential information must be used with discretion.

You may not use the system in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and "spamming". To prevent contamination of Harmonia technology and communications equipment and systems by harmful computer viruses, downloaded files should be checked for possible infection using the provided ESET antivirus software installed on all Harmonia computers. Users are responsible for ensuring that their computers are up to date with the latest security updates and antivirus definitions. You are responsible for the content of all text, audio, or image files that you place or send over the company's Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. Harmonia's corporate identity is attached to all outgoing e-mail communications, which should reflect corporate values and appropriate workplace language and conduct.

All company-supplied technology, including computer systems, equipment, and company-related work records, belongs to Harmonia and not to you. E-mail and other electronic communications transmitted by Harmonia equipment, systems and networks are not private or confidential, and they are the property of the company. Harmonia reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files, and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite. Internal and external e-mail, voice mail, MS Teams messages, and text messages, as well as other forms of electronic messaging relating to business processes or requirements are considered business records and may be subject to discovery in the event of litigation. You must be aware of this possibility when communicating electronically within and outside the company. Understand that we routinely monitor use patterns, and you should observe appropriate workplace discretion in your use and maintenance of such company property.

Because all the computer systems and software, as well as e-mail and Internet connections, are Harmonia's property, all company policies apply to their use and are in effect at all times. Any employee who abuses the company-provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access, and, if appropriate, be subject to disciplinary action up to and including termination, within the limitations of any applicable federal, state, or local laws.

Harmonia's Information Security Group (ISG) is responsible for assessing risk posed by Information Assets, which are defined as any physical or digital asset that stores, transmits, or processes information at Harmonia. It is required that all Information Assets, including personal equipment (e.g., monitors, mice, keyboards, USB devices), be reported to ISG for a risk assessment according to the Asset Reporting Process found here.



If you have questions regarding the appropriate use of Harmonia electronic communications equipment or systems, including e-mail and the Internet, please contact your manager or the ITTeam.



Leaving the Company

Every Harmonia employee is an "employee-at-will," meaning that no one has a contractual right, express or implied, to remain in Harmonia's employ. This means either we or you may terminate your employment, at any time, with or without cause.

Resignation

If you are thinking of leaving the company-- for any reason-- we'd like the opportunity to discuss your resignation before your final decision is made. If a better alternative to resignation is available, we'd like to work with you to resolve your concerns. If not, we would like to understand the reason for the contemplated departure, particularly if we can improve Harmonia as a result of having a better understanding of the circumstances. If, however, after full consideration, you decide that resigning is the best course of action for you, we expect you to provide the company with a written two-week advance notice period.

Dismissals

In rare cases, we may need to terminate your employment; perhaps because we determined that it is in the best interests of the company and the remaining members of the team to reduce the size of our workforce, perhaps the needs of our government client have changed, or it may be due to a disciplinary or performance issue. If it is the former, we will do everything possible to provide you with a minimum of two-week advance notice. If it is the latter (disciplinary or performance), we can make no commitment as to the amount of notice with which we will provide you.

Off-Boarding

Prior to your departure from the company, Human Resources will provide you with an opportunity to discuss your reasons for departure and information regarding the effect of your separation on your benefits, final pay, repayment of any outstanding debts to Harmonia, and the return and proper accounting of company property and work-in-process. You must return all company property, keys, access cards, employee badges, and Common Access Cards ("CAC cards") and PIV cards. Additionally, if you have certain security clearances you will have to be debriefed by the Facility Security Officer prior to leaving Harmonia employment, regardless of the reason.

Termination of Benefits

Most insurance and related benefits end on the last day of the month following your last day of employment. Unless you were terminated for cause, such as gross misconduct, you generally have the option of continuing to receive medical/dental benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act ("COBRA") regulations, subject to its eligibility requirements. Our COBRA Administrator, HealthEquity, will send you information on your COBRA options within 30 days of your separation.

Any unused funds in your Parking Flexible Spending Account will be forfeited as of day of separation. Funds in your Dependent Care and Transit Flexible Spending Accounts must be claimed within 90 days of separation for charges incurred prior to separation; and you will have 60 days to submit Health Reimbursement Arrangement (HRA) expenses.

Employees with less than \$10,000 in their 401(k) account will be forced out of the employer-sponsored 401(k) with John Hancock at 45 days after separation. Employer contributions to Health Savings Account (HAS) and other Wellness Incentives that have not already been processed will be forfeited upon separation.

Because Flexible Paid Time Off (FPTO) is not an earned and accrued benefit, Harmonia does NOT pay out unused FPTO and, in most cases, you will not be approved for FPTO in your final weeks of employment or post-resignation.

Final Pay

Your final timecard must be submitted and approved prior to issuance of final paycheck. Your final paycheck will be paid as per our normal payroll cycle and will be direct-deposited on the next normal payday, unless otherwise mandated by applicable state law. If there are unpaid obligations to the company that have not been settled, including but not limited to relocation reimbursements, sign-on bonuses, training/ continuing education reimbursements, or loans, we reserve the right to deduct these from the final paycheck where permitted by



applicable state law. Additionally, should equipment and badges belonging to the company, or a client not be returned immediately upon separation, we reserve the right to deduct associated costs from the final paycheck based on determined value where permitted by applicable state law.



Social Media, News, and Information

Social Media

Harmonia maintains a presence on social media in order to publicly recognize our employees, celebrate contract wins and other company successes, provide insight into our corporate culture for clients and candidates, and share information with our employees. Please follow us on our social media in order to stay connected and experience the full benefit of being part of the Harmonia team.

Here are some links to get you connected:

- Harmonia Facebook Page
- Harmonia LinkedIn Page
- Harmonia Instagram Account or tag us @harmoniaholdings
- Harmonia Twitter Account or tag us @harmoniahg

Throughout the year we'll invite you to participate in events which may be advertised or shared on social media platforms. Please know, we will never do this in a manner that may be perceived as offensive or disparaging. However, should you ever want to ensure that an image or article relating to you not be shared publicly, please feel free to let Human Resources know, and we will respect your privacy.

And of course, we'd be thrilled if you share your own Harmonia experiences on social media to more fully describe what it means to be in the Harmonia family. Please just don't do it in a way that reflects poorly on Harmonia, your colleagues, or our clients - remember, we all have an obligation to communicate with professionalism and respect.

News & Information

In addition to public social media sites, Harmonia shares and stores news, information, documents, and compliance postings with our employees via the <u>Harmonia News & Resources SharePoint Site.</u> We encourage you to visit this site regularly.



Leave Policies

Family Medical Leave (FMLA)

The federal Family and Medical Leave Act of 1993 (FMLA) requires employers with 50 or more employees to provide eligible employees with up to 480 hours (12 weeks) of unpaid leave during any rolling 12-month period in order to care for themselves or a dependent with a medical need.

Eligibility

You are eligible for FMLA leave if you:

- Have worked for Harmonia for at least 12 months;
- Have worked at least 1,250 hours for Harmonia during the 12 calendar months immediately preceding the request for leave; and
- Are employed at a work site that has 50 or more employees within a 75-mile radius. Remote employee eligibility
 is calculated based on the number of employees in the office to which the employee reports;
- Employees who meet the eligibility requirements may take leave for one of the following reasons:
 - ✓ To care for a child during the first 12 months following birth;
 - ✓ To care for a child during the first 12 months following placement for adoption or foster care;
 - ✓ To care for a spouse, son, daughter, or parent ("covered relation") with a serious health condition;
 - ✓ For incapacity due to pregnancy, prenatal medical or childbirth; or
 - ✓ Because of the employee's own serious health condition that renders the employee unable to perform an essential function of his or her position.

When both spouses work for Harmonia, you and your spouse may each take 12 weeks in the case of your own serious health condition, or a combined total of 12 weeks' leave during any 12-month period to care for another family member.

Requesting FMLA Leave

If your need to use FMLA leave is foreseeable, you must give the company at least a 30-day notice of the need to take leave. When a 30-day notice is not possible, you must give notice as soon as possible and practical. Failure to provide such notice may be grounds for delaying the start of the FMLA leave.

If your need for leave is not foreseeable, you are required to provide as much notice as is practical for your case. If you require unforeseeable leave, you must, absent extraordinary circumstances, call your direct manager and provide sufficient information regarding your need for leave to support a request for FMLA leave. It generally should be practical for employees to provide advance notice of at least one business day.

Requests for FMLA leave must be formally submitted to Human Resources by completing the FMLA Certification Form. Human Resources will inform you within five days whether you are eligible for FMLA, the amount of leave to be counted against your leave entitlement, and if any additional information will be required. When submitting a request for leave you must provide sufficient information for the company to determine if the leave might qualify as FMLA leave, the anticipated start date for the leave, and the expected duration of the leave. Calling in "sick" is not sufficient to initiate this process. You must inform the company if the requested leave is for a reason for which FMLA leave was previously taken or certified. If you are not eligible for FMLA, the company will provide you with a written notice indicating the reason for your ineligibility and will discuss your potential alternatives.

If you request leave because of your own or a covered relation's serious health condition, you will be required to provide a certification and periodic recertification supporting the need for FMLA leave. Your healthcare provider must supply appropriate medical certification, in most cases prior to your leave begin date and no later than 15 days from the start of your leave. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. Harmonia, at its expense, may require further examinations by a second or third healthcare provider designated by the company if it reasonably doubts the medical certification initially provided, as per FMLA regulations. Employees may also be required to provide a fitness-for-duty certification upon return to work, or during intermittent leave, as required.



Taking FMLA Leave

You do not need to use your FMLA leave entitlement in one block. Leave may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced-schedule leave (reducing the usual number of hours worked per workweek or workday) if medically necessary and if certified by a physician as per the specifications above. However, you should make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt Harmonia's operations. If leave is unpaid, the company will pay you solely based on the amount of time actually worked. In addition, while you are on an intermittent or reduced-schedule leave, the company may temporarily transfer you to an available, alternative position with equivalent pay and benefits that better accommodates the recurring leave.

Compensation and Benefits under the FMLA

Leave under FMLA is unpaid, although you may be eligible for paid time while on FMLA, or have available FPTO to provide pay during FMLA leave. If leave is taken because of your own serious health condition, you may be eligible for short-term disability (STD) payments and/or workers' compensation benefits under those insurance plans. You may also be eligible for paid Parental Leave, if leave is taken due to the birth/adoption of a child. While approved FPTO may be applied against your FMLA leave entitlement, in no case can the substitution of FPTO or STD payments for unpaid leave time result in the receipt of more than 100 percent of your salary. In addition, some states, including Washington DC, do have Paid Leave Programs for which you may qualify while on FMLA.

Use of FMLA leave will not result in the loss of any employment benefit. During approved FMLA leave, Harmonia will maintain your health benefits as if you continued to be actively employed. If you are substituting FPTO for unpaid medical leave, Harmonia will deduct your portion of the health plan premium as a regular payroll deduction. However, if your leave is unpaid, you must arrange with <u>Accounts Payable</u> to prepay your portion of the health plan premiums in a timely manner in order to maintain your health coverage. Should your premium payment be more than 30 days late, Harmonia reserves the right to cancel your health insurance coverage. If you return to work and insurance payments are owed, they will be deducted from your future pay. Holidays that fall while you are on FMLA will be unpaid, and those hours will count against your FMLA allotment, as per Department of Labor policy, unless receiving FPTO or Parental Leave or unless the holiday falls within a week where only partial FMLA was taken.

Qualifying Exigency Leave

Employees meeting the eligibility requirements for FMLA may be entitled to use up to 12-weeks of their FMLA leave entitlement to address any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces. Covered active duty means duty during deployment with the Armed Forces to a foreign country (for a member of a regular component of the Armed Forces); or duty during deployment with the Armed Forces to a foreign country under a call or order to active duty (for a member of a reserve component of the Armed Forces).

Leave to Care for an Injured Service Member

There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to 26 weeks of leave during any single 12-month period if the employee is the spouse, son, daughter, parent, or next of kin caring for a covered military service member or veteran recovering from an injury or illness. When **both spouses work for Harmonia**, the aggregate amount of leave that you and your spouse can take to care for the covered service member is 26 weeks in a single 12-month period.

Return to Work

You must make best efforts to keep Harmonia informed of your intention to return to work and your expected date of return. In addition, you must give notice as soon as practical (within two business days, if feasible) if the dates of the leave change or are extended.

Upon return from FMLA leave, you will be restored to your original or equivalent position with equivalent pay, benefits, and other employment terms. However, as per the FMLA, certain "key employees" (i.e., highest-paid 10 percent of employees at a worksite or within a 75-mile radius of that worksite) may not be returned to their former or equivalent position following a leave if restoration of employment will cause substantial economic injury to Harmonia. Harmonia, on a case-by-case basis, will make this fact-specific determination. We will notify you in advance of your leave if you qualify as a "key employee".



Military Leave/ USERRA

If you are in the uniformed service, we salute your service to the nation and we thank you for it. We understand you may need to take leave for military training, mobilization, deployment, or other related reasons, and we will do our best to support you. When you receive orders for such training, you should promptly notify your manager, detailing the duration of the required service. Harmonia will pay your regular pay minus military pay received for regularly scheduled workdays for up to two weeks. For service requirements of less than one week, you will be paid your full salary for that week. Service requirements of longer than two weeks will be granted without pay. You may choose to apply FPTO toward your leave. Your eligibility for reinstatement after military duty or training is completed will be granted in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Jury and Witness Leave

If called to serve jury duty, you will be granted a leave of absence. Upon receipt of the notice to perform jury duty, immediately notify your manager and Human Resources. You must provide a copy of the notice for your employee record. During this leave, if you are a full-time, salaried employee, we will compensate you a minimum of three days at your regular rate and then according to your state's statutes. If you are on jury duty and are excused by the court any day, please report to work if you are able. If the jury duty falls at a time when you cannot be away from work, Harmonia will work with you to make a change request in accordance with the court's procedures.

If you are required by law to appear in court as a witness, you may take either FPTO, if approved, or unpaid time off for such purpose, but you must give the company reasonable notice. If you appear as a witness on behalf of the company, you will receive your regular pay during such time. You can serve as a paid expert witnesses and retain the resultant fees only if approved by Harmonia's Executive Management. You don't need our approval if you use weekends, holidays, or paid time off to prepare, travel, and testify; unless the testimony would relate in some way to Harmonia's business or require disclosures in violation of your obligation under Confidentiality Agreements and Intellectual Property Invention Assignment agreements with the company.

Bereavement Leave

In the unfortunate event of a death in your immediate family, we want you to ensure you take time to grieve and make appropriate arrangements. All regular, exempt full-time employees may take three days of paid time off to attend the funeral or make funeral arrangements, and any additional time provided under state law. We respect your need for privacy during such times, and while, in general, this is not our policy, Harmonia does reserve the right to ask for verification of the need for bereavement leave.

In addition, understanding the deep impact that death can have on an individual or a family, we will waive the need to request time off in advance; however, we do expect you to request the time off from your manager prior to taking it, if possible.

New Parent Leave

If you have been employed for at least one year and a child has recently joined your family, please let us know! We would love to gift your child something very special- time at home with their parent- paid! Each new parent receives two weeks of paid time off! Paid New Parent Leave runs concurrently with any FMLA taken or STD approved and will be applied prior to any FPTO or LWOP being utilized. Please see the FMLA policy on page 25 and our Flexible Paid Time Off policy on page 29 for more details.

Other Paid Leave

Many states, including Massachusetts, Washington DC, and New York, offer employees the opportunity to enroll in a voluntary paid leave program. These premiums are generally paid by employees. If you are interested in enrollment or more information, please reach out to Human Resources.

Personal Leaves of Absence

If you are anticipating being absent from work for greater than two weeks, whether for educational or career pursuits, a sabbatical, or some other exceptional circumstance, you may request an unpaid Personal Leave of Absence (PLOA) for up to three months; however, you must make your request at least two months in advance of the intended leave period by completing the Leave Request Form. PLOA are approved on a case-by-case basis at the



sole discretion of management. Generally, Harmonia does not grant a PLOA during your first two years of employment, except in extraordinary cases or when arrangements have been made prior to hire.

A PLOA is provided without pay; however, you may be approved for FPTO (see page 29 of this Handbook) for a portion of your approved leave. Unless receiving FPTO, any holidays that fall while you are on PLOA will be unpaid. You are eligible to continue your medical, dental, and life insurance benefits during PLOA, but you will be responsible for paying the full insurance premiums in advance to Accounts Payable. Any premiums owed upon your return to work will result in deductions being made from future pay. Unpaid insurance premiums may result in a retroactive cancelling of insurance coverage.

During an approved PLOA, you remain obligated to honor and obey legal agreements entered with the company, including Confidentiality Agreements and Intellectual Property Invention Assignment agreements, and it is your responsibility to abide by your approved return date. Due to ever changing business needs, we cannot guarantee that you will be assigned the same or similar position upon returning to work, nor do we guarantee you will have employment upon returning from a PLOA, although, if you received all necessary advanced approvals, we will do our best to do so. If you do not return to work by the approved time, you will be considered to have voluntarily resigned from your employment.

Leave Without Pay

Leave Without Pay (LWOP) is time off from work that is provided without pay. LWOP will only be approved if you have been approved for Family Medical Leave (FMLA), Military Leave, or a PLOA, or in some exceptional situations, such as leave between contracts. If you are approved for LWOP, you will retain your position and benefit eligibility at Harmonia, but you will not receive any salary during that time period, and holidays while on LWOP will be without pay. LWOP must be marked as such on your timecard, and it may only be used in increments of 8 hours.

Any request for LWOP will require completion of a <u>Leave Request Form</u> and advance approval by Human Resources, in addition to your management. While on LWOP, you will be required to send payment for your insurance premiums directly to <u>Accounts Payable</u> in advance in order to retain your benefit eligibility. Any premiums owed upon your return to work will result in deductions being made from future pay. Unpaid insurance premiums may result in a retroactive cancelling of insurance coverage. Please contact Human Resources if you have any questions.



Flexible Paid Time Off

We believe taking time off throughout the year is vital to your continued productivity, your innovation, and your health, so we strive to provide flexibility for you to have the time you need to take a vacation, spend time with family, take a mental health day, or recover from an illness. We also recognize that not all employees celebrate the same holidays, and we want to be sure you are able to celebrate what you want to celebrate, when you want to! As such, we offer all full-time employees FPTO to better allow you to step away from your work when needed, while still allowing you to meet the needs of your team and your program. Flexible Paid Time Off is not accrued and may be available for use as of your day of hire.

Requests for FPTO will be evaluated on a case-by-case basis and will be approved at the sole discretion of your management. In general, managers have autonomy to approve requests for FPTO based on a variety of factors, including, but not limited to, the reason for the request, your performance, your length of time with Harmonia, project needs, prior leave taken, or equity across the team. A manager may also choose to approve FPTO while an employee is in between contract assignments. While management may approve whichever amount of FPTO they feel is appropriate based on the situation, and while we would like for you to be able to take time off whenever you need it, we also must meet our commitments to our customers and to each other. As such, approval to use FPTO may also be based on whether you are caught up on work commitments, if appropriate co-workers are available to cover unexpected requirements in your area of responsibility, or whether approving FPTO would increase the risk to product development schedules or have a potentially negative impact on other business or contract requirements.

It is important to ensure that we are able to continue to support the needs of our clients and teams; therefore, in most cases, we do not recommend that managers approve requests for FPTO:

- In your final weeks of employment/ post-resignation
- Of more than two weeks in your first six months or more than three weeks in your first year
- Of more than two weeks at a given time (Requests of greater than two weeks must apply for a PLOA as per page 27 of this Handbook and will be assessed on a case-by-case basis)
- Of more than four weeks over the course of a year

Management may, of course, make exceptions due to exceptional performance, tenure, or other special situations. Additionally, some managers have set specific parameters for leave approval within their programs in order to ensure project requirements can be met. In short, while we encourage flexibility as a core foundation of this policy, a manager has the right to approve or reject any FPTO requests at any time, for any reason, providing no other policies or employment laws are violated.

Other than for reasons of sudden illness or personal emergency, all requests for FPTO must be approved in advance, and you MUST submit your requests via the <u>JAMIS timekeeping system</u> as far in advance as is reasonably possible. In general, this means we require at least one week notice for any planned time off and a minimum of one month notice of any leave longer than one week; however, your manager may have a preference for how far in advance they require notification of FPTO requests. If so, you must adhere to their requirements.

If you are sick or have a personal emergency, we encourage you to take time off to meet your needs and those of your family. However, we do ask that you notify your manager of your absence as soon as you are able, but before the start of the workday at a minimum. For recurring absences due to illness or personal emergencies, your manager may request documentation relating to your absences or may recommend you connect with Human Resources to discuss other options such as FMLA. Refusal to provide such documentation may result in leave not being approved. Please see additional details on FMLA/ Other Unpaid Leave beginning on page 25 of this Handbook.

It is important to remember that, barring the above exceptions, all requests for FPTO must be approved in advance or any leave taken will be considered unapproved, will be unpaid, and may be subject to disciplinary action.

As FPTO is not accrued/earned, no FPTO will be paid out upon separation from employment; except where required under applicable state or local laws. We reserve the right to change this policy at any time to better meet the needs of the business.



Holidays

We believe it is important to take time away from work to celebrate with our friends and family and to honor those who have built, served, and sacrificed for this country. To encourage this, Harmonia observes the following 11 annual paid holidays in alignment with the federal government holiday schedule.

Holiday	Date
New Year's Day 2024	Monday, January 1, 2024
Birthday of Martin Luther King, Jr	Monday, January 15, 2024
President's Day/ Washington's Birthday	Monday, February 19, 2024
Memorial Day	Monday, May 27, 2024
Juneteenth National Independence Day	Wednesday, June 19, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Indigenous People's Day (Columbus Day)	Monday, October 14, 2024
Veterans Day	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024
Christmas Day	Wednesday, December 25, 2024

You must take a holiday as an entire day. Holidays are not calculated in hourly increments and cannot be used as such. We do reserve the right to change the holiday schedule; however, if we do so, we will notify you well in advance of any changes. In <u>exceptional</u> cases, if your work schedule is not dependent on government schedules, you may have the option of working on a holiday in exchange for another holiday later in the year. Your manager must approve this arrangement in advance and will have sole discretion on approval. As a matter of policy, the work on a holiday must be performed prior to the day that will be taken off in exchange.



Bonuses

Annual Profit-Sharing Bonuses

Harmonia's success is predicated on the hard-work and high-quality performance of our employees. To reward these efforts, at the end of each fiscal year every employee receives a bonus based on Harmonia's performance for the year, the performance of their program team, and tenure.

Performance-Based Bonuses

We believe in rewarding stellar performance when your contributions exceed expectations. We pay performance-based bonuses based on individual or team performance at the recommendation of your respective manager and are at the sole discretion of Harmonia's Executive Leadership.

Employee Referral Bonuses

We know there is no greater compliment than recommending Harmonia to your friends and former colleagues as a Great Place to Work, and that the best people to join our team are people who our employees want to work alongside. Therefore, Harmonia rewards employee referrals that result in a hire with a \$2,500 bonus, assuming the following conditions are met:

- The referral must complete 90 calendar days of service.
- Executive Management, Human Resources, and all other Managers, including Project and Program Managers, are excluded from receiving referral bonuses.
- Referral of an immediate family member is not eligible for a bonus.
- The referral must be for a full-time permanent position and must represent the candidate's first contact with our organization. Temporary, contract, and former employees are not eligible candidates for referral.
- The referral must be confirmed by management.
- The first employee to refer a candidate will be the only employee eligible for this bonus.
- The employee must still be an employee at the time of payout in order to be eligible for the payout.

All candidates will be evaluated for employment consistent with our organization's policies and procedures, and all information regarding the hiring decision will remain strictly confidential. To receive your bonus, please provide proof of referral to Human Resources or complete this form and forward to Human Resources.



Workplace Giving & Matching Gifts

We believe in being socially responsible and giving back to our communities, and we are proud to contribute as a company to various causes throughout the year. In addition, we are pleased to offer multiple ways to support the organizations that matter to our employees.

Matching Gift Program

Our Matching Gift Program is a means through which Harmonia will match a donation made by you to your favorite charitable causes. Matches are limited to up to 10% of your salary per calendar year, and all employees are eligible to participate.

To be qualified for a matching contribution, the organization you donate to must:

- Be a legitimate 501(c)3 organization that is a social service, charitable, or environmental organization focused on bringing about positive social change;
- Be not-for-profit, not politically motivated, and non-religious;
- In no way benefit you or your friends and family directly or indirectly.

Examples of acceptable charitable organizations include the American Red Cross, the American Cancer Society, the Wounded Warrior Project, the Nature Conservancy, and the United Way.

If you intend to request a matching donation from Harmonia, please submit your request to AccountsPayable@harmonia.com prior to making your donation so that we have the opportunity to review and approve the match beforehand. Keep in mind that any matched donation must be your OWN contribution and may not include any donation from non-employees. Harmonia's accounting team may require documentation of the same. Any attempt to fraudulently obtain funds from Harmonia will result in termination of employment, and Harmonia reserves the right to deny any match. If you would like to check the 501(c)3 status of an organization before donating, you can visit https://apps.irs.gov/app/eos/.

After a match has been approved and the donation has been made, you must submit a valid receipt from the registered 501(c)3 charity and a copy of the cleared transaction from your bank in order for Harmonia to process the match.

Community Service Match

Not only do we believe in supporting charities and communities financially if able, we also encourage our employees to actively participate in improving their community and assisting those in need. And now your acts of service can go twice as far! Employees who participate in Community Service activities on their own time may share their actions with Harmonia Human Resources in order to receive a comparable donation to that charity or community program -- and may even be eligible for additional incentive. Program Managers are also encouraged to organize Community Service as team-building events.

The decision to match a donation or service action will entirely be the prerogative of Harmonia management.

State Law Supplements

Harmonia is proud to employ individuals in a number of states across the United States. As a result, certain policies must be tailored to the laws of that state or locality. In all instances, Harmonia will conduct its operations in compliance with applicable state laws and local ordinances. To the extent the requirements of these local statutes and ordinances conflict with any provisions of the Employee Handbook, the provisions of these statutes and ordinances shall control as to all employees whose principal place of work is in such state or locality, including any employees who work remotely from such location. Should any provision in this Employee Handbook conflict with applicable law, then such local law shall control as to such provision. Should you have any questions regarding these provisions, please reach out to your designated human resources representative. Additionally, from time to time you may be provided with a "State Supplement" regarding certain provisions affecting your employment if your principal work location is outside of Virginia.



Harmonia Contacts and Resources

	E-mail	When to Contact
Human Resources	hr@harmonia.com	For assistance with payroll, benefits, policy, etc. In general, if you aren't sure who to contact, email Human Resources; we are here to help.
Facility Security Officer	fso@harmonia.com	For security/clearance questions. Emergency Only: 540-315-1379
Timekeeping and JAMIS Issues	jamissupport@harmonia.com	For questions regarding timecards or expense reports and use of the JAMIS timekeeping system.
Recruiting	recruiting@harmonia.com	For posting a job, setting up an interview, or hiring a candidate.
Office Support	officesupport@harmonia.com	For help with McLean office needs or general administrative assistance.
Billing and Contract Management	accountsreceivable@harmonia.com	For questions regarding contracts, billing, and job codes.
Expense Reporting and Accounts Payable	accountspayable@harmonia.com	For questions regarding expense reports, reimbursements, Gym fees, subcontractors, and purchase request forms.
Immigration	immigration@harmonia.com	For questions and assistance relating to visa and Green Card processing.
IT Support	it@harmonia.com	For account or computer issues that you cannot resolve on your own. Please include as much detail as possible.
IT Security	isso@harmonia.com	For concerns relating to computer or Internet safety and security.
Employment/ Salary Verifications	www.theworknumber.com	Employees should share this resource to have employment/ salary verified for third parties.
Microsoft Single Sign-On	www.myapps.microsoft.com	Page link to access multiple SSO applications.
News, Resources, and Compliance	<u>Harmonia News & Resources</u> <u>SharePoint</u>	This site is a resource for compliance, benefit, news, and other resources employees may need.
Timekeeping, Expense Reporting, Benefits, and Employee Information	JAMIS Humanic Timekeeping and Employee Self Service	Employee must track time daily via JAMIS; Personal information can be updated in the JAMIS Humanic ESS System.
Skills, Qualifications, and Resume Database	SkillsDB Pro (via MS SSO)	Employees are required to maintain up to date details of their skills and qualifications
IT Policy and Procedure	<u>Harmonia Wiki</u>	For policy and process relating to project requirements and internal IT



Forms Appendix

ADA Accommodation Request Form

Anonymous Reporting Form

Charitable Contributions Matching Form

Extended Leave Request Form

FMLA Binder (PDF)

Health Savings Account Change Form

Name and State Taxes Change Form

Performance Evaluation Form

Qualifying Life Event Insurance Change Form

Short-Term Disability Forms (PDF)

Veteran & Military Family Service Reporting Form