



# EMPLOYEE HANDBOOK

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# Introduction

## Handbook Disclaimer

*The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook nor any other policy or practice creates an employment contract or an implied or express promise of continued employment with the Company. Employment with RediMinds, Inc is "AT-WILL." This means employees or RediMinds, Inc may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with RediMinds, Inc for any set period of time.*

*This handbook provides a summary of employee health benefits; however, actual coverage will be determined by the express terms of the benefit plan documents. If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Company reserves the right to amend, interpret, modify, or terminate any of its employee benefits programs without prior notice to the extent allowed by law.*

*The Company also has the right, with or without notice, in an individual case or generally, to change any of the policies in this handbook, or any of its guidelines, policies, practices, working conditions, or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the CEO and the employee.*

## **Welcome Message**

Dear Valued Employee,

Welcome to RediMinds, Inc! We are pleased with your decision to join our team.

RediMinds, Inc is committed to providing superior quality and unparalleled customer service in all aspects of our business. We believe each employee contributes to the success and growth of our Company.

This employee handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the handbook, please discuss them with your supervisor or Human Resources.

Welcome aboard. We look forward to working with you!

Sincerely,

Madhu Reddiboina  
CEO

## **Mission Statement**

RediMinds is in the business of “Creating the Future”, our people are very smart, kind and driven. We care about making this world a better place, and we are excited about working on solving the toughest challenges of the times.

## **Changes in Policy**

Change at RediMinds, Inc is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by RediMinds, Inc, and after those dates, all superseded policies will be null and void.

No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or Human Resources.

# **General Employment**

## **At-Will Employment**

Employment with RediMinds, Inc is “at-will”. This means employees are free to resign at any time, with or without cause, and RediMinds, Inc may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with RediMinds, Inc for any set period of time.

The policies outlined in this employee handbook are the policies in effect at the time of publication. They may be amended, modified, or terminated at any time by RediMinds, Inc, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the CEO and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between RediMinds, Inc and any of its employees.

## **Immigration Law Compliance**

RediMinds, Inc is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with RediMinds, Inc within the past three years or if their previous I-9 is no longer retained or valid.

RediMinds, Inc may participate in the federal government's electronic employment verification system, known as “E-Verify.” According to E-Verify, RediMinds, Inc provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

## **Equal Employment Opportunity [OPIN 2-5]**

RediMinds, Inc is an Equal Opportunity Employer. Employment opportunities at RediMinds, Inc are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The Company will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. The Company will also accommodate sincerely held religious beliefs of its employees to the extent the accommodation does not pose an undue hardship on the business. If you would like to request an accommodation or have any questions about your rights and responsibilities, contact Human Resources. This policy is not intended to afford employees with any greater protections than those which exist under federal, state, or local law.

RediMinds, Inc strongly urges the reporting of all instances of discrimination and harassment and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such a report. RediMinds, Inc will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

## **Employee Grievances**

It is the policy of RediMinds, Inc to maintain a harmonious workplace environment. RediMinds, Inc encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions.

Employees are encouraged to raise concerns with their supervisors. If not resolved at this level, an employee may submit, in writing, a signed grievance to Human Resources or Madhu Reddiboina, CEO.

After receiving a written grievance, RediMinds, Inc may hold a meeting with the employee, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved and with who can assist in resolving the issue.

Complaints involving alleged discriminatory practices shall be processed following RediMinds, Inc's Sexual and other Unlawful Harassment Policy.

RediMinds, Inc assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

## **Internal Communication**

Effective and ongoing communication within RediMinds, Inc is essential. As such, the Company maintains systems through which important information can be shared among employees and management.

RediMinds, Inc uses the Intranet and email to facilitate communication and share access to documents. For information on appropriate email and Internet usage, employees may refer to the Computer, Email, and Internet Usage Policy.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult their supervisor with any questions or concerns on information disseminated.

## **Outside Employment**

Employees may hold outside jobs as long as they meet the performance standards of their position with RediMinds, Inc.

Unless RediMinds, Inc has approved an alternative work schedule, employees will be subject to the Company's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary.

RediMinds, Inc's property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

## **Anti-Retaliation and Whistleblower Policy**

This policy is designed to protect employees and address RediMinds, Inc's commitment to integrity and ethical behavior. Under anti-retaliation and whistleblower protection regulations, RediMinds, Inc will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected Company or employee violations of the law, including discriminatory or other unfair employment practices;
- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or customer, environment or general public;
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law;

- Provides information to assist in an investigation regarding violations of the law; or
- Files, testifies, participates, or assists in a proceeding, action, or hearing concerning alleged law violations.

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or violation of the law, policy, or practice will be subject to discipline, up to and including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Employees who wish to report a violation should contact Human Resources or Madhu Reddiboina, CEO, directly. Employees should also review their state and local requirements for any additional reporting guidelines.

RediMinds, Inc will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related reporting requirements should contact Human Resources, Madhu Reddiboina, CEO, or any state or local agency responsible for investigating alleged violations.

# **Employment Status & Recordkeeping**

## **Employment Classifications**

For purposes of salary administration and eligibility for overtime payments and employee benefits, RediMinds, Inc classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with RediMinds, Inc or your job responsibilities change, you will be informed by Human Resources of any change in your exempt status.

In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories:

### **Full-Time:**

Full-time employees are regularly scheduled to work greater or equal to thirty (30) hours per week. Generally, regular full-time employees are eligible for RediMinds, Inc's benefits, subject to the terms, conditions, and limitations of each benefit program.

### **Part-Time:**

Part-time employees are regularly scheduled to work less than 40.00 hours per week. Regular part-time employees may be eligible for some RediMinds, Inc benefit programs, subject to the terms, conditions, and limitations of each benefit program.

### **Temporary:**

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Temporary employees generally are not entitled to RediMinds, Inc benefits but are eligible for statutory benefits to the extent required by law. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified, by RediMinds, Inc Management, of a change.

## **Introductory/Probationary Period**

The first 90 days of employment with RediMinds, Inc are considered an introductory period. This initial period will be a time to get to know the employees, managers, and

the tasks involved in the position, and become familiar with the products and services. The supervisor or manager will work closely with each employee to help them fully understand their job.

This introductory period is a time for the employee and RediMinds, Inc to try out the relationship. During this introductory period, RediMinds, Inc will evaluate the employee's suitability for employment, and the employee can determine suitability with RediMinds, Inc as well. At any time during these first 90 days, the employee may resign. If work habits, attitude, attendance, performance, or other relevant factors do not measure up to our standards during this period, RediMinds, Inc may terminate employment.

At the end of the introductory period, the supervisor or manager will discuss overall job performance with the employee. During the discussion, the employee is encouraged to give comments and ideas as well.

Completing the introductory period does not guarantee continued employment for any specified length of time, nor does it require that the employee be discharged only for cause. Completion of the introductory period does not imply a contract of employment with RediMinds, Inc, other than at-will. The successful end of the introductory period does not alter the at-will employment relationship.

A former employee who has been rehired after separation from RediMinds, Inc of more than one year is considered an introductory employee during their first 90 days following rehire.

## **Performance Reviews**

Performance reviews will be conducted annually. This is a time for you and your manager to prepare and have an in-depth performance conversation. Our hope that this will be a productive conversation to reflect on the successes and struggles of the past year and look forward to the upcoming year to establish goals and development opportunities. This is a time for equal feedback from the employee to the manager and from the manager to the employee.

## **Personnel Data Changes**

It is the responsibility of each employee to promptly notify their supervisor or Human Resources of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important company information.

If any of the following has changed or will change in the coming future, contact your supervisor or Human Resources as soon as possible:

- Legal name
- Mailing address
- Telephone number(s)
- Marital status
- Birth of child
- Change of beneficiary
- Exemptions on your tax forms
- Emergency contact(s)
- Training certificates
- Professional licenses

## **Expense Reimbursement**

RediMinds, Inc reimburses employees for necessary expenditures and reasonable costs incurred in doing their jobs. Expenses incurred by an employee must be approved in advance by the department manager.

Some expenses that may warrant reimbursement include, but are not limited, to the following: mileage costs, air or ground transportation costs, lodging, meals for the purpose of carrying out company business, and any other reimbursable expenses as required by law. Employees are expected to make a reasonable effort to limit business expenses to economical options.

To be reimbursed, employees must submit expense reports to via email to [admin@redimines.com](mailto:admin@redimines.com) for approval and payment. The report must be accompanied by receipts or other documentation substantiating the expenses. Questions regarding this policy should be directed to your supervisor.

## **Termination of Employment**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Common circumstances under which employment is terminated include the following:

- **Resignation** - Voluntary employment termination initiated by an employee.
- **Termination** - Involuntary employment termination initiated by RediMinds, Inc. In most cases, RediMinds, Inc will use progressive disciplinary actions before dismissing an employee. However, certain actions warrant immediate termination.
- **Layoff** - Involuntary employment termination initiated by RediMinds, Inc for non-disciplinary reasons.
- **Retirement** - Voluntary employee termination upon eligibility for retirement.

Employees who intend to terminate employment with RediMinds, Inc shall provide RediMinds, Inc with at least a two-week notice in writing. Such notice is intended to

allow the Company time to adjust to the employee's departure without placing an undue burden on those employees who may be required to fill in before a replacement can be found.

Since employment with RediMinds, Inc is based on mutual consent, both the employee and RediMinds, Inc have the right to terminate employment at-will, with or without cause, at any time.

Any employee who terminates employment with RediMinds, Inc shall return all files, records, keys, and any other materials that are the property of RediMinds, Inc.

Employee benefits will be affected by employment termination in the following manner:

- All accrued vested benefits that are due and payable at termination will be paid following applicable federal, state, and local laws.
- Some benefits may be continued at the employee's expense if the employee elects to do so, such as healthcare coverage.
- The employee will be notified of the benefits that may be continued and the terms, conditions, and limitations of such continuation.

If you have any questions or concerns regarding this policy, direct them to Human Resources.

# **Working Conditions & Hours**

## **Company Hours**

RediMinds, Inc is open for business from Monday - Friday. This excludes holidays recognized by RediMinds, Inc. The standard workweek is 40 hours.

Supervisors will advise employees of their scheduled shifts, including starting and ending times. Business needs may necessitate a variation in your starting and ending times, and the total hours you may be scheduled to work each day and each week.

## **Emergency Closing**

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by RediMinds, Inc management.

When a decision is made to close the office, employees will receive official notification from their supervisor.

If you are unable to work in your remote office due to severe weather, fires, power or internet failure, you must notify your supervisor immediately so arrangements can be made and workflow may be adjusted.

## **Workplace Safety**

RediMinds, Inc is committed to providing a clean, safe, and healthy work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. RediMinds, Inc and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. All employees are expected to obey safety rules and exercise caution and common sense in all work activities.

## **Complaint and Reporting Procedure:**

Employees should immediately report any unsafe conditions to their supervisor without fear of reprisal. In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor. If you believe it would be inappropriate to report the matter to your supervisor, you can report it directly to:

Madhu Reddiboina, CEO

29777 Telegraph Road Suite 1670  
Southfield, MI 48034  
(248) 996-8439

Employees who violate safety standards cause hazardous or dangerous situations or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

### **Retaliation Prohibited:**

RediMinds, Inc expressly prohibits retaliation against anyone who reports unsafe working conditions or work-related accidents, injuries, or illnesses. Any form of retaliation will be subject to disciplinary action, up to and including termination of employment.

Questions or concerns regarding this policy should be directed to Human Resources or Madhu Reddiboina, CEO.

### **Security**

The purpose of RediMinds, Inc's security policy is to protect Company assets and to maintain a safe working environment for all employees.

### **Meal & Break Periods**

In accordance with state and local laws, non-exempt employees will be provided with meal and break periods. Break periods of less than 20 minutes will be paid. Break periods lasting longer than 20 minutes will be unpaid.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid break and meal periods of more than 20 minutes. If for any reason, a non-exempt employee does not take the applicable meal and rest period that they are provided, the employee must notify his or her supervisor immediately.

RediMinds, Inc will schedule meal and break periods to accommodate Company operating requirements.

### **Break Time for Nursing Mothers**

RediMinds, Inc accommodates employees who wish to express breast milk during the workday by providing reasonable break times.

Employees who use regularly scheduled rest breaks to express breast milk will be paid for the break time. If the lactation break does not run concurrently with the employee's regularly scheduled compensated break, the lactation break time will be unpaid.

For questions related to this policy, please contact Human Resources.

# **Employee Benefits**

## **Medical, Dental, and Vision Insurance**

Full-time employees are eligible to enroll in Medical, Dental, and Vision insurance. Employees' must elect or decline coverage within thirty days of their start date. Elected benefits will be effective at the first of the month after the date of hire.

If coverage is not elected at the time of hire, Employees may enroll in medical, dental, or vision insurance during future open enrollment periods. Coverage may also be added if the employee experiences a qualifying event.

This policy provides a summary of the benefits which may be provided at the Company's discretion. Actual coverage is determined by the express terms of the plan documents. We encourage both you and your family to carefully review the plan's Summary Plan Description (SPD) materials.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Company reserves the right to amend, interpret, modify, or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For details on the specific health insurance plans offered through RediMinds, Inc, as well as copies of the plan documents, please contact Human Resources.

## **401k Retirement Plan**

Employees are encouraged to save for retirement by providing the option to contribute to a traditional 401(k) plan and/or a Roth 401(k) plan through Human Interest.

Eligible employees can contribute up to 90% of their total compensation to their 401(k) account, within the annual maximum IRS contribution limits. RediMinds, Inc will contribute a Safe Harbor contribution of 3% of the employees' compensation, including regular wages, bonuses, and commissions. Employees will always keep 100% of their own contributions and the Safe Harbor contribution. Company profit sharing is 100% vested after three years.

Employees are eligible to enroll and participate in the 401(k) plan after 90 days of employment. To be eligible you must be at least 21 years of age.

## **Sick Leave**

Employees will occasionally need time off to address medical needs. At the beginning of the calendar year or upon hire, Employees will be given five (5) days/40 hours to be used for established Sick Leave purposes. Employees may use Sick Leave for their own illnesses or medical appointments or take care of an immediate family member's illnesses or medical appointments.

Employees may use Sick Leave for planned and unplanned absences. If Sick Leave is planned, please notify your Manager and Human Resources as soon as possible before the scheduled absence. If Sick Leave is unplanned, please notify your Manager and Human Resources no later than 8:00 AM Eastern of that business day. If three (3) consecutive days of Sick Leave are used, employees must provide medical documentation to Human Resources.

Employees will not be paid for unused Sick Leave at the end of the calendar year or when the employment relationship ends. Sick days can be rolled over into subsequent years; however, the available balance cannot exceed 64 hours of sick time at any point in time.

**Sick leave may be used in one-hour increments for the following:**

- To care for an employee/employee's family member who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care.
- To care for the employee's own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care.
- To attend the routine medical appointment for the employees, the employee's child, spouse, parent, or parent of a spouse.
- When the employee or their family member is the victim of a family offense, sexual offense, stalking, or human trafficking.
- Elective surgery, including organ donation
- In the case of a public health emergency that causes the employee's place of business or the employee's child's school or childcare provider to be closed.

Employees must make a good faith effort (at least seven days for planned absences) to provide advance notice of the leave if the need for leave is foreseeable. A note from a medical provider may be required if an employee is out sick or on sick leave for 3 or more consecutive days. If the employee does not have a health care provider, a signed written statement documenting the need for leave may be required.

Employees are not paid wages in lieu of unused sick leave. Unused sick leave will be forfeit upon employment separation.

## **Vacation**

Vacation is RediMinds, Inc way of thanking you for your dedication and hard work throughout the year. Taking time off has benefits for Employees' health and well-being. We encourage employees to use this benefit.

All vacation requests must be submitted and approved by the Employee's Manager.

Employees accrue up to 80 hours of vacation each year. Vacation is accrued per pay period and may be used as needed in the year, not to exceed the annual maximum of 80 hours per year. If you use vacation before you have accrued the time, and leave the company, the unearned taken vacation will be deducted from your final paycheck. If you leave the company and have an accrued vacation balance, you will be paid out for the vacation you have earned. Vacation must be used in the year it is earned. Vacation does not roll over to the following year, it will not be paid out at the end of the year.

### **Vacation for New Employees**

New Employees are not permitted to take any vacation in the first 90 days of employment. If you need to take time off during your 90-day probationary period, the time off will be marked as unpaid time off and deducted from your paycheck. Under certain circumstances, employees may be allowed to make up the time instead of taking it as unpaid.

### **Requesting Vacation**

For planning work schedules or deadlines, all requests for vacation in excess of two days must be submitted at least four (4) weeks in advance. Any requests that do not meet this requirement may be denied.

Employee requests for vacation will be handled on a first-come, first-serve basis, taking seniority into account. Vacation approvals are strictly at Management's discretion. Taking vacation, which has not been approved, will be construed as an unexcused absence and subject you to disciplinary action up to and including termination. Weeklong vacations need to be scheduled with the appropriate manager with a minimum of four-week notice not to disrupt the workplace. Approval of vacation time is at management discretion.

## **Holidays**

RediMinds, Inc observes the following paid holidays:

- New Year's Day (January)
- Good Friday (March or April)
- Memorial Day (May)
- Independence Day (July)

- Labor Day (September)
- Thanksgiving Day (November)
- Christmas Eve (December)
- Christmas Day (December)

Due to the nature of our business, RediMinds, Inc may require employees to work on a holiday. Employees required to work on holidays will be paid holiday pay in accordance with applicable laws.

## **Military Leave**

RediMinds, Inc grants employees unpaid time off for service, training, and other obligations in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable state law.

All employees requesting time off for military service must provide advance notice to their immediate supervisor unless military necessity prevents such notice or is otherwise impracticable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for reemployment for up to five years from the date their military leave began. The period an individual has to apply for re-employment or report back to work after military service is based on time spent on military duty and applicable law. For reinstatement guidelines, contact Human Resources.

Employees who qualify for re-employment will return to work at a pay level and status equal to that which they would have attained had they not taken military leave. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

RediMinds, Inc complies with all rights and protections under all applicable state laws granting time off for service, training, and other obligations in the uniformed services. This includes, but is not limited to, benefits entitlement and continuation, notice and recertification requirements, and reemployment application requirements.

Questions regarding this policy should be directed to Human Resources.

## **Jury Duty**

RediMinds, Inc encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence.

Employees on jury duty must report to work on workdays or parts of workdays when they are not required to serve. Either RediMinds, Inc or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

Jury duty will be paid if required by applicable state law. If paid, jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. If exempt employees miss work because of jury duty, they will receive their full salary unless they miss the entire workweek. However, RediMinds, Inc may offset any jury-duty fees received by an exempt employee against the salary due for that workweek.

# Employee Conduct

## Standards of Conduct

RediMinds, Inc's rules and standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the Company's rules and standards.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, manufacture, or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Making maliciously false statements about co-workers
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors.
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism
- Unauthorized use of telephones, computers, or other company-owned equipment on working time. Working time does *not* include break periods, mealtimes, or other specified periods during the workday when employees are not engaged in performing their work tasks.
- Unauthorized disclosure of any "business secrets" or other confidential or non-public proprietary information relating to the Company's products, services, customers, or processes. *Wages and other conditions of employment are not considered to be confidential information.*

This policy is not intended to restrict an employee's right to discuss or act together to improve wages, benefits, and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding RediMinds, Inc's standards of conduct, please direct them to your supervisor or Human Resources.

## **Disciplinary Action**

Disciplinary action at RediMinds, Inc is intended to fairly and impartially correct behavior and performance problems early on and prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. RediMinds, Inc reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

RediMinds, Inc recognizes that certain types of employee behavior are serious enough to justify termination of employment without observing other disciplinary action first.

These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of company property
- Presence on company property during non-business hours
- Use of company equipment and/or company vehicles without prior authorization
- Indiscretion regarding personal work history, skills, or training
- Divulging RediMinds, Inc business practices or any other confidential information
- Any misrepresentation of RediMinds, Inc to a customer, a prospective customer, the general public, or an employee

## **Confidentiality**

RediMinds, Inc takes the protection of Confidential Information very seriously. “Confidential Information” includes, but is not limited to, computer processes, computer programs and codes, customer lists, customer preferences, customers’ personal information, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes the Company’s intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through your employment with RediMinds, Inc and as a direct result of your job responsibilities with RediMinds, Inc. *Wages and other conditions of employment are not considered to be Confidential Information.*

To protect such information, employees may not disclose any confidential or non-public proprietary information about the Company to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to your supervisor.

The unauthorized disclosure of Confidential Information belonging to the Company and not otherwise available to persons or companies outside of RediMinds, Inc may result in disciplinary action, up to and including termination of employment. If you leave the Company, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee's right to discuss or act together to improve wages, benefits, and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Questions regarding this policy should be directed to Human Resources or Madhu Reddiboina, CEO.

## **Communication**

RediMinds, Inc is committed to professionally communicating with employees and clients. In order to ensure understanding, clarity of decisions, and documenting facts, calls and video conferences are recorded for reference and understanding. It is the expectation that employees understand this and ensure meetings they conduct via phone and video are recorded meetings. Participants should be reminded at the beginning of all meetings that the event is being recorded.

## **Personal Appearance: “Dress for your day”**

“Dress for Your Day” gives our Employees a level of discretion in what they can wear to work, based partly on where and with whom they will be working. It’s another positive feature of our culture that makes RediMinds, Inc an even better, more welcoming place to work. Dress for Your Day is all about flexibility and showing your individuality in a way that is appropriate for our workplace.

What does Dress for Your Day mean for you? Start by considering what your workday looks like and take it from there.

For example:

If your day includes meeting (in person or via video conference) with a client, prospect, prospective recruiting candidate, or referral source, it may call for business attire or business casual. For a day focused on internal meetings and non-video calls or meetings, then casual attire may be an option. It’s important that we look just as put together and professional when wearing jeans as when wearing a suit. When in doubt, err on the side of dressing up.

RediMinds, Inc prides itself on the professional environment we maintain and the positive image that we all present as ambassadors of RediMinds, Inc. This image is

affected by the manner of dress we use within our offices, at client locations, and on other occasions when we are representing our Company.

The following items are not appropriate at work when seeing a client face to face or via video call:

- Clothing that is too revealing, such as halter, open back, cropped length, spaghetti strap or low-cut tops and dresses
- ...And please don't look like you just rolled out of bed

Generally, employees should maintain a clean and neat appearance and should refrain from wearing stained, wrinkled, frayed, or revealing clothing to the workplace. Employees are urged to use their discretion when determining what is appropriate to wear to work. Employees who wear inappropriate attire to work may be sent home to change their clothing.

RediMinds, Inc understands that in certain situations, the Company may need to make exceptions to this policy based on an employee's religion, disability, or other characteristic protected under federal, state, or local law. In accordance with all applicable laws, the Company will make every effort to provide reasonable accommodation as necessary unless doing so would cause an undue hardship on RediMinds, Inc.

Questions regarding appropriate workplace attire should be directed to your supervisor or Human Resources.

## **Workplace Violence**

RediMinds, Inc strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression, or coercion against a co-worker, vendor, customer, or visitor.

Prohibited actions include but are not limited to the following examples:

- Physically injuring another person.
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive, or threatening language or gestures
- Bringing an unauthorized firearm or other weapons onto company property
- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor or security personnel. Employees should warn their supervisors or security personnel of any suspicious workplace activity they observe, or that appears problematic. Employee

reports made pursuant to this policy will be investigated promptly and will be kept confidential to the maximum extent possible. RediMinds, Inc will not tolerate any form of retaliation against any employee for making a report under this policy.

RediMinds, Inc will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

## **Drug & Alcohol Use**

RediMinds, Inc is committed to maintaining a workplace free of substance abuse. No employee or individual who performs work for RediMinds, Inc is allowed to consume, possess, sell, purchase, or be impaired by alcohol or illegal drugs, as defined under federal and/or state law, on any property owned by or leased on behalf of RediMinds, Inc, or in any vehicle owned or leased on behalf of RediMinds, Inc or while on Company business.

The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to perform their job safely. Employees should inform their supervisor if they believe their medication will impair their job performance, safety, or the safety of others, or if they believe they need a reasonable accommodation when using such medication.

RediMinds, Inc will not tolerate employees who report for duty while impaired by the use of alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their supervisor or Human Resources immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment.

As a part of our effort to maintain a workplace free of substance abuse, RediMinds, Inc employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, RediMinds, Inc reserves the right to examine and test for drugs and alcohol at our discretion.

As a condition of your employment with RediMinds, Inc, employees must comply with this Drug & Alcohol Use Policy. Be advised that no part of the Drug & Alcohol Use Policy shall be construed to alter or amend the at-will employment relationship between RediMinds, Inc and its employees.

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

## **Sexual & Other Unlawful Harassment**

RediMinds, Inc is committed to a work environment in which all individuals are treated with respect. RediMinds, Inc expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, pregnancy, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
2. Submission or rejection of the conduct is used as a basis for making employment decisions; or,
3. The conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters
- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Company's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Company.

Harassment on the basis of any other protected characteristic is also strictly prohibited.

### **Complaint Procedure:**

RediMinds, Inc strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to:

Madhu Reddiboina, CEO  
29777 Telegraph Road Suite 1670  
Southfield, MI 48034  
(248) 996-8439

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially.

Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

### **Retaliation Prohibited:**

RediMinds, Inc expressly prohibits retaliation against any individual who reports discrimination or harassment or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

### **Personal Property**

Employees should use their discretion when using personal property for business purposes. RediMinds, Inc assumes no risk for any loss or damage to personal property.

Employees may not possess or display any property that may be viewed as inappropriate or offensive on RediMinds, Inc premises or where it is seen by other employees or clients/customers.

### **Use of Company Property**

Company property refers to anything owned by the company: physical, electronic, intellectual, or otherwise. The use of company property is for business necessity only.

When materials or equipment are assigned to an employee for business, it is the

employee's responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Company and is subject to reassignment and/or use by the Company without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and employee files.

RediMinds, Inc has created specific guidelines regarding the use of company equipment. Below is a list of employee responsibilities and limitations with regard to company property.

### **Company Tools:**

All necessary tools are furnished to employees to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state, and local law, be charged to the employee.

### **Care of Company Property:**

Office areas should be kept neat and orderly, and all equipment should be well-maintained. The theft, misappropriation, or unauthorized removal, possession, or use of company property or equipment is expressly prohibited.

Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination of employment.

### **Federal Government Property**

RediMinds, Inc has contracts with the Federal Government. As part of these contracts, employees may be issued property of the Federal Government such as computers, laptops, badges, documents, etc. If you are issued an item that is the property of the Federal Government, it must also be kept secure and in your possession at all times. Keeping it secure means, do not leave it in your car, unattended in public, or left with someone else. If you are issued a federal badge, you must actively participate in the process to gain clearance for the badge and to physically pick up your badge from the badging office.

### **Smoking**

RediMinds, Inc provides a smoke-free environment for its employees, customers, and visitors. Smoking, including the use of e-cigarettes and vaporizers, is prohibited throughout the workplace. We have adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant working conditions.

## **Computer, Email & Internet Usage**

Computers, email, and the Internet allow RediMinds, Inc employees to be more productive. However, all employees must use good business judgment when using RediMinds, Inc's electronic communications systems (ECS).

### **Standards of Conduct and ECS**

RediMinds, Inc strives to maintain a workplace free of discrimination and harassment. Therefore, RediMinds, Inc prohibits using the Company's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the Company's policy against discrimination and harassment.

### **Copyright and other Intellectual Property**

Respect all copyright and other intellectual property laws. For the Company's protection and your own, you must show proper respect for the laws governing copyright, the fair use of copyrighted material owned by others, trademarks, and other intellectual property, including the Company's own copyrights, trademarks, and brands. Employees are also responsible for ensuring that they have the appropriate distribution rights when sending any material over the Internet.

RediMinds, Inc purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, RediMinds, Inc does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. RediMinds, Inc prohibits the illegal duplication of software and its related documentation.

### **ECS Guidelines**

The following behaviors are examples of previously stated or additional actions and activities under this policy that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images about co-workers, supervisors, or the Company that violate the Company's policy against discrimination and harassment.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Pirating or downloading Company-owned software without permission.
- Sending or posting the Company's confidential material, trade secrets, or non-public proprietary information outside the Company. *Wages and other conditions of employment are not considered confidential material.*
- Violating copyright laws and failing to observe licensing agreements.

- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job performance of fellow employees.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Using the Internet for gambling or any illegal activities.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of RediMinds, Inc.

## **Privacy and Monitoring**

Computer hardware, software, email, Internet connections, and all other computer, data storage, or ECS provided by RediMinds, Inc are the property of RediMinds, Inc. Employees have no right to personal privacy when using RediMinds, Inc's ECS. To ensure the productivity of employees, compliance with this policy and with all applicable laws, including harassment and anti-discrimination laws, computer, email, and Internet usage may be monitored.

This policy is not intended to restrict an employee's right to discuss or act together to improve wages, benefits, and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Questions or concerns related to this policy should be directed to your supervisor or Madhu Reddiboina, CEO.

## **Company Supplies**

Only authorized persons may purchase supplies in the name of RediMinds, Inc. No employee whose regular duties do not include purchasing shall incur any expense on behalf of RediMinds, Inc or bind RediMinds, Inc by any promise or representation without express written approval.

# Timekeeping & Payroll

## Attendance & Punctuality

Absenteeism and tardiness place an undue burden on other employees and the Company. RediMinds, Inc expects regular attendance and punctuality from all employees. This means being in the workplace, ready to work, at your scheduled start time each day, and completing your entire shift. Employees are also expected to return from scheduled meal and break periods on time.

All-time off must be requested in writing, in advance, as outlined in the Company's Paid Time Off (PTO) policy. If an employee is unexpectedly unable to report for work for any reason, he or she must directly notify their supervisor as early as possible, and preferably prior to their scheduled starting time. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

If an illness or emergency occurs during work hours, employees should notify their supervisor as soon as possible.

Employees who will be absent for more than one day should contact their supervisor each day of their absence. RediMinds, Inc reserves the right to ask for a physician's statement in the event of long-term illness (three consecutive days) or multiple illnesses or injuries.

If an employee fails to notify their supervisor after three consecutive days of absence, RediMinds, Inc will presume that the employee has voluntarily resigned. RediMinds, Inc will review any extenuating circumstances that may have prevented him or her from calling in before the employee is removed from payroll.

Should undue or recurrent absence and tardiness become apparent, the employee will be subject to disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss or act together to improve wages, benefits, and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

## Timekeeping

The Company's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked.

All employees should track all time worked in projects with the tools provided. Time tracking is important for payroll purposes and for invoicing our clients. Accuracy and consistency is expected.

In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period and any departure for non-work-related reasons. Any errors in time records must be immediately reported to your supervisor.

Absent prior authorization, non-exempt employees are not permitted to start work until their scheduled starting time or work past their scheduled ending time.

RediMinds, Inc strictly prohibits non-exempt employees from working off the clock for any reason. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-related purposes.

It is the responsibility of all employees to submit and approve their time records each week. Vacation days, sick days, holidays, and absences for jury duty, funeral leave, or military training must be specifically recorded by all employees.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

## **Paydays**

RediMinds, Inc employees are paid on a semi-monthly basis. If a regularly scheduled payday falls on a holiday, employees will be paid on the day preceding the holiday unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's listed address or, upon advance, written authorization deposited directly into an employee's bank account. Employees who elect payment through direct deposit will receive an itemized wage statement when the Company makes direct deposits.

In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state, and local laws.

## **Payroll Deductions**

RediMinds, Inc makes deductions from employee pay only in the circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions and voluntary deductions for health insurance premiums and other related contributions.

If you believe that an improper deduction has been made from your pay, raise the issue with Human Resources immediately. RediMinds, Inc will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.

# **Employee Acknowledgment of Receipt of Handbook**

I hereby acknowledge that I have reviewed and understand the material contained in this Employee Handbook and agree to adhere to the rules, policies, and regulations of the Company. I acknowledge responsibility for complying with future changes in such policies, procedures, and regulations communicated with Employees from time to time, whether or not I have signed an acknowledgment of such changes. In addition, I also understand that the material contained herein supersedes that contained in any previous Employee handbook, company correspondence, or verbal promise issued by any Employee of the Company.

I specifically acknowledge that I have reviewed the policies entitled *Equal Employment Opportunity and Discrimination and Harassment Free Workplace* prohibiting employment discrimination and sexual and other forms of harassment in the workplace and agree to comply strictly with these policies. I further understand that if I suspect that I have been subjected to unlawful discrimination or harassment or have witnessed or become aware of any such discrimination or harassment, I should immediately communicate my concerns verbally or in writing to Human Resources.

I understand that this handbook is a confidential document and is the property of RediMinds, Inc. As such, it should not be duplicated or shared with individuals outside of the Company.

**THE GUIDELINES, POLICIES, AND PROCEDURES DESCRIBED IN THIS HANDBOOK ARE NOT CONDITIONS OF EMPLOYMENT, AND THE LANGUAGE IS NOT INTENDED TO CREATE A CONTRACT BETWEEN REDIMINDS, INC AND OUR EMPLOYEES. THE COMPANY RESERVES THE RIGHT TO MAKE CHANGES IN THE GUIDELINES, POLICIES, AND THEIR APPLICATION AS IT DEEMS APPROPRIATE AND THESE CHANGES MAY BE MADE WITHOUT NOTICE.**

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Employee Name

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Employee Signature

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Date