



Temporary Teammate

December 4, 2019

Luther Barnum  
9725 White Barn Way  
Riverview, FL 33569

Welcome to Insight, Luther!

On behalf of Insight, it is my absolute pleasure to extend this offer to you. As the Residency Resource VII, you'll report to Wilcy Sharer, with a tentative start date of December 16, 2019. The duration of your temporary position will be up to 3 months; however, Insight reserves the right to change the duration of service. We are passionate about our teammates, clients and partners– and we're thrilled that you are joining our team at Insight.

### **WHO WE ARE**

Insight is a global IT solutions provider, offering hardware, software, cloud and services solutions that help businesses run smarter. Brothers Tim and Eric Crown founded our company in 1988, using a cash advance from a credit card to get started. Since then, the company has grown dramatically — we're proud to say we've ranked in the Fortune 500 eight of the last nine years. Insight is proud to have a global footprint with 34 offices throughout North America, 13 offices in Europe and 10 offices in Asia and the Pacific.

### ***Our Brand***

We are passionate about our brand, purpose statement and values that guide the way we conduct business and how we interact with clients, partners and teammates every single day.

### ***Our Purpose***

We build meaningful connections to help businesses run smarter. We connect clients to solutions, partners to clients, and teammates to opportunities. In doing so, we understand and solve clients' real business problems through technology and provide the expertise that enhances business performance.

### ***Our Values***

*Hunger, Heart and Harmony*

- *Hunger:* Status quo? Not at Insight. Our insatiable desire to create new opportunities for our clients and our business is apparent in everything we do.



- *Heart:* We seek to have a positive impact in the lives of the people we serve by always putting our clients, partners and teammates first.
- *Harmony:* We are many teammates on one global team. We invite perspective, and we consistently celebrate each other's unique contributions as we work together to bring the best solutions for our clients.

### **YOUR BASE COMPENSATION**

You'll be paid an hourly rate of \$75 for every hour you work, including any hours in excess of 40 hours per workweek. As an exempt computer professional, you won't receive the overtime pay rate for any hours worked over 40 in one workweek. Wages will be paid bi-weekly in accordance with the Company's normal payroll periods and practices.

### **YOUR BENEFITS**

As a temporary teammate, you'll be eligible for the following benefit plans offered by Insight:

- Medical
- 401(k)
- In It Together Foundation

Please refer to the 2019 Benefit Enrollment Guide available electronically and on Inside.Insight. You can enroll once you have started work and have access to Insight's intranet, but you must enroll by the 30<sup>th</sup> day after your start date. These benefits are effective on the first of the month after completing (thirty) 30 days with Insight.

As a contractor employee, you'll be eligible to participate in Insight's 401(k) plan according to the eligibility and other terms of the governing document for this benefit. You'll be automatically enrolled in Insight's 401(k) Plan at a 3% contribution rate. The 3% deduction will begin approximately (thirty) 30 days following your date of hire unless you either opt out or choose a different contribution percentage.

By signing and returning this letter, you are representing to us that you recognize your exclusion from participating in the Insight Benefits [except as expressly provided above] and waive all right and entitlement to the compensation and benefits provided under such Insight Benefits.



## **CONTINGENCIES**

By signing and returning this letter, you are representing to us that you have not entered into any agreement with any other company that prohibits you from working for Insight or limits your ability to carry out the duties of the position we are offering you at Insight. In the event you are a party to such an agreement, you acknowledge that your obligations under such agreement are personal to you and are not the responsibility of Insight. In addition, Insight may make its offer of employment contingent upon successful resolution of any restrictions arising out of your work for a previous employer.

You also agree that you have not taken and are not in possession of any information from any other company that is marked as confidential and/or proprietary or which you have reason to believe is confidential and/or proprietary ("Prior Employer Proprietary Information"). Insight prohibits the use of Prior Employer Proprietary Information unless the owner of such Prior Employer Proprietary Information expressly authorizes Insight to use it, or it is otherwise proper for Insight to use such information. We require that you do not use Prior Employer Proprietary Information in carrying out your duties at Insight and do not disclose Prior Employer Proprietary Information to Insight. By signing and returning this letter, you are agreeing to abide by these restrictions.

This offer is also contingent upon you signing the enclosed Confidentiality, Intellectual Property, Non-solicitation and Non-Competition Agreement, Arbitration Agreement, and other policies and agreements included in this package. This offer is also contingent upon you passing a pre-employment drug screen and criminal background check. Please complete, sign and return the enclosed authorization form so that we may proceed with your background check.

Federal law requires you to complete a Form I-9 on or before your start date after you've accepted an offer of employment. A link to complete section 1 of the form will be sent to you along with your onboarding paperwork. In order to complete the form, Insight is required to obtain identification and employment eligibility documentation within three (3) business days of your hire date. Please bring original documents to verify both your identity and eligibility to work. Please refer to the I-9 link for a list of permissible documents. You must bring with you either one (1) document from List A; **or** one (1) document from list B **and** one (1) document from List C. Failure to provide these documents within three (3) business days of your hire date will result in the suspension and/or termination of employment. If you are working remotely (not in an Insight office), an HR Specialist will reach out to you regarding your options on completing the form.



### **EMPLOYMENT RELATIONSHIP**

During your employment, you'll be required to adhere to the company's policies and procedures located on the Policy Center of the company's intranet. These policies may be modified periodically at the discretion of company management. Employment with the company is at-will, which means that either you or Insight may terminate the employment relationship at any time, with or without advance notice, and with or without cause. If you elect to resign your employment, Insight requests, as a courtesy, that you provide us two weeks' notice of the intended separation from employment. This letter is not an express or implied contract for employment for any period of time.

### **STARTING WORK**

Are you ready for your first day? Your manager will reach out to you directly prior to your start date to provide you with instructions for your first day. Feel free to contact your manager or myself if needed.

We look forward to having you join the Insight team and know you'll find the position both challenging and rewarding. If you have any questions, please feel free to contact me at 425-387-7047.

Sincerely,

Ashley Cole  
Recruiting Coordinator

### **OFFER ACCEPTANCE**

This letter is an offer of employment and not an employment contract. Your signature below indicates your acceptance of our offer of at-will employment pursuant to the terms and conditions set forth in this letter and Insight's policies.

  
Luther Barnum

Dec 4, 2019

Date

Please return your acceptance of our offer of employment to the  
Ashley.cole@insight.com